# BISHOP STATE

GENERAL
CATALOG

AND STUDENT HANDBOOK

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A MEMBER OF THE ALABAMA COMMUNITY COLLEGE SYSTEM

# IMPORTANT NUMBERS

## MAIN CAMPUS:

ACT Testing Center ............................................. 405-7158
ADA Coordinator ................................................. 405-7028
Alabama State University Local Extension ........... 405-4691
   Toll Free (Montgomery) ........................... 1-800-253-5037
   Undergraduate Information Center .............. 334-229-4275
Accounting Technology ........................................ 405-7240
Admissions Center .............................................. 405-7000
Alabama Skills Training Consortium .................... 434-6415
American Sign Language and
Interpreter Training ............................................. 405-7025
Athletic Department ............................................. 405-7030
Bookstore ........................................................... 405-7036
Business and Economics ...................................... 405-7240
Business Office ................................................... 405-7008
Campus Police .................................................... 405-7060
Center for Teaching and Learning ........................ 405-7167
College Recruitment/
International Student Adviser ............................... 405-7065
Community Development and Special Courses ..... 405-7115
Computer Information Systems ............................ 405-7240
Dean of Instructional Services ............................. 405-7012
Dean of Students ................................................. 405-7087
Division of Adult Education and
Economic Development ....................................... 405-7082
Early Childhood Center (Day Care) ..................... 405-7250
Early Childhood Education .................................. 405-7250
English Department ............................................. 405-7094
Geographic Information Systems .......................... 665-4083
Financial Aid ...................................................... 405-7015
Gymnasium ......................................................... 405-7030
Human Resources ................................................ 405-7052
Learning Assistance Center ................................. 405-7100
Library ............................................................... 405-7110
Mailroom ........................................................... 405-7036
Maintenance ....................................................... 405-7170
Management and Supervision .............................. 405-7240
Mathematics Department ..................................... 405-7220
Natatorium ......................................................... 405-7191
Office Administration .......................................... 405-7240
Physical Education .............................................. 405-7030
President's Office ................................................ 405-7130
Public Relations ................................................. 405-7135
Ready to Work Program ....................................... 405-7085
Records .............................................................. 405-7000
Research and Development ................................... 405-7165
Science Department ............................................. 405-7120
Secretarial Pool .................................................. 405-7241
Security .............................................................. 405-7060
Security (Business Technology Center) ................ 405-7081
Student Services/Admissions ............................... 405-7000
Social Sciences ................................................... 405-7144
Upward Bound .................................................... 405-7155
Utilities Plant ..................................................... 405-7070
Veterans Affairs .................................................. 405-7019
WorkKeys Service Center .................................... 405-7159

## CARVER CAMPUS:

Adult Basic Education ......................................... 662-5370
Automotive Body Technology .............................. 662-5386
Barbering and Hair Styling .................................. 662-5380
Bookstore ........................................................... 662-5367
Business Affairs .................................................. 662-5367
Campus Director ................................................. 662-5363
Commercial Food Service .................................... 662-5360
Educational Talent Search ................................... 662-5376
Fundraising/Job Placement .................................. 662-5371
Learning Resource Center (Library) ..................... 662-5390
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Masonry ............................................................. 662-5385
Plumbing ............................................................ 662-5392
Student Services/Admissions ............................... 662-5361
Title III .............................................................. 662-5366
Welding Technology ........................................... 662-5383

## BAKER-GAINES CENTRAL CAMPUS:

Black History Museum and Research Library ....... 405-4408
Bookstore ........................................................... 405-4461
Business Affairs .................................................. 405-4461
Campus Police .................................................... 405-4478
Chemistry Department ......................................... 405-4594
Counseling .......................................................... 405-4400
Director's Office ................................................. 405-4457
Early Childhood Education .................................. 405-4416
Emergency Medical Services (EMS) .................... 405-4435
Funeral Service Education (FSE) ......................... 405-4435
Health Information Technology ............................ 405-4451
Library ............................................................... 405-4424
Maintenance ....................................................... 405-7170
Microbiology ...................................................... 405-4412
Nursing .............................................................. 405-4495
Physical Therapist Assistant (PTA) ...................... 405-4441
President's Satellite Office ................................... 405-4457
Science Department ............................................. 405-7220
Security .............................................................. 405-4430
Student Services/Admissions ............................... 405-4400

## SOUTHWEST CAMPUS:

Air Conditioning and Refrigeration Technology ... 665-4103
Automotive Technology ....................................... 665-4097
Bookstore ........................................................... 665-4089
Business Affairs .................................................. 665-4089
Campus Director ................................................. 665-4083
Carpentry ........................................................... 665-4101
Civil Engineering Technology ............................. 665-4110
Cosmetology/Nail Technology ............................. 665-4095
Counseling .......................................................... 665-4087
Dean of the Technical School .............................. 665-4083
Diesel Technology .............................................. 665-4120
Drafting and Design Technology .......................... 665-4111
Electrical Technology .......................................... 665-4116
Electronics Engineering Technology .................... 665-4106
Graphic Communications Technology ................... 665-4118
Jewelry Design/Watch Repair .............................. 665-4084
Library ............................................................... 665-4091
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# BISHOP STATE COMMUNITY COLLEGE CATALOG

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**Modification Statement**

The provisions of this publication are not to be regarded as an irrevocable contract between the student and the institution.

Bishop State Community College reserves the right to change any provision or requirement at any time within the student's term of attendance.

For the latest revisions and updates to the Bishop State Community College General Catalog, please visit **www.bishop.edu/catalogs.html**.

# GENERAL INFORMATION

## The Alabama Community College System Mission Statement:

**The Alabama College System** provides a unified system of academic college education, technical education, customized business and industry training, workforce development, and adult education. This system is part of a seamless, lifelong education process for all Alabamians and corporate citizens.

## Bishop State Community College Mission Statement:

**The Mission of Bishop State Community College** is to provide high-quality educational opportunities and services that are responsive to individual and community needs for the citizenry of Mobile and Washington counties at an affordable cost. The College utilizes traditional and distance learning to accomplish its mission. Bishop State Community College fulfills its mission by offering the following:

- **Transfer education** designed to prepare students at the freshman and sophomore levels for transfer to other colleges and universities.
- **General education courses** in the liberal arts and sciences to support all college degree programs.
- **Technical, vocational, occupational, and career education courses** that prepare students for immediate employment, retrain existing employees, and promote local and state economic stability and competitiveness.
- **Partnerships** with business, industry, and professional groups to assess and fulfill training needs to meet workforce demands.
- **Developmental education** to assist individuals in order to improve learning skills and overcome educational deficiencies to bring their basic skills to a level appropriate for college-level work.
- **Academic support services** that include a learning resource center and basic skills activities that enhance instruction.
- **Student support services** that provide advising, counseling, tutoring, financial assistance, and social and cultural activities for all students, including those with special needs.
- **Continuing education and personal enrichment** opportunities that support lifelong learning and the civic, social, and cultural quality of life.
- **Conducive learning environments** equipped with classroom technology and attractive physical campuses.
- **Continuous assessment** through research and development of programs and services and the utilization of results for improvement.

## Principles of Integrity to Guide Bishop State Community College

**As members of the Bishop State family** – administrators, faculty, staff, students, and alumni – we believe in the following principles of integrity that serve as a code of ethics to lead us in the fulfillment of our individual and collective "Commitment to a Program of Excellence" for the overall good of Bishop State Community College.

1. Truthfulness and Integrity – We value honesty in all we do and say.
2. Responsiveness and Accountability – We serve the people of Alabama and respond to them with our best, with correct decisions and actions.
3. Helpfulness – We help by providing beneficial knowledge, information, and training to individuals, groups, and communities.
4. Orderliness – We organize data, information, facts, and ideas in a manner that is useful, retrievable, and applicable.
5. Betterment – We seek to be better every day in every facet of our work.
6. Thrift and Value – We conscientiously accept the responsibility for stewardship of all funds, using money wisely and faithfully.
7. Ethics, Courtesy and Civility – We comply with applicable laws, rules, regulations of government, accrediting agencies, our governing board, as well as our sense of what is ethical.
8. Equal Opportunity – We respect the dignity and worth of all individuals. We treat people without regard to their race, color, gender, age, national origin, religion, and physical or mental capacity.

9. Responsible Independence – We accept responsibility for the fulfillment of our mission through the independence from interference and undue influence required by accreditation standards.
10. Effectiveness – We measure our progress toward goals and objectives in fulfilling our mission.

***Adopted from "Management Values to Guide the Alabama College System"***

**History of the College**
Founded in the summer of 1927, Bishop State Community College was originally the Mobile Branch of Alabama State College (University) in Montgomery, Alabama. It was established as an in-service arm of Alabama State College that offered extension courses to African-American elementary and secondary teachers in Mobile.

In 1936, O. H. Johnson was appointed as dean. The first full-time faculty consisted of seven persons, which included such Mobile pioneers in education as Dr. Benjamin F. Baker, Mary Wilbur Weeks Burroughs and C.F. Powell. Dr. Sanford. D. Bishop, Sr. joined the teaching staff of "The Branch" in 1938 as an instructor of English and music. In 1941, he was named dean.

In 1942, property was acquired on Broad Street where the present Main Campus is located. The campus consisted of a two-story framed building, which prior to the purchase of the property, was used by the Voluntary Fire Fighters Society #11. It was purchased with a loan that was later repaid by students through fund-raisings. The first permanent structure on the campus was constructed in 1954. In 1963, the name "Mobile Branch of Alabama State College" was changed to Alabama State College – Mobile Center.

In 1965, the Alabama State Legislature ratified the Alabama State Board of Education's action establishing the Alabama State College – Mobile Center as Mobile State Junior College and severed its relationship with Alabama State College in Montgomery. Dr. Bishop was appointed president of the new independent junior college. In 1971, the Alabama State Legislature renamed the college to S. D. Bishop State Junior College. Upon the death of Dr. Bishop on June 21, 1981, Dr. Joseph C. Mitchell was selected to serve as interim president. In September 1981, Dr. Yvonne Kennedy was appointed as the second president.

In 1989, the name of the college was changed to Bishop State Community College to reflect its growth in vocational/career offerings, transfer offerings, and community service activities. On August 22, 1991, the Alabama State Board of Education consolidated two technical colleges in Mobile – Southwest State Technical College and Carver State Technical College – with Bishop State Community College. In 1995, the College added a fourth campus with the opening of its Baker-Gaines Central Campus.

Dr. Kennedy remained the president for 26 years, retiring on July 30, 2007. Dr. James Lowe, Jr., became the interim president on August 1, 2007, and on May 22, 2008, the Alabama State Board of Education appointed him the third president.

**Accreditations**
Bishop State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone 1-404-679-4501) to award associate degrees and certificates. In addition, the following specific programs are individually accredited by the appropriate accrediting agencies:

- Practical Nursing and Associate Degree Nursing: National League for Nursing Accrediting Commission (3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326; telephone 1-404-975-5000)
- Basic EMT Program: State of Alabama Department of Public Health (The RSA Tower, 201 Monroe Street, Montgomery, Alabama 36104; telephone 1-800-962-9234 or 1-334-206-5383)
- Paramedic Program: The Commission on Accreditation of Educational Programs for the Emergency Medical Services Professions CoAEMSP (1248 Harwood Road, Bedford, Texas 76021-4244; telephone 1-817-283-9403)
- Funeral Service Education: The Funeral Service Education Program at Bishop State Community College is accredited by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Avenue, Suite G, St. Joseph, Missouri 64506; telephone 1-816-233-3747. Web: ***www.abfse.org***.
- Physical Therapist Assistant: Commission on Accreditation in Physical Therapy Education (1111 N. Fairfax Street, Alexandria, Virginia 22314; telephone 1-703-706-3245)

- Health Information Technology: Commission on Accreditation of Allied Health Education Programs (35 East Wacker Drive, Suite 1970, Chicago, Illinois 60601-2208; telephone 1-312-553-9355)
- Automotive Body Technology: National Automotive Technicians Education Foundation (101 Blue Seal Drive, Suite 101, Leesburg, Virginia 20175; telephone 1-703-669-6650)
- Commercial Food Service: American Culinary Federation Education Institute Accrediting Commission (10 San Bartola Drive, St. Augustine, Florida 32086; telephone 1-904-824-4468)
- All associate degree programs in the Division of Business and Economics: Association of Collegiate Business Schools and Programs (7007 College Boulevard, Suite 420, Overland Park, Kansas 66211; telephone 1-913-339-9356)

## Policy of Nondiscrimination

The Alabama State Board of Education through the Alabama Department of Postsecondary Education proclaims nondiscriminatory practices in Alabama two-year institutions under the jurisdiction of the Alabama State Board of Education.

It is the official policy of the Alabama Department of Postsecondary Education and Bishop State Community College that no persons shall, on the basis of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

### *Inquiries concerning this policy as it relates to two-year institutions should be directed to:*

| Americans with Disabilities Act of 1990 | Rehabilitation Act of 1973 (Section 504) | Titles IV, VII, and IX |
|---|---|---|
| Rev. Arvin Trotter, ADA Coordinator | Dr. Terry Hazzard, Dean of Students | Mrs. Madeline R. Stokes |
| Main Campus Caldwell Building | Student Life Conference Complex | Director/Federal Programs |
| 1-251-405-7028 | Main Campus | Director/Central Campus |
| | 1-251-405-7089 | 1-251-405-4457 |

# ADMISSIONS

**General Admission Requirements**

An applicant who has not previously attended a duly accredited postsecondary institution will be designated as a first-time college student or a native student. All first-time college students must attend an orientation session during which time advisement, orientation activities, and registration will be completed. It is also recommended that first-time college students take Psychology 100, a college orientation course.

**Admission Requirements**

For admission to an Alabama Community College System institution, an applicant must provide:

One primary form of documentation such as an unexpired Alabama driver's license: an unexpired Alabama identification card: an unexpired U.S. passport: an unexpired U.S. permanent resident card; **OR**

Two secondary forms of documentation, one which must be a photo identification card other than those specified above, 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.

Applicants must submit the documentation in person or through a notarized copy by U.S. mail by the end of the institution's published drop/add period.

For admission to an Alabama Community College System institution, all international applicants must provide a VISA acceptable to the United States and an official translated copy of the student's high school/college transcript; a minimum score on an approved English as a Foreign Language exam as specified in the guidelines; signed notarized statement verifying adequate financial support; and documentation demonstrating adequate health and life insurance which must be maintained during enrollment.

All beginning freshmen who intend to become teachers and are to be trained in Alabama colleges and universities must take the ACT and attain a score of least 18 or the equivalent on the SAT before they will be admitted to any teacher education program in Alabama. You may obtain a test application in the Learning Assistance Center located in the Caldwell Building on the Main Campus. (The ACT is not required for admission to Bishop State Community College).

**Admission to Courses Creditable Toward an Associate Degree**

To be eligible for admission to courses creditable toward an associate degree, a first-time college student must meet one of the following criteria:

- Applicants who hold The Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; **OR**

- Applicants who hold the high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and have passed the Alabama Public High School Graduation Examination; **OR**

- Applicants who hold a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and have achieved a minimum ACT score of 16 or the equivalent score on the SAT; **OR**

- Applicants who hold 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 have achieved a minimum ACT score of 16 or the equivalent score on the SAT; or applicants who hold a General Equivalency Diploma (GED) Certificate issued by the appropriate state education agency.

The credentials of an applicant for admission from a foreign country are evaluated under the established general regulations governing admission. An applicant for admission to the College who has received disciplinary action from another institution or agency may be denied admission to the College if, in the view of the Admissions Committee, the presence of the person on campus may threaten the welfare of others.

**Admission to Non-Credit Special Courses**

The College offers non-credit, short-term, special courses for which admission requirements will be established by the nature of the particular course. It will not be necessary for a student who plans to register only for Special Courses to apply for regular college admission. Additional information about these courses may be obtained by contacting the WorkForce Development and Lifelong Learning Department at 1-251-405-7084 or 1-251-405-7118.

### A. First Time College Students

#### Unconditional Admission of First-Time College Students

Applicants must have on file at the College a completed application for admission and either an official transcript from the high school attended or an official GED Certificate. If required, applicants must also have on file proof of passage of the Alabama Public High School Graduation Examination or evidence of a minimum ACT score of 16 or the equivalent score on the SAT. For admission to courses not creditable toward an associate degree, applicants must have on file documented ability to benefit. All male students between the ages of 18 and 26 are required to register with the U.S. Selective Service System.

#### Conditional Admission of First-Time College Students

Applicants who do not have on file an official transcript from the high school attended or an official GED certificate may be granted Conditional Admission. No 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. If all required admissions records have not been received by the College prior to issuance of first semester grades, the 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.

### B. Transfer Students

Applicants who have previously attended another regionally accredited or Council on Occupational Education accredited postsecondary institution will be considered transfer students and will be required to furnish official transcripts of all work attempted at all said institutions. Transfer students who meet requirements for admission to courses creditable toward an associate degree shall be classified as "Degree-Eligible" students. Transfer students who do not meet these requirements shall be classified as "Non-Degree-Eligible" students. Applicants who have been suspended from another institution for academic or disciplinary reasons will not be considered for admission except upon appeal to the Admissions Committee.

#### Unconditional Admission of Transfer Students

For unconditional admission, transfer students must have submitted to the College an application for admission and official transcripts from all **duly** accredited postsecondary institutions attended. Transfer students who meet requirements for admission to a course creditable toward an associate degree shall be classified as "Degree-Eligible" students. Transfer students who do not meet these requirements shall be classified as "Non-Degree-Eligible" students.

#### Conditional Admission of Transfer Students

Transfer students who do not have on file official transcripts from all postsecondary institutions attended and any additional documents required by the institution 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.

If all required admissions records have not been received by the College prior to issuance of first semester grades, the 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.

#### Initial Academic Status of Transfer Students

Transfer students whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted only on Academic Probation. The transcript will read ADMITTED ON ACADEMIC PROBATION. Applicants who have been academically suspended from another regionally accredited postsecondary institution may be admitted as a transfer student only after following the

appeals process established at the institution for "native" students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on Academic Probation. The transcript will read ADMITTED UPON APPEAL – ACADEMIC PROBATION. Transfer students 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.

### General Principles for Transfer of Credit
1. Courses completed at other regionally accredited postsecondary institutions with a grade of C or better will be accepted for transfer as potentially creditable toward graduation requirements.
2. Awarding of transfer credit to fulfill graduation requirements will be based on applicability of the credits to the requirements of the degree sought.
3. A transfer grade of "D" will be accepted when the transfer student's cumulative GPA is 2.0 or above.

## C. Transient Students
Any student who attended another postsecondary institution and seeks credit for transfer to that parent institution may be admitted to the institution as a transient student. The student must submit an application for admission and a 'letter of transiency" from the institution which certifies that the credit earned at the institution will be accepted as a part of the student's academic program. A student is not required to file transcripts of previously earned credits at other postsecondary institutions.

## D. International Students
Bishop State Community College encourages the enrollment of students from other countries. The institution subscribes to the principles of international education and to the concept that mutual respect, appreciation, and tolerance of others can be accomplished through education and understanding. The credentials of an applicant for admission from a foreign country are evaluated under the general regulations governing admission. Application documents should be submitted to the Office of the Adviser of International Students four months prior to the opening of the semester of desired admittance. This will allow time for the processing of documents and records relative to entrance and, if the applicant is admitted, obtaining a valid passport visa.

All students must submit an official translated copy of the high school transcript indicating course credit equivalent to American high school graduation. Students must complete admission forms required of all regular students by the Admissions Office. All students must submit a signed notarized statement declaring that they have adequate funds to cover the cost of attending Bishop State Community College. Students must submit a Test of English as a Foreign Language (TOEFL) score of at least 500. (This does not apply to foreign students from English-speaking countries). All students must have current immunization records. All international students are required to meet with the International Student Adviser, Mr. Maynard Odom at 1-251-405-7065, located on the Main Campus. Entering students shall provide documentation demonstrating adequate health and life insurance which must be maintained during all period of enrollment.

### International Student Insurance Requirements
The College requires all international students with non-immigrant visas to maintain adequate health insurance coverage for them and for any dependents who accompany them. This insurance must be valid during each semester they enroll. Students who are on practical training after completing their degree requirements are also subject to this regulation.

The minimum standards of health and life insurance coverage are as follows:

- Daily room and board rate sufficient to cover the cost of a semi-private room at a local hospital.
- Outpatient coverage for physicians' charges, laboratory costs, ambulance service, prescription drugs, and similar procedures subject to a deductible not greater than $100.
- A minimum coverage of 80% of reasonable charges after the deductible is met.
- A minimum, major-medical coverage of $25,000.

- Repatriation coverage to prepare the remains of a deceased student and return him or her to his or her country of residence.
- Medical evacuation coverage to return the student to his or her country of residence in case of extreme medical emergency.

If you do not have insurance, the College's endorsed policy will be made available to you. Other policies may be accepted as meeting or exceeding the minimum standards of coverage by the Adviser of International Students prior to the start of your first semester enrolled at Bishop State Community College.

The entire cost of the minimum required insurance and any deductibles which must be met are the sole responsibility of the student. The cost to the student will be $800 per year and/or $400 per semester, which is subject to change.

## E. Accelerated High School Program

Bishop State Community College offers the high school accelerated program for high school students who may desire to earn college credit while enrolled in high school. Information must be obtained from the Academic Dean or the Admissions Office. A student is eligible for early admission if the student meets all of the following criteria:

- The student has successfully completed the 10th grade;
- The student provides certification from the local principal or his or her designee certifying that the student has a minimum cumulative "B" average and recommends the student be admitted under this policy;
- The student may enroll only in Postsecondary courses for which high school prerequisites have been completed (for example: a student may not take English Composition until all required high school English courses have been completed.);
- Exceptions may be granted for students documented as gifted and talented only in accordance with the standards included in the State Plan of Exceptional Children and Youth. Exceptions apply only to the first two requirements.

## F. Dual Enrollment/Dual Credit for High School Students

A student is eligible for dual enrollment/dual credit if the student meets the following criteria:

- The student must meet the entrance requirements established by the institution of Postsecondary education;
- The student must have a "B" average (overall 3.0 GPA) in completed high school courses;
- The student must have a 20 on the English and Mathematics sections of the ACT or appropriate COMPASS score to enroll in college-level courses in English and Mathematics;
- The student must have written approval of the appropriate principal and the local superintendent of education;
- The student must be in grade 10, 11, or 12, or have an exception granted by the 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;
- The student may enroll in occupational/technical courses/programs in accordance with guidelines of the Department of Postsecondary Education;
- The student enrolled in courses offered during the normal high school day on or off the high school campus shall have prior permission of the student's principal, superintendent, and the participating Postsecondary Institution President;
- Parental permission and travel for courses offered off the high school campus during the normal school day will be administered under the auspices of local boards of education;
- Six semester credit hours at the postsecondary level shall equal one credit at the high school level in the same or related subject. Partial credit agreements shall be developed between the participating postsecondary institution and the local board of education.

G. **Dual Enrollment/Dual Credit for High School Students: Early College Enrollment Program**

Bishop State Community College offers the early college enrollment program for high school students who may desire to earn college credit toward a specific career and technical or health certificate and/or degree. A student is eligible for admissions if the student meets the following criteria:

- The student has completed the 10th grade;
- The student has a minimum cumulative 2.5 average for technical programs or 3.0 average for health  programs as identified in guidelines;
- The student obtains written approval of his or her principal and the local superintendent of education.

## Admission of Ability to Benefit Students

Applicants to courses not creditable toward an associate degree and programs comprised exclusively of courses not creditable toward an associate degree may be admitted provided they meet the above standards or provided they are at least 16 years of age and have not been enrolled in secondary education for at least one calendar year (or upon the recommendation of the local superintendent) and have specifically documented ability to benefit. The College may establish higher or additional requirements for a specific program or service when student enrollment must be limited or to assure ability to benefit. These students shall be classified as "Non-Degree-Eligible" students and shall not be allowed to enroll in courses creditable toward an associate degree.

## Admission to Specialized Programs

Several occupational programs such as the Nursing programs, the Physical Therapist Assistant program, the Cosmetology program, the Truck Driving program, and the Health Information Technology program have special admission requirements. Please refer to the admission requirements for these programs or contact the appropriate department for additional information. (In addition to the policies and procedures in this Catalog, all nursing and physical therapist assistant students are governed by program handbooks, which take precedence over the Catalog in the areas that are covered by the program handbooks.)

## Readmission

Applicants previously admitted for a specific semester who did not enroll will be required to complete a new application form for admission. Students who wish to continue enrollment should pre-register for the succeeding semester. Former students previously enrolled at Bishop State Community College, who have not been in attendance for one semester, excluding the summer, will be required to complete a readmission application form. (If these students have attended college elsewhere during this period, they must follow the admission process required of all transfer students.) Readmitted students must comply with any curriculum or policy changes.

Readmission to Specialized Programs: Students seeking readmission to specialized programs (such as Nursing, Physical Therapist Assistant, and Health Information Technology) should refer to the *Student Handbook* for that particular program. The program handbook takes precedence over the readmission regulations stated in this Catalog.

## Placement Assessment Requirements

Students who meet one of these criteria shall be classified as "Degree-Eligible" students. All beginning freshmen are administered the COMPASS Test. This instrument is used for placement, assessment of achievement, aptitude, and interest in math, reading, and writing. All entering students who enroll for more than four (4) credit hours or eight (8) weekly contact hours per semester, or are enrolled in a math, English, or reading course, will be assessed by the COMPASS, and placed at the appropriate level as indicated by the assessment results.

Students who are exempt from the placement test requirements include: any student scoring 480 or above on the SAT verbal and 526 or above on the SAT math, and 20 or above on the ACT English and mathematics who enroll in a System college within three years of high school graduation; students who have an associate degree or higher; and students who transfer degree-creditable college-level English or mathematics courses with a grade of 'C' or better; senior citizens, undeclared, and other non-award seeking majors who are taking classes for vocational reasons only; students in certain short certificate programs having no English or mathematics requirements; students who have completed required developmental coursework at another Alabama College System institution within the last three years; audit students; students who can provide documentation of assessment (COMPASS or ASSET) within the last three years, and transient students. Transfer students who have not taken college English or mathematics are also required to take the placement test.

The COMPASS results are used to determine student placement in English, reading, and mathematics courses. Students should schedule a testing appointment by calling the appropriate campus number (Main Campus 405-7106; Southwest Campus 665-4086; Carver Campus students may test on Main or Southwest Campus; Baker-Gaines Central Campus students may test on either the Main or Southwest Campus). Be prepared to test for approximately three hours. DO NOT BRING CHILDREN! Photo identification is required. Bring a pencil with you. You may also bring a simple calculator. Because of limited seating in the testing sessions, students are encouraged to take the placement test at their earliest convenience.

## Placement Assessment Retest Policy

Students may retest only at the mid-term of the first semester of their enrollment in developmental courses, and again, if necessary, at the end of their first semester of developmental courses. In order that retesting is not abused, acceptable reasons for retesting include: (1) attempting to improve scores for higher course placement, (2) never enrolled in English, reading or mathematics courses, and (3) COMPASS test or any other assessment was taken over three years ago. The retesting fee is $8.00 per component. Retesting fees must be paid in the Business Office on the Main Campus prior to retesting. Students must present their receipt in order to retest.

## College Level Examination Program (CLEP) and Advanced Placement (AP)

Credit awarded through nontraditional means for academic transfer courses may only be awarded by examination or nationally recognized guidelines (AP, CLEP, ACT/PEP, DANTES, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY). Students enrolled at Bishop State Community College may be awarded college credit-by-examination for acceptable scores on specified CLEP examinations. Credit through General Examination may be earned in mathematics and natural sciences (with a maximum of 7 credit hours possible). Credit through subject area examinations is equated to specific courses and may be recommended by divisional chairpersons. Transfer CLEP credits are acceptable if earned by re-evaluation in accordance with current Bishop State Community College CLEP policies. No examination credit can be transferred or earned for any course for which a student has received a grade. A student may not attempt credit-by-examination for a course in which he or she has acceptable credit for more advanced courses.

CLEP credit hours are applied toward meeting graduation requirements but will not affect a student's grade point average since no grade or quality points are awarded for CLEP examinations. Students enrolled at Bishop State Community College may be awarded college credit with a score of 3 or higher on Advanced Placement subject examinations for a minimum of one course in the subject area corresponding to the test. Additional AP credit may be awarded at the discretion of the College. A maximum of 20 semester credit hours may be awarded for Advanced Placement. Not more than 25 percent of total credit required for any program may be awarded through nontraditional means. Credit awarded through nontraditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed at the college granting the degree. Technical credits can be awarded through an articulation agreement between Bishop State Community College and secondary institutions in Mobile and Baldwin Counties of Alabama. However, because of accreditation standards, students are required to pass competency examinations in order to receive credit for a particular course.

## Awarding Credit through Prior Learning Assessment (PLA)

1. Credit for prior learning can be awarded only after the assessment of prior learning experiences and only for documented learning that demonstrates achievement of all terminal objectives for a specific course or courses.
2. Course credit earned through prior learning shall be noted on the student's transcript as having been awarded through PLA.
3. Credit for academic transfer courses awarded through PLA may only be awarded by examination or nationally recognized guidelines (AP, CLEP, ACT/PEP, DANTES, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY). Credit for experiential learning (portfolio review) may not be awarded for academic transfer courses.
4. In the process of determining if credit can be awarded for prior learning, colleges shall charge students only for the cost of the PLA services and not for the amount of credit awarded.
5. There shall be a charge of $25 for each portfolio review to assess experiential learning for college credit. Documentation must be provided for each course for which credit through experiential learning is requested, and the $25 fee applies to each review of the documentation (e.g., an individual is charged $50 if the person is seeking credit through experiential learning for two courses, and thereby requires portfolio reviews in relation to those two courses). Students seeking credit for academic transfer courses through examination or nationally recognized guidelines are not charged a fee for PLA or for credits awarded through PLA.

6. Not more than 25 percent of total credit required for any program may be awarded as a result of PLA. Credit awarded through PLA does not count toward the minimum of 25 percent of semester credit hours that must be completed at the college granting the degree as referenced in State Board of Education policy 715.01.
7. Before receiving credit through PLA for a course, an individual must meet enrollment requirements of the course.
8. Credit may not be awarded twice for the same learning.

## Procedures for Prior Learning Assessment

1. The student must enroll at the college and meet all admission requirements for the program in which course credit for prior learning is being sought.
2. The student must make application to the college for prior learning assessment and credit for experiential learning.
3. At least one person from each college shall be trained in the standards, principles, and procedures of PLA (college PLA contact). This person must successfully complete PLA training provided by the Alabama Department of Postsecondary Education. This person shall provide related training and technical assistance to other college personnel having PLA responsibilities.
4. In the portfolio assessment process, an instructor of a course for which credit for experiential learning is being sought shall evaluate the student's work and training experience in the program field and determine if the student should be considered for PLA. Evidence of experiential learning may include certifications, licensures, continuing education units, employer verification of tasks performed, and examples or demonstrations of skills possessed. If the student is deemed a candidate for PLA, the instructor shall recommend the student to the college PLA contact (or conduct the PLA if the instructor is trained to do so) and specify the course(s) for which the student may be eligible to receive credit for experiential learning.
5. Portfolio assessment by itself may be used for PLA only when the following methods cannot be used: Challenge Exams, CLEP, ACT/PEP, DANTES, ACE/PONSI, AP, ACE/CREDIT, and ACE/MILITARY.
6. Credit for academic transfer courses can be awarded only by examination or national recognized guidelines of the following assessment courses:
   a. Challenge Exams;
   b. College Level Examination Program (CLEP);
   c. American College Testing Proficiency Examination Program (ACT/PEP);
   d. Defense Activity for Non-Traditional Support (DANTES);
   e. American Council on Education's Program on Non-collegiate Sponsored Instruction (ACE/PONSI);
   f. College Board Advanced Placement (AP) Program;
   g. American Council on Education College Credit Recommendation Services (ACE/CREDIT);
   h. American Council on Education Military Program (ACE/MILITARY).

# TUITION AND FEE SCHEDULE – 2009-2010 ACADEMIC YEAR

| | CREDIT HOUR | | | CREDIT HOUR |
|---|---|---|---|---|
| TUITION | $71.00 | | TUITION | $85.00 |
| TECHNOLOGY FEE | 9.00 | | TECHNOLOGY FEE | 9.00 |
| FACILITY RENEWAL FEE | 9.00 | | FACILITY RENEWAL FEE | 9.00 |
| BOND RESERVE FEE | 1.00 | | BOND RESERVE FEE | 1.00 |
| | $90.00 | | | $104.00 |

| **FALL 2009** | | | | **SPRING & SUMMER 2010** | | | |
|---|---|---|---|---|---|---|---|
| CREDIT HOURS | TUITION | ADDITIONAL FEES | TOTAL | CREDIT HOURS | TUITION | ADDITIONAL FEES | TOTAL |
| 1 | 71.00 | 19.00 | 90.00 | 1 | 85.00 | 19.00 | 104.00 |
| 2 | 142.00 | 38.00 | 180.00 | 2 | 170.00 | 38.00 | 208.00 |
| 3 | 213.00 | 57.00 | 270.00 | 3 | 255.00 | 57.00 | 312.00 |
| 4 | 284.00 | 76.00 | 360.00 | 4 | 340.00 | 76.00 | 416.00 |
| 5 | 355.00 | 95.00 | 450.00 | 5 | 425.00 | 95.00 | 520.00 |
| 6 | 426.00 | 114.00 | 540.00 | 6 | 510.00 | 114.00 | 624.00 |
| 7 | 497.00 | 133.00 | 630.00 | 7 | 595.00 | 133.00 | 728.00 |
| 8 | 568.00 | 152.00 | 720.00 | 8 | 680.00 | 152.00 | 832.00 |
| 9 | 639.00 | 171.00 | 810.00 | 9 | 765.00 | 171.00 | 936.00 |
| 10 | 710.00 | 190.00 | 900.00 | 10 | 850.00 | 190.00 | 1,040.00 |
| 11 | 781.00 | 209.00 | 990.00 | 11 | 935.00 | 209.00 | 1,144.00 |
| 12 | 852.00 | 228.00 | 1,080.00 | 12 | 1,020.00 | 228.00 | 1,248.00 |
| 13 | 923.00 | 247.00 | 1,170.00 | 13 | 1,105.00 | 247.00 | 1,352.00 |
| 14 | 994.00 | 266.00 | 1,260.00 | 14 | 1,190.00 | 266.00 | 1,456.00 |
| 15 | 1,065.00 | 285.00 | 1,350.00 | 15 | 1,275.00 | 285.00 | 1,560.00 |
| 16 | 1,136.00 | 304.00 | 1,440.00 | 16 | 1,360.00 | 304.00 | 1,664.00 |
| 17 | 1,207.00 | 323.00 | 1,530.00 | 17 | 1,445.00 | 323.00 | 1,768.00 |
| 18 | 1,278.00 | 342.00 | 1,620.00 | 18 | 1,530.00 | 342.00 | 1,872.00 |

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# TUITION AND FEE SCHEDULE – 2010-2011 ACADEMIC YEAR

| | CREDIT HOUR |
|---|---|
| TUITION | $90.00 |
| TECHNOLOGY FEE | 9.00 |
| FACILITY RENEWAL FEE | 9.00 |
| BOND RESERVE FEE | 1.00 |
| | $109.00 |

| CREDIT HOURS | TUITION | ADDITIONAL FEES | TOTAL |
|---|---|---|---|
| 1 | 90.00 | 19.00 | 109.00 |
| 2 | 180.00 | 38.00 | 218.00 |
| 3 | 270.00 | 57.00 | 327.00 |
| 4 | 360.00 | 76.00 | 436.00 |
| 5 | 450.00 | 95.00 | 545.00 |
| 6 | 540.00 | 114.00 | 654.00 |
| 7 | 630.00 | 133.00 | 763.00 |
| 8 | 720.00 | 152.00 | 872.00 |
| 9 | 810.00 | 171.00 | 981.00 |
| 10 | 900.00 | 190.00 | 1,090.00 |
| 11 | 990.00 | 209.00 | 1,199.00 |
| 12 | 1,080.00 | 228.00 | 1,308.00 |
| 13 | 1,170.00 | 247.00 | 1,417.00 |
| 14 | 1,260.00 | 266.00 | 1,526.00 |
| 15 | 1,350.00 | 285.00 | 1,635.00 |
| 16 | 1,440.00 | 304.00 | 1,744.00 |
| 17 | 1,530.00 | 323.00 | 1,853.00 |
| 18 | 1,620.00 | 342.00 | 1,962.00 |

**Payment of Tuition and Fees**

Tuition and fees may be paid by DEBIT CARD, CASH, MONEY ORDER, CASHIER'S CHECK, VISA, MASTERCARD, DISCOVER, and AMERICAN EXPRESS. Tuition for Online and Hybrid courses follows the same fee schedule above. **ALL TUITION AND FEES MUST BE PAID IN FULL PRIOR TO THE FIRST DAY OF CLASSES.** Schedules with unpaid balances **will be deleted** prior to the first day of classes. All tuition and fees are due at the time credit hours are added. Schedules **will be deleted** if added charges are not paid in full at the time of drop/add registration.

**NOTE: Out-of-state tuition is 2.0 times the in-state tuition rate.**

**Tuition for Non-residents of Alabama**

Students who are not residents of Alabama and/or who are not citizens of the United States shall pay 2.0 times the normal in-state tuition rate. The in-state tuition rate shall be extended to students who reside outside of Alabama in a state and county within fifty (50) miles of a campus of an Alabama College System institution provided that the campus must have been in existence and operating as of January 1, 1996. The in-state tuition rate shall be extended to students who have graduated from Alabama high schools, or who have obtained a GED in Alabama within two years of the date of their applications for admission in accordance with the requirements set forth in the *Code of Alabama*.

<div align="center">

**Special Fees (when applicable):**
**Nursing, PTA, EMS, and FSE Students**:

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Liability insurance fee is..................................................................................$14.00 - $17.50
I.D. Cards (Replacement) .............................................................................$5.00
Graduation fee (non-refundable)................................................................... $50.00

<div align="center">

Official Office of Withdrawals - View Addendum

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# FINANCIAL REGULATIONS

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Students are required to pay tuition fees upon registration for each semester. Tuition and fees for students who have established Pell Grant, Supplemental Educational Opportunity Grant (SEOG), or Alabama Student Assistance Program (ASAP) eligibility will be charged to their accounts. Exceptions will be made for those students who establish eligibility for participation in Veterans' Affairs and Vocational Rehabilitation Services. In addition, students who are sponsored by agencies (Masonic organizations, sororities, fraternities, etc.) will be permitted to enroll without payment pending billing agencies for required fees. *All students not paying tuition and fees at the time of registration must present written authorization from the sponsoring agency to the Business Office in order to complete financial registration.*

Students must clear all financial obligations with the College prior to the end of each semester of enrollment. Students will not be allowed to complete registration or attend classes until financial obligations of the previous semester are satisfactorily met, including parking and library fines.

**REFUND POLICIES**
**Partial Withdrawal**

Students who do not completely withdraw from the College but drop a class <u>during the regular drop/add period</u> will be refunded the difference in the tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. **THERE IS NO REFUND DUE TO A STUDENT WHO PARTIALLY WITHDRAWS AFTER THE OFFICIAL DROP/ADD PERIOD.**

**Complete Withdrawal**

Students who officially or unofficially withdraw before the first day of class will be refunded the total tuition and refundable fees. The "first day of class" is the first day classes are offered within any term configuration, including, but not limited to, full terms, split terms, mini-terms, and weekend terms.

A student who officially or unofficially withdraws completely on or after the first day of class but prior to the end of the third week of class will be refunded according to the withdrawal date as follows:

Withdrawal during first week ....................................................................................... 75% of net tuition
Withdrawal during second week .................................................................................... 50% of net tuition
Withdrawal during third week....................................................................................... 25% of net tuition
Withdrawal after end of third week .............................................................................. No refund

*NOTE: This does not apply to Pell Grant recipients.*

For calculating refunds during the fall and spring sixteen-week terms, a "week" is defined as seven calendar days. Refunds of tuition for terms shorter than sixteen weeks, such as summer terms, mini-terms, split terms, and weekend terms, will reflect a prorated week based on the number of days in the term.

**Tuition Refund**
Students who drop a course during drop/add will receive their refund two to four weeks after classes begin. Students who withdraw completely after classes begin will receive their refund two to four weeks after the official withdrawal is submitted to the Business Office. (This does not apply to Pell Grant recipients.)

Note: All students who add credit hours during the drop/add period will be charged additional tuition at the applicable rate.

Administrative Fee
An administrative fee, not to exceed 5 percent of tuition and other institutional charges or $100, whichever is smaller, will be assessed for each withdrawal with the period beginning the first day of class and ending at the end of the third week of class.

# FINANCIAL AID

The Financial Aid Office at Bishop State Community College is a service-oriented office whose main responsibility is to assist students in seeking and obtaining the funding needed to pursue their educational objective.

The Financial Aid Office staff is available to assist students during the following office hours:
8:00 a.m. to 5:00 p.m. -- Monday through Friday

## STUDENTS' RIGHTS

**Students have the right to obtain the following information from the College:**
- Names of its accrediting or licensing organizations;
- Information about its programs, its instructional, laboratory, and other physical facilities, its faculty and the cost of attendance;
- College's policy and the Financial Aid/VA Office's policy on refunds to students who drop out;
- Types of financial assistance available, including information on all federal, state, local, private, and institutional financial aid programs;
- Procedures and deadlines for submitting applications for each available financial aid program;
- Criteria used to select financial aid recipients;
- Process used to determine student financial need; (This process includes how costs for tuition and fees, room and board, travel, books and supplies, and personal and miscellaneous expenses are considered in the cost of education. It also includes how resources – such as parental contribution, other financial aid, and assets – are considered in calculating student need and amount of student financial need, as determined by the institution, that has been met;
- Procedure for paying students;
- Type and amount of assistance in a student financial aid package and an explanation of each award;
- How much of the financial aid award is grant aid;
- Kind of job and the hours to be worked, the duties, the rate of pay, and the payment schedule and procedure – if students are offered a Federal College work-study job;
- Reconsideration of an aid package, if they believe that a mistake has been made or if enrollment or financial circumstances have changed;
- Process and policy used by the College to determine whether students are making satisfactory progress and what happens if students exhibit unsatisfactory progress; and
- Special facilities and services available to persons with disabilities.

## STUDENTS' RESPONSIBILITIES

**It is the responsibility of students to do the following:**
- Review and consider all information about a college's program before enrolling;
- Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place; (Errors can delay or prevent students from receiving aid.)
- Meet all deadlines for applying or reapplying for aid;
- Provide all additional documentation, verification, corrections, and new information requested by the Financial Aid/VA Office;
- Read, understand, and keep copies of all forms which they are asked to sign;
- Comply with the provisions of agreements that they must sign;
- Notify the school of any change in name, address or attendance status (half time, three-quarter time or full time);
- Satisfactorily perform the work agreed upon in a college work-study job;
- Understand the College's refund policy and the Financial Aid Return to Title IV Refund policy; and
- Complete a new financial aid application each year.

# THE FINANCIAL AID APPLICATION PROCESS

To apply for financial aid to attend Bishop State Community College (BSCC) students must complete the Free Application for Federal Student Aid (FAFSA) online each academic year at *www.fafsa.ed.gov*. The FAFSA is the application that the student completes to qualify for the federally-funded financial aid programs that are offered at Bishop State Community College.

The **academic year** at BSCC begins each fall semester and ends after the summer semester. Students may begin the financial aid application process in January for the following fall semester.

*Example: Mary plans to attend BSCC in Fall Semester 2009. Therefore, Mary can complete and submit her FAFSA after January 1, 2009. However, Mary should not complete the FAFSA until she completes her 2008 federal tax return. If Mary is a dependent student, her parents should also complete their federal tax returns before Mary completes the FAFSA.*

Bishop State Community College participates in the following federal and state financial aid programs:

- The Federal Pell Grant Program;
- The Supplemental Opportunity Grant Program;
- The Academic Competitiveness Grant;
- The Federal Work Study Program; and
- The Alabama Student Assistant Grant Program

***Bishop State Community College does not participate in any federal or private student loan programs.***

## General Financial Aid Eligibility Requirements

The general eligibility requirements for receiving federal student aid are outlined in the Code of Federal Regulations (CFR) 668.32. To be eligible for federal student aid, a student must

- Have a high school diploma or its equivalent, receive a passing score on an independently administered examination approved by the Education Director, or have been home-schooled and either (1) have a secondary school completion credential for home schools as provided for under state law, or (2) if the state does not require the credential described above, have completed a secondary school education in a home-school setting that qualifies as an exemption from the compulsory attendance requirement under state law;
- Be currently enrolled or accepted for enrollment as a regular student in an eligible program, in an eligible institution, for the purpose of obtaining a certificate or degree;
- Be a U.S. citizen or eligible non-citizen;
- Have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- Be making satisfactory academic progress;
- Sign certifying statements on the FAFSA such as agreeing to use federal student aid funds only for educational expenses;
- If a male, between the ages of 18 through 26, have registered with the Selective Service Administration;
- Not be in default on a federal student loan or owe an overpayment on an FSA grant.

## Documents Needed to Complete the FAFSA

1. To complete the FAFSA the student and, in the case of a dependent student, parents must use the information from the most recent year's federal tax return. For example, the 2008 federal tax return should be used to complete the 2009-2010 FAFSA. The 2009 federal tax return will be used to complete the 2010-2011 FAFSA.
2. If the student and/or parents will not file federal taxes because they are not required to by the Internal Revenue Service (IRS), then the untaxed income and benefits for the most recent year must be used to complete the FAFSA.

**Special Note**: The Financial Aid Office has been given the authority by the U.S. Department of Education to ask students and/or parents of dependent students to provide documentation to support any income or other information on the FAFSA. Therefore, please keep copies of all documents that you use to complete the FAFSA and answer each question on the FAFSA correctly and honestly. The College is required to resolve any discrepancies that are on the FAFSA.

## Applying for Financial Aid

Please follow these instructions when completing the FAFSA on the web at **www.fafsa.ed.gov.**

1. Students who have not previously applied for financial aid should apply for a Personal Identification Number (PIN) at **www.pin.ed.gov**. Parents of dependent students may also apply for a PIN. The PIN serves as the student's and/or parent's electronic signature. If a PIN is not used, the student will need to print off the signature page, sign it, and submit it to the address listed on the signature page. Failure to sign the FAFSA with a PIN or failure to submit the signature page will cause the FAFSA to be rejected by the U.S. Department of Education's Central Processing Center.

2. Please put Bishop State Community College's school code on the FAFSA. Your application will not be sent to the College unless the school code is on the application.

### The school code for Bishop State Community College is 001030.

## FEDERAL FINANCIAL AID PROGRAMS

### PELL GRANT

The Pell Grant is awarded to undergraduate students who have not earned a bachelor's or professional degree. Unlike loans, grants do not have to be paid back. Eligibility for the Pell Grant is determined by the U.S. Department of Education.

The U.S. Department of Education uses a formula, established by Congress, to analyze the income data reported on the Free Application for Federal Student Aid (FAFSA) to determine a family's financial ability to contribute to the student's education. The formula produces an Expected Family Contribution (EFC) that is used to determine Federal Pell Grant eligibility. The College will use the EFC to determine the amount of the grant a student is eligible to receive.

A student does not have to be enrolled full time to receive a Federal Pell Grant. However, the amount of Pell Grant a student receives each semester will be prorated based on the number of credit hours that a student is enrolled.

### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded to undergraduate students with exceptional financial need. Only Federal Pell Grant recipients will be considered for the FSEOG. The awarding of the FSEOG will be contingent on the student's EFC and the availability of funds. There is no separate application for the FSEOG.

### ACADEMIC COMPETIVENESS GRANT (ACG)

The Academic Competitiveness Grant (ACG) was created in the 2006-2007 academic year for first-year college students who had completed a rigorous secondary school program of study. This program has its own specific requirements which have changed from previous award years. For the 2009-2010 award years, and 2010-2011 award years, students must meet the following requirements to receive an ACG:

- Receive a Federal Pell Grant during the same award year;
- Be a U.S. citizen or an eligible non-citizen;
- Be a first- or second-year undergraduate student in a one-year or two-year certificate program at a two-year or four-year institution OR be in a degree program at a two- year or four-year institution;
- Be enrolled at least half time in one of the above programs; and
- Have completed a rigorous secondary school program of student;

If a first-year student, he or she must have completed secondary school after January 1, 2006.

If a second-year student, he or she must have completed secondary school after January 1, 2005 and earned at least a 3.0 grade point average at of the end of his or her first academic year of undergraduate study.

## FEDERAL WORK STUDY PROGRAM (FWS)

The Federal Work Study Program (FWS) is a need-based program that provides jobs, both on and off campus, to students. This program is subject to the availability of funding awarded to the college by the U.S. Department of Education. Because funds are limited, the earlier an eligible student applies, the more likely he or she is to receive an award.

Students interested in employment in the FWS Program should apply at the Financial Aid Office.

## STATE FINANCIAL AID PROGRAMS

### ALABAMA STUDENT ASSISTANCE PROGRAM

The Alabama Student Assistance Program (ASAP) provides additional financial assistance to qualified undergraduate students who have been determined to have exceptional need with income below the prescribed maximum levels allowed.

Students must be enrolled at least half-time in an eligible program of study leading to a degree or certificate other than a field of preparation for a religious profession. In addition, students must be legal residents of the State of Alabama and must be maintaining satisfactory progress according to the College's Standards of Academic Progress Policy. There is no separate application for the ASAP grant.

## FINANCIAL AID DEADLINES

To ensure that students have the funding available to pay their fees at registration, a student must have the FAFSA and all required documents on file in the Financial Aid Office by the following "priority" processing deadlines:

**Fall Semester – June 15**
**Spring Semester – November 15**
**Summer Semester – March 15**

If a student fails to meet the "priority" processing deadline, the Financial Aid Office will still make every effort to process the student's financial aid award. However, the Financial Aid Office does not guarantee that financial aid will be awarded in time to pay the student's fees at registration. **If aid has not yet been awarded, the student is responsible for paying his or her tuition and fees at registration.** These charges will be reimbursed after the student's attendance in classes has been verified.

# INSTITUTIONAL FINANCIAL AID PROGRAMS

## SCHOLARSHIPS

Bishop State Community College provides a variety of achievement, ability, and activity scholarships. Some scholarships are state-sponsored, and other scholarships are funded through the philanthropy of private citizens, organizations, companies, fraternities, sororities, hospitals, and clubs. Following are descriptions of scholarship awards and qualifying criteria:

**PRESIDENTIAL SCHOLARSHIPS** are awarded to one student from each public high school in Mobile and Washington Counties. These scholarships pay tuition and fees for up to 36 semester hours during the academic year, and books are provided on a loan basis. A minimum 3.5 grade point average on a 4.0 scale is required for the initial award. Recipients may renew these awards for a second year upon passing a minimum of 30 semester hours with a minimum 3.0 grade point average.

**ACADEMIC SCHOLARSHIPS - TYPE I** are awarded to high school students who have a minimum 3.3 grade point average on a 4.0 scale. High school students who have grade point averages between 3.0 and 3.29 and a minimum composite score of 20 on the American College Test or 1000 combined score on the Scholastic Achievement Test also qualify for these awards. These scholarships pay tuition and fees for up to 12 hours during the fall and spring semesters only.

**ACADEMIC SCHOLARSHIPS - TYPE II** are awarded to college students who have completed a minimum of 30 semester hours at Bishop State Community College with a minimum 3.5 grade point average. These scholarships pay tuition and fees for up to 12 hours during the fall and spring semesters only. Full-time study is required.

**TECHNICAL SCHOLARSHIPS - TYPE I** are awarded to high school students who will pursue a degree or certificate in any of the Technical School Divisions on the Carver or Southwest Campuses. A minimum 2.5 grade point average is required. These scholarships pay tuition and fees for up to 12 hours during the fall and spring semesters only.

**TECHNICAL SCHOLARSHIPS - TYPE II** are awarded to college students who have completed a minimum of 24 semester hours at Bishop State Community College with a minimum 3.0 grade point average. These scholarships pay tuition and fees for up to 12 hours in a Technical School program during the fall and spring semesters only.

**INSTITUTIONAL SCHOLARSHIPS** are awarded to students in the following categories: band, choir, and leadership. These awards are very competitive and require an audition, interview, or portfolio evaluation. Refer to #3 under *Application Procedures* for contact numbers; other students may call 405-7019. These scholarships pay tuition and fees for up to 12 hours during the fall and spring semesters only. Approval of the activity sponsor is required for continued use of these awards.

**ATHLETIC SCHOLARSHIPS** are awarded to male or female students for active participation in baseball, basketball, softball, and cheerleading. These scholarships pay tuition and fees for up to 15 hours during the fall and spring semesters, and books are provided on a loan basis. Refer to #4 under *Application Procedures* for contact numbers and additional information.

## Scholarship Application Procedures

1. You must be admitted to Bishop State Community College before your scholarship application can be processed. Admissions applications may be secured from any campus; you may also receive an admissions application by mail. Call 405-7000 if you need an admissions application or if you have questions regarding your admission status. Applications completed on-line must be signed and mailed.

2. **Return the scholarship application, three letters of recommendation, and an autobiographical essay/statement to the Financial Aid Office on the Main Campus of Bishop State Community College, 351 North Broad Street, Mobile, AL 36603-5898.** High school applicants must also have a copy of their grade transcripts sent directly to the Financial Aid Office. *Students renewing scholarships from the previous year should complete and return a Renewal Scholarship Application, which is a separate form.*

3. Students applying for Institutional Band and Institutional Choir Scholarships must audition for a spot in the group. To schedule an audition, students should contact the Music Department at 405-7186 for band or 405-7185 for choir as soon as possible.

4. Students applying for Athletic Scholarships in baseball, basketball, or softball should contact the Athletics Department at 405-7030. Students applying for cheerleading scholarships should contact Ms. Terrica Shoemo at 405-7046.

5. Application deadline for the fall semester is **June 15, 2009**; application deadline for the spring semester is **November 2, 2009**. **All materials stated in #2 must be received as a complete package by the deadline date.** Applicants will be contacted by mail on the status of their application after the scholarship committee makes a decision. For application deadlines for the 2010-2011 academic year, please visit **www.bishop.edu**.

**NOTE: High school students have priority until April 1. Awards to college applicants and high school students will be made <u>after</u> the priority deadline for high school students.**

# REGISTRATION PROCEDURES FOR FINANCIAL AID

Each semester the College publishes a class schedule which contains registration procedures. These include the process students must follow to have their financial aid properly credited to their account.

Students receiving financial aid will have their financial aid funds credited to their account and must proceed to the Business Office to complete the registration process.

*Financial aid recipients who fail to complete the registration process will have their classes purged from the registration system.*

# FINANCIAL AID POLICIES AND PROCEDURES

## Standards of Academic Progress Policy

The Higher Education Act of 1965 mandates institutions of higher education that participate in Federal Title IV financial aid programs establish guidelines or standards of academic progress to monitor a student's academic progression toward a degree or certificate objective. Bishop State Community College's Standards of Academic Progress (SAP) applies to all students. The student's cumulative attempted hours, transfer credits, and cumulative grade point average are taken into consideration, regardless of whether a student paid for some or all of his or her courses and regardless of when the student took the courses.

### Academic Year

For purposes of student financial aid programs, our academic year is defined as 30 weeks of instructional time (two 15 week semesters) and at least 24 credit hours.

### Standards of Academic Progress (SAP) Evaluation

Students are evaluated at the end of an academic year by an Standards of Academic Progress (SAP) Evaluation. For students who begin in Fall Semester, this would be after grades are posted for the Spring Semester. If a student begins at any other time of year, SAP will be evaluated after two semesters. Less than full-time students will be evaluated after two semesters.

### Minimum Grade Point Average

In order to retain eligibility for federal and state financial aid programs, a student must maintain the following Grade Point Average (GPA) based on the number of attempted hours. Attempted credit hours include all hours in which a student is enrolled after the drop/add period ends at Bishop State Community College, plus any transferred credit hours.

| Semester Hours Attempted | Required Overall GPA |
|---|---|
| 12-21 | 1.50 |
| 22-32 | 1.75 |
| 33 or more | 2.00 |

Each student is required to successfully complete 67 percent of all credit hours attempted, which also include transfer hours. Attempted hours are credit hours that the student is enrolled in after the drop/add period and includes grades of A, B, C, D, F, IP, I, and W.

*Example: Charles has attempted 35 credit hours at Bishop State Community College and transferred 20 credits into his program from Grambling State University. To retain his financial aid eligibility, Charles is required to complete 67%, or 36.85 credit hours, of the total attempted credit hours (35+20 = 55 X 67% = 36.85 credits).*

## Bankruptcy
Courses placed in ''bankruptcy'' by the College will still count as attempted hours.

## Maximum Time Frame
### Associate Degree Programs
Students enrolled in associate degree programs may receive financial aid for attempting up to 150 percent of the total credit hours required for the degree. *[Example: An Associate Degree in Nursing requires 72 credit hours. Students enrolled in this program of study may receive financial aid for attempting 108 credit hours (150% X 72 credits = 108 credits).]*

### Certificate Programs
Students enrolled in programs of study that lead to a certificate can be compensated for attempting up to 150 percent of the total credit hours required for the program. *[Example: A certificate in Management and Supervision requires 24 credit hours. Students enrolled in this program of study may receive financial aid for attempting 36 credit hours (150% X 24 = 36 credits).]*

## Repeated Courses
Repeated courses will be counted as attempted hours in calculating the maximum time frame. NOTE: Courses repeated for the purpose of grade improvement will NOT be funded with federal aid. However, if a student is required, by his or her program of study, to repeat a course, the repetition is considered as not being done for grade improvement, but rather for continuation in the program of study, and therefore, is fundable.

## Change of Major or Program
Bishop State Community College students are allowed to change their program of study or major twice and still continue to receive financial aid until their maximum time frame is reached.

Students changing their major or program of study are required to complete and submit to the Registrar's Office a ''Change of Major'' form. The Registrar's Office will determine how many credit hours from the previous major(s) or program(s) will count toward the new major or program. All attempted and earned credits applicable to the new major or program will be included in the calculation of the maximum time frame.

*Example: Latisha changed her program of study from General Education to Nursing. She has attempted 90 credit hours under General Education. Fifty (50) credit hours from the General Education program will count toward the Nursing degree, which requires 72 credit hours to graduate. The maximum time frame for a Nursing degree is 108 credit hours (72 X 1.5). Latisha may receive financial aid for 58 credit hours (108 credits - 50 credits) before she loses her financial aid eligibility. The "Change of Major" forms (the same form can be used for a change of program) can be obtained from the Registrar's Office.*

## Developmental Courses
Students who are required to enroll in developmental coursework may attempt up to 30 credit hours in developmental courses (per Federal guidelines). The 30 credit hours in developmental courses will not be counted in the maximum time frame for students' program of study.

*Example: Jim has attempted 90 credits (maximum time frame for GNE A.S.). However, 20 of the credit hours that he has attempted are developmental courses. Jim can be paid an additional 20 credit hours before he loses his financial aid eligibility (90 - 20 developmental course credits).*

## Audited or Non-Credit Courses

Financial aid will not be provided and attempted credits will not be counted toward SAP requirements, audited courses, or any non-credit coursework not leading to a degree or certificate.

## Financial Aid Probation

A student who fails to meet one or more of the SAP requirements for the first time will be placed on Financial Aid Probation during the next term of enrollment at Bishop State Community College. The student will still be eligible to receive financial aid while on probation.

If the student withdraws from all courses or earns all "F's" during the probationary period, the student will be placed on Financial Aid Suspension and will become ineligible for federal and state financial aid until SAP is met at the student's own expense.

## Financial Aid Suspension

If, at the end of the probationary semester, the student is still not meeting one or more of the minimum SAP requirements, the student will be placed on Financial Aid Suspension and will become ineligible for federal and state financial aid until SAP is met at the student's own expense.

## Financial Aid Appeal Process

Students who have had financial aid canceled for any reason may appeal to have their aid reinstated or the maximum time period extended. Students must complete an Appeal Form and submit adequate documentation to support their mitigating circumstances to the Financial Aid Office. The financial aid appeal form can be obtained from the Financial Aid Office. Appeals submitted without documentation will be automatically denied.

A committee charged with reviewing the appeals may waive the SAP requirement due to injury to students, illness of students, or the death of relatives. The committee may also waive the SAP requirement in cases where students have experienced undue hardships as a result of special circumstances. Loss of transportation, loss of child care services, or loss of employment is not considered a special circumstance.

## Reinstatement of Financial Aid

Students who successfully appeal their financial aid suspension will have their financial aid eligibility reinstated on probation for one semester. To maintain or regain financial aid eligibility, students must meet all SAP requirements and any special requirements listed in the approved financial aid appeal form at the end of the semester.

Students who fail to demonstrate that there were mitigating circumstances that prevented them from complying with the SAP requirements will not be approved for reinstatement of financial aid. To regain financial aid eligibility, a student must meet minimum quantitative and qualitative SAP requirements at his or her own expense.

# ATTENDANCE AND ENROLLMENT VERIFICATION POLICY

The number of credit hours for which a student is paid financial aid will be based on the number of credits that he or she is enrolled on the Pell census date. This is the date that attendance is verified after the drop/add period. Unless documentation is provided that supports extenuating or mitigating circumstances, such as an institutional error, a class canceled by the instructor, or other valid reasons, a student will not be reinstated in a class or classes after attendance is verified.

# CREDIT BALANCE POLICY

All forms of financial aid, including institutional grants and scholarships, will be credited to a student's account at the beginning of the semester or when the student becomes eligible. After allowable charges have been paid, any remaining credit balance on the student's account will be issued by check within 14 days of when the credit balance occurred. **Credit balance checks are issued by the Business Office.**

## AUTHORIZATION OF CHARGES

All Title IV recipients may authorize Bishop State Community College to apply their Federal funds (in excess of tuition and mandatory fees) to any other charges, including minor previous balances, incurred on their student account. These charges cannot be paid without the student's prior authorization.

All recipients have the right to rescind this authorization at any time by contacting the Business Office. This may affect the amount of the credit balance to be refunded to the student.

## RETURN TO TITLE IV REFUND POLICY

As part of the Higher Education Act of 1998, Congress passed regulations that dictate how Federal Student Aid (Title IV) funds are handled when a student "completely" withdraws, officially or unofficially, from a college during any given semester. These regulations require that a Return to Title IV (R2T4) Calculation is performed in order to determine how much federal aid the student has earned. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges, or to the College's institutional refund policy.

Even though students are awarded and have had federal funds disbursed to them at the beginning of the semester, students are required to "earn" the financial aid disbursed to them by attending classes up to the point that at least 60 percent of the semester has expired. After the 60 percent point in the payment period or period of enrollment, a student has earned 100 percent of the Title IV funds he or she received or was scheduled to receive.

When a student completely withdraws, officially or unofficially, from the College before 60 percent of the semester has expired, the student has failed to "earn" all of the financial aid that he or she received. Therefore, the student may be required to repay a portion of the federal funds he or she received to the appropriate programs.

Bishop State Community College must calculate the portion of the federal financial aid that a student has "earned" based on the date of the student's withdrawal from the College. The withdrawal date for a student that officially withdraws is the date the student **begins** the withdrawal process. In the case of a student who unofficially withdraws or stops attending classes, the midpoint of the semester (50 percent point) is used as the withdrawal date. The formula used for this calculation is a formula prescribed by the federal guidelines that govern the federal financial aid programs, the Code of Federal Regulations (CFR).

The refund calculation is based on the total number of days in the semester compared to the total number of days that a student attended class before the student withdraws, officially or unofficially, from the College. If a student receives more aid than he or she "earned", then the "unearned" portion of the student's aid must be returned. A student may owe money to the U.S. Department of Education and/or to Bishop State Community College.

Students who enroll at Bishop State Community College and decide, for any reason, that they no longer want to be enrolled at the College must officially withdraw from class. **Students can obtain the withdrawal form and procedures for withdrawing from the Admissions/Registrar's Office. Please note: For purposes of Return to Title IV Aid Calculations,** the withdrawal date for a student that officially withdraws from all classes is the date the student **begins** the withdrawal process.

Failure to properly withdraw from classes may result in the student receiving failing grades in all of his or her classes. This may negatively impact the student's eligibility for financial aid in future semesters.

## Return to Title IV Calculation

The Financial Aid Office is responsible for calculating Return to Title IV (R2T4) amounts. The unearned portion of the student's Title IV funds will be returned to the federal program from which it was received. The Business Office will notify the student know the amount of money, if any, he or she owes to the Department of Education or to the school.

A portion of a sample Return to Title IV Schedule is presented below for illustration purposes only. Contact the Financial Aid or Business Office for a R2T4 calculation for a specific semester.

## <u>EXAMPLE SCHEDULE</u>

### BSCC FALL 2009

| DATE OF WITHDRAWAL | DAYS COMPLETED | NO. OF CALENDAR DAYS IN SEMESTER | PERCENTAGE COMPLETED | RETURN PERCENTAGE |
|---|---|---|---|---|
| 08/19/09 | 1 | 112 | 1% | 99% |
| 09/09/09 | 22 | 112 | 20% | 80% |
| 10/14/09 | 57 | 112 | 51% | 49% |
| 10/25/09 | 68 | 112 | 60% | 0% |

*Based on 112 calendar days in the Fall 2009 Semester

### Classes Begin – August 19, 2009
### Last Day of Classes/Final Exams – December 16, 2009

NOTE: For information on the class schedule for the 2010-2011 academic year, please visit **www.bishop.edu.**

# VETERANS SERVICES

Bishop State Community College's Veterans Services are under the direction of the Veterans Coordinator. The services include assistance in communicating with the Veterans Administration on special problems and helping veterans in orienting or reorienting themselves to the educational process as it relates to admission procedures and certification.

Enrollment at Bishop State does not necessarily assure eligibility for veteran's educational benefits. In order to be certified by Bishop State, the veteran must meet the following requirements:

- Must be eligible to receive VA educational benefits;
- Have a complete admission folder in the Admission/Registrar's Office (application, high school transcript, college transcript, etc.);
- Must have been a student in good standing at the end of last enrollment period at the school or institution from which the veteran is transferring;
- Must have a specific degree plan and must provide a copy of each semester's schedule to the VA Coordinator at pre-registration after tuition and fees are paid, or at the beginning of each semester in order to be certified to the VA as attending;
- Must have **all prior college transcripts** evaluated for transfer credit to current major.

***All veterans benefit recipients must maintain a Grade Point Average (GPA) in accordance with the policy below for determining satisfactory progress.***

| Semester Hours Attempted | Required Overall GPA |
|---|---|
| 12-21 | 1.50 |
| 22-32 | 1.75 |
| 33 or more | 2.00 |

## Grading Policy

A veteran or eligible person who remains in a class for a period greater than three weeks and drops out must be assigned a grade and this grade must be considered in computing the grade point average, both for the semester and the overall cumulative grade point average. If the drop/add period allowed at an institution is less than the three-week period described, the lesser period will be used in applying the policy.

A veteran or eligible person may not be certified for a course for which regular college credit is not awarded. This includes audit credit, non-credit, continuing education units, or others.

Institutional credit for required developmental subjects, such as English (ENG 092 or ENG 093), Reading (RDG 083 or RDG 084), or Math (MTH 090), may be acceptable if such subjects are measured on the same basis as regular college credit courses and are determined by the school to be necessary for students to reach their objectives.

Veterans or eligible persons changing from credit to audit prior to taking the final examination should have their enrollment certification amended effective the day the term began to reflect the actual credit hours for which they can receive credit.

## Withdrawal

A veteran or eligible person may withdraw from a course without penalty if the withdrawal occurs within the regular drop/add period. The Veterans Administration must be notified promptly when such action occurs. Veterans or eligible persons will adhere to the withdrawal policy governing all students at Bishop State Community College. Veterans or eligible persons must clear all withdrawals with the VA Coordinator's Office prior to withdrawal. Withdrawals reducing training time to less than full time will result in reduction of VA benefits retroactively to the beginning of the term or unless documentation of mitigating circumstances is provided to the VA Coordinator.

## Other Policies and Procedures

Veterans or eligible persons should not be permitted to pursue a course not essential to their degree programs. Therefore, schools must monitor registration schedules for veterans to determine that the courses selected are appropriate and acceptable in fulfilling requirements of the veterans' predetermined degree objectives.

# WELCOME TO
# WILDCAT COUNTRY



# www.bishop.edu

# STUDENT HANDBOOK

# CAMPUS FEATURES AND SERVICES

## Main Campus

1.  The LIBRARY is open from 8:00 a.m. to 9:00 p.m. -- Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday.
2.  COPYING SERVICES for students who need minimum copies of resumes, class assignments, or other school materials may be provided at ten cents (.10) per copy. See the librarian for assistance.
3.  GROUP STUDY ROOMS are available in the library, with capacity for three to six persons who wish to study together. Students must sign in and present their ID cards to use these rooms.
4.  A BOOK DEPOSITORY for returning books after hours is available on the east side (exterior) of the library. It should be used between 5:00 p.m. and 8:00 a.m. the following day. Books returned through the book depository after 8:00 p.m. will be checked in as of the next school day.
5.  A LISTENING LABORATORY is available on the second floor of the library for individuals who want to listen to tapes and phonograph records. Students must sign in and show ID cards to use this room. Exceptions concerning the use of personal tapes and records will be made only by the librarian or the library director.
6.  STUDENT LOUNGING AREAS are available to students during school hours and are located on the second floor of the Delchamps Student Life Conference Building. Sufficient furniture, snack machines, and other conveniences are available in these facilities, which must be safeguarded and protected by the students.

## Carver Campus

1.  The MEDIA LIBRARY (Learning Resource Center) is open from 8:00 a.m. to 5:00 p.m. -- Monday through Friday.
2.  COPYING SERVICES for students who need minimum copies of resumes, class assignments, or other school materials may be provided at ten cents (.10) per copy. See the librarian for assistance.
3.  A COMPUTER LAB is also available in the Learning Resource Center during the above hours. Special sessions may be scheduled by instructors for students to review instructional materials, see video demonstrations, or develop computer skills.
4.  A VIDEO TELEVISION is installed in various classrooms. Video tapes may be played in the Learning Resource Center and reviewed on these various televisions, upon request from the instructors.

## Southwest Campus

1.  The LIBRARY is located in the Administration Building. It contains electronic equipment and computer software, books, trade magazines and journals, and other instructional materials. Hours are 8:00 a.m. to 4:30 p.m. -- Monday through Friday.
2.  COPYING SERVICE for students who need minimum copies of their resumes, class assignments, or other school materials may be provided at ten cents (.10) per copy. See the librarian for assistance.
3.  STUDENT COMPUTER LAB where students have access to computers is open between the hours of 8:00 a.m. to 4:30 p.m. -- Monday through Friday.

**Baker-Gaines Central Campus**

1. A LARGE AUDITORIUM is available that seats over 1100 persons (including the balcony) in which student activities, community activities, and other approved functions may be held.
2. The BLACK HISTORY MUSEUM AND RESOURCE LIBRARY has a variety of materials which allow study for scholarly and personal works. It includes areas for visual arts, manuscripts for genealogical research, audio visuals, and other literary resources. Museum exhibits and visual artworks concentrate primarily on African-American themes. The displays may, at times, include traveling exhibits. The Museum is open, without charge, 8:00 a.m. to 4:30 p.m. -- Monday through Friday and upon special requests. The Museum is closed on Saturdays, Sundays, and other holidays based on the academic calendar for the College.
3. FOUR COMPUTER LABS are available for students' use.
4. A LIBRARY is open during regular school hours for day and evening students.
5. A MODERN DAY CARE CENTER FOR INFANTS AND TODDLERS is available for children ages three (3) months to two (2) years. Maximum capacity is fifty (50) children.
6. The CENTRAL MEMORABILIA ROOM houses pictures, yearbooks, and other memorabilia. To gain entry, check with the Office of the Campus Director.
7. A CAMPUS BOOKSTORE provides students' texts and other supplies.
8. An ELEVATOR is accessible to individuals with disabilities.
9. Two (2) CHAIR LIFTS are available for individuals with disabilities.
10. A COMMUNITY SERVICE ROOM for small meetings can be utilized by college and community groups and organizations. Make appointments for use with the Office of the Campus Director.

# DIVISION OF STUDENT DEVELOPMENT SERVICES

## I. Mission and Goals

The mission of Bishop State Community College Division of Student Development is to provide a learning environment which maximizes the opportunity for student growth, both individually and collectively, by establishing provisions for the development of the mind and body; not aside from curriculum instruction, but in partnership with it; not as a supplement, but as a complement.

The goals of Student Development are to:

A. Provide admission, registration, counseling services, and other support services to meet students' needs for access to the institution.

B. Assist in creating an environment, which is safe and conducive to student development.

C. Provide services, which will facilitate the successful movement of the student through the educational process to completion of his or her identified goals.

D. Provide a system of accurately recording and retrieving student records.

E. Provide orientation, advising, career planning, and leadership training for the development of future growth opportunities.

F. Provide a program of financial assistance for students.

G. Provide job placement services for students with employment as an immediate goal.

H. Provide academic support services for students to facilitate academic achievement.

I. Provide institutional leadership in the development and implementation of a marketing strategy, including recruitment and retention activities.

J. Participate in the governing system of the College in the areas of long-range planning, fiscal management, policy regulation, curriculum development, due process in student discipline, and student life.

K. Assist in satisfying community needs for information, for facilities and programs, manpower and economic development.

# SERVICES TO STUDENTS

**Academic Advisement**

The major goal of academic advisement is "to design and implement services to assist students with academic achievement."  In an effort to accomplish this goal, the Academic Advisement Program strives to:

1. Provide a qualified, interested, and committed academic advisor for every student enrolled at the College.

2. Familiarize students with degree/certificate requirements.

3. Assist students in course selection appropriate to placement scores.

4. Ensure students have completed the required prerequisites for courses.

5. Familiarize students with information regarding registration procedures.

6. Familiarize students with transfer requirements to four-year institutions.

Academic Advisement is available to all students to help them choose a career and resolve problems encountered while attending college. Instructors serve as academic advisers for students upon enrollment in their programs. They assist with class scheduling to assure that the courses required for graduation are taken when available.

**Alumni Affairs Office**

The Office of Alumni Affairs' primary responsibility is to provide a link between the College and its former students. It serves as the medium for former students, faculty, and staff (many of whom are alumni) to offer financial, volunteer, and other forms of support to help pave the way for generations to come.

**Bookstores**

Two bookstore locations serve the College. Bookstore services are provided for all four campuses through the Main Campus Bookstore and Baker-Gaines Central Campus Bookstore.

The Main Campus Bookstore is located in the Oliver H. Delchamps Student Life Conference Complex.  In addition to serving the Main Campus, this location supplies materials for the Carver and Southwest campuses. The Baker-Gaines Central Campus Bookstore is located in the Administration Building on that campus.  The bookstores stock all course related materials as well as clothing, gifts, student supplies, snacks and other items. Online ordering is offered through **efollett.com**. Textbook buyback is held near the end of the term at each location.

The bookstore accepts cash, debit cards, MasterCard, Visa, Discover, American Express, and Financial Aid vouchers. **PERSONAL CHECKS ARE NOT ACCEPTED.** The current semester's schedule must be presented when charging items to Pell Grant.

Eligible Pell Grant recipients may charge books and supplies to their account balances. In order to accelerate services, please give the author and title of each book to be purchased or charged to financial aid. A Title IV Authorization form **MUST** be signed and on file.

Please present your approved award letter showing the total award if your books and/or supplies will be paid for by scholarships or agencies such as the Alabama Department of Veterans Affairs, State Vocational Rehabilitation Service, a fraternal, social, church, or similar organization. A signed copy of your schedule and your current Bishop State ID Card are also required when charging books. Office hours are posted outside each bookstore window. The bookstore telephone numbers are as follows: Main Campus: (251) 405-7036 -- Baker-Gaines Central Campus: (251) 405-4461.

**Career Planning and Placement**
Bishop State Community College provides Career Planning and Placement Services to students who require assistance in developing career objectives, helping them to shape their college programs toward their career goals, and assisting prospective employers to make contact with interested students.

The services are also available to Bishop State Community College alumni seeking a change of job or location.

For further information, contact Counseling Services, which is located on all campuses, or call the Career Planning and Placement Office at 662-5371. The technical instructors also provide excellent sources of reference for student placement and employment. They make frequent contacts with employers in their fields in order to assure that the skills being taught to students are commensurate with those required in business and industry.

**Child Care Centers**
In conjunction with Bishop State Community College's Early Childhood Education Program, a childcare laboratory is located on the Main Campus (which serves children ages 3-5) and the Baker-Gaines Central Campus (which serves children ages 3 months to 2 years). Even though the Child Care Centers are open to the general public, priority will be given to the children of students enrolled on all of Bishop State's campuses.

**Compass Testing Assessment**
All beginning freshmen are administered the COMPASS test. This instrument is used for placement, assessment of achievement, aptitude, and interest in math, reading, and writing. All entering students who enroll for more than four (4) credit hours or eight (8) weekly contact hours per semester, or enrolled in a math, English, or reading course, will take the COMPASS, and be placed at the appropriate level as indicated by the assessment results.

Students who are exempt from the placement test requirements include: any student scoring 480 or above on the SAT verbal and 526 or above on the SAT math, and 20 or above on the ACT English and mathematics who enroll in a System college within three years of high school graduation; students who have an associate degree or higher; and students who transfer degree-creditable college-level English or mathematics courses with a grade of 'C' or better; senior citizens, undeclared, and other non-award seeking majors who are taking classes for vocational reasons only; students in certain short certificate programs having no English or mathematics requirements; students who have completed required developmental coursework at another Alabama College System institution within the last three years; audit students; students who can provide documentation of assessment (COMPASS or ASSET) within the last three years; transient students; and dually enrolled high school students in English or mathematics.

- **Placement Assessment Retest Policy**
  Students may retest only at the midterm of the first semester of their enrollment in developmental courses, and again, if necessary, at the end of their first semester of developmental courses.

  Acceptable reasons for retesting include:
    - Attempt by the student to improve scores for higher course placement.
    - Student has never enrolled in English, reading, or mathematics courses.
    - COMPASS test or any other assessment was taken by student over three years ago.

- Guidelines for retesting include:
    - The retesting fee is $8.00 per component.
    - Retesting fees must be paid in the Business Office on the Main Campus prior to retesting.
    - Students must present their receipt showing payment of fees prior to taking retest(s).

**Co-Operative Education (Co-Op) Program**

Cooperative education opportunities are available to full-time students in certain occupational and technical programs. Students who are interested should consult with their advisers or an instructor in their major or concentration.

**Counseling and Guidance**

The basic objective of the Guidance and Counseling Program at Bishop State Community College is to assist students in dealing with the problems directly or indirectly related to college life. Students may experience a variety of situations where they need advice and guidance. Counselors are available on all campuses to help students with academic concerns, personal matters, career objectives, or other issues. The Division of Student Development Services provides key personnel to address the needs and concerns of students.

## OFFICE HOURS FOR COUNSELING AND GUIDANCE

8:00 a.m. to 5:00 p.m. -- Monday through Friday

(Summer semester hours may vary. Please check with the office for exact hours.)

**Degree Plans**

To assist students in monitoring the completion of coursework in their majors, they should access a copy of their degree plan prior to registering and seeing their advisers. The Degree Plan identifies all courses (Areas I - V) required in students' declared majors, courses completed by students, and courses students need to take in order to graduate. The Degree Plan also identifies elective courses taken, courses taken that were not completed, placement test scores, and GPA data. Instructors are required to use degree plans when advising students toward completion of their degrees. Students should take only courses in their degree plans, if they are receiving financial aid. **Financial aid will not pay for any courses that are out of the student's degree plans.**

**Educational Talent Search**

Educational Talent Search is a federally funded TRIO program that serves individuals 11-27 years of age interested in pursuing postsecondary education or vocational training. Guidance activities are offered on various topics, such as self-exploration, career decisions, the financial aid process, and college admission. The program also provides tutorial services to re-entry students who are working toward receiving their GED. Limited outreach services are also offered to students outside the target schools. The program serves 700 students in the nine target Mobile County schools. The schools include four high school, namely Blount, Rain, Vigor, and Williamson, and five middle schools, namely Chastang, Mae Eanes, Mobile County Training, Pillans, and Washington. The program is staffed with a well-educated and experienced program director, two counselors, and one clerical support staff person.

**Learning Assistance Center**

The Learning Assistance Center is a laboratory that provides a variety of academic support activities to help students improve their skills in various content areas. Students can WALK IN for assistance at any time during the semester and begin an individualized, self-paced course of study designed specifically to meet their special needs. The Learning Assistance Center is staffed with a counselor, paraprofessionals in English, Reading and Mathematics and peer personnel, who provide free tutorial assistance in the numerous content areas.

In addition to individualized and group tutorial services, the Center is equipped with several computers and printers, audio-visual units, and a wide selection of software and other educational materials which were secured to supplement and reinforce classroom instruction. This program is available on Bishop State Community College's Main Campus only. However, students from the Carver, Baker-Gaines Central, and Southwest campuses may walk in and request the same services. All Bishop State students are urged to visit the Learning Center to make maximum use of these resources.

**HOURS FOR THE LEARNING ASSISTANCE CENTER**
(MAIN CAMPUS ONLY)

8:00 a.m. to 7:30 p.m. -- Monday through Thursday
8:00 a.m. to 5:00 p.m. Friday

**Library Services**
The Bishop State Community College library services are provided on all four campuses. The College's libraries serve as resource centers for students, faculty, and the community. The main responsibility of the libraries is to serve an integral part of the instructional program and academic community by providing access to resources that support the college curriculum. The libraries provide (1) an organized collection of printed or other materials; (2) a staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of patrons; and (3) an established schedule posted denoting hours of operational services of staff available to clientele. The libraries are increasingly becoming entwined with technology, from online catalogs to CD-ROM, the Internet, virtual libraries, and automated databases. However, our traditional resources are books, journals, newspapers, audio-visual hardware and software, vocational study materials, and recreational reading.

- **Alabama Virtual Library**
  The Alabama Virtual Library (AVL) provides all students, teachers, and citizens of the state of Alabama with online access that is essential to library and information resources. Through the AVL, a considerable amount of information is available to every student and citizen in Alabama, thus raising the level of excellence in schools and communities across the state. You may request an AVL remote access card from any of the College's campus libraries. The libraries may be accessed from the following websites:

**www.library.bscc.al.us./Infocentre/Library.do**          **www.library.bscc.cc.al.us/Carver/Library.do**
**www.library.bscc.cc.al.us/Central/Library.do**          **www.library.bscc.cc.al.us/Southwest/Library.do**

Students are issued ID cards when they register, and they are required to present their card whenever they check out library materials. Any library staff member may request the student to show his or her ID card when entering the library building or at any time while using library facilities.

**HOURS OF OPERATION FOR ALABAMA VIRTUAL LIBRARY**

8:00 a.m. to 9:00 -- Monday through Friday
8:00 a.m. to 5:00 p.m. Friday

**Orientation for New Students**
Orientation for new students is provided prior to registration. The orientation process is devoted to acquainting students with the physical and social environment, procedures, regulations, and resources of the College. A more formal orientation course is recommended during students' first semester of attendance. This course focuses on rules and regulations governing the college environment, provides instruction in developing good study habits, time management, and test-taking skills, and gives details of the various services available to students.

**Students with Disabilities**
Bishop State Community College complies with Section 504 of the Rehabilitation Act of 1973 and the regulations of the American Disabilities Act (ADA) of 1990. An ADA Coordinator is available to coordinate services for students with disabilities. The Coordinator's office is located in the Caldwell Building on the Main campus. The telephone number is 405-7028. Counseling, tutorial, and other support services are also available upon request for students with disabilities. Contact a counselor or the Office of Student Services on your campus for more information.

A Telecommunications Device for the Deaf (TDD) is available on our Main, Carver, and Southwest campuses.

**Upward Bound**

The Upward Bound Program is a federally funded educational enrichment program for selected high school students in Mobile County. The Upward Bound activities provide fundamental support of participants in preparation for college admission. The program provides opportunities for participants to succeed in pre-college performance and ultimately in postsecondary studies. The program is designed to provide academic and counseling assistance to capable high school participants with the purpose of preparing them to pursue and complete a postsecondary education. The overall goal of the program is to provide opportunities for each student to improve or develop the skills necessary for broadening his or her educational and cultural perspectives. This overall goal allows students to realize their undiscovered potential.

# STUDENT PUBLICATIONS

**Guidelines**

Campus publications at Bishop State are intended to foster wholesome, objective, and productive learning experiences that subscribe to the philosophy of the institution.

1. Publications at Bishop State Community College shall fairly represent the academic and extracurricular activities for students.
2. Publications which receive funding through college sources should report news in an objective manner.
3. Publications which carry opinions and editorials must have those entries reviewed by the publication's adviser and the editorial committee prior to printing and distribution. Opinions must be clearly attributed to the speaker or the writer. In stories which include personal comments gained during interviews, the interviewee shall read and approve the draft before the story is printed.
4. Publications may carry information of general interest to students from sources external to the College if the material is considered satisfactory by the publication's adviser and the editorial committee. This includes advertisements and news of events not directly related to the College.
5. Publications may not contain obscene or profane language.
6. Publications which print photographs should ensure that the photographs bear captions which identify the subject(s) unless the photographs are part of a montage or identification contest.
7. Publications should be edited for grammar, usage, and style.
8. Publications should not contain photographs that may be considered lewd, suggestive, or provocative by the editorial committee.

**Publications**

The College publishes or endorses the following publications. Interested students may contact the appropriate club or organization for additional information:

The Student Activities Calendar – A Student Services publication which keeps the BSCC Family informed of planned activities on all campuses.

The College Catalog/Student Handbook – A guide for students, prospective students, and other persons interested in Bishop State. It contains information for admission to the College, financial aid regulations, course requirements of major areas of study, graduation requirements, rules and regulations of the College, and other pertinent information. Students should familiarize themselves with the content of the publication and retain a copy as a valuable resource during their Bishop State educational experience.

# EXTRACURRICULAR ACTIVITIES

Bishop State Community College considers out-of-class activities to be a vital part of the educational process. Students are encouraged to participate in programs which provide leadership training, services to the College and the community, self-directed activity, experiences of sharing interests, and opportunities to interact with persons from different backgrounds. The College encourages student participation in a variety of extracurricular activities.

# ATHLETICS

The goals and objectives of the Intercollegiate Athletics Program of Bishop State are designed to offer competitive sports for men and women that encourage cooperation, teamwork, the work ethic, and sportsmanship to enhance their personal skills. These tasks will be accomplished through the following objectives: (1) to enhance physical development and scholastic achievement, (2) to provide a medium for students to learn and practice leadership and interpersonal skills, (3) to identify and recognize individual physical ability and talent, and (4) to provide an intramural program for the general campus population.

**Eligibility Criteria for Student Athletes**

Athletes at Bishop State Community College who participate in intercollegiate activities are governed by the official Handbook and Casebook of the National Junior College Athletic Association. Policies relating to recruiting and providing financial aid for athletes can be found in this handbook. Coaches are encouraged to provide a copy of this document for prospective students on all campuses. Students are encouraged to review the information relating to their status as athletes. For more information, contact the Athletics Director at 405-7030.

**BASEBALL TEAM:** The Bishop State Community College baseball team is a member of the Alabama Junior College Conference and the National Junior College Athletic Association. Since its inception, the team has stressed quality performance on and off the field. The coaching staff emphasizes the importance of being a student first, then an athlete.

**BASKETBALL TEAMS (FOR MEN AND WOMEN):** The men's and women's basketball teams are members of the Alabama Junior College Conference and the National Junior College Athletic Association. Both basketball teams boast an enviable record. The College is honored by the teams having won several conference championships and by the coaches having been selected as All-Conference Coaches on numerous occasions.

**WOMEN'S SOFTBALL TEAM:** Bishop State Community College offers softball for women as one of its intercollegiate sports. The softball team is a member of the Southern Division of the Alabama Junior and Community College Conference. All home games are played at the softball complex located on the Southwest Campus. All student athletes meet the academic and athletic requirements for participation.

## A. INTERCOLLEGIATE ATHLETICS: DRUG TESTING OF STUDENT ATHLETES

1.  Participation in intercollegiate athletics is one of the privileges afforded as an extracurricular activity to students enrolled in the institutions of The Alabama College System. The State Board of Education wishes to ensure that the health and safety of student athletes are not compromised and that student athletes are discouraged from the use and abuse of illegal drugs. Therefore, it is the policy of the State Board of Education that students participating in intercollegiate athletics submit to urinalysis drug testing at regular and random intervals, both announced and unannounced. This policy only authorizes drug testing of students who voluntarily choose to participate in intercollegiate athletics of The Alabama College System. Any student participating in athletic practice and/or competition at any of the institutions of The Alabama College System will be required to submit to such testing.

2.  The purpose of this policy is to prevent illegal drug usage, to alert student athletes to serious physical, mental, and emotional harm caused by drug abuse, and to maintain an athletic environment consistent with the high standards of the institutions and with the overall development and education of their student athletes.

For more information, contact the Office of the Dean of Students at 405-7089.

## B. STUDENT RECREATION

The College provides facilities for student recreation in the Student Life Conference Complex (Upper Level) on the Main Campus. An area with food vending machines and lounge is also provided on all four campuses.

# CLUBS AND ORGANIZATIONS

Many clubs and organizations are active on the campuses. Through participation in the programs of their special interests, students may explore programs of interest to them and expand the development of their skills and abilities by working with fellow students. Membership is open to all students who meet the qualifications for the respective clubs. For more information, contact the Office of Student Development Services on your campus.

The establishment of other student organizations must contribute to the educational experiences of students and must be approved by the Dean of Students and the College President.

**ASSOCIATE DEGREE NURSING STUDENT ORGANIZATION (ADNSO):** Membership in the ADNSO is open to all students enrolled in the Associate Degree Nursing Program. The organization provides opportunities for students to develop leadership skills, participate in and provide community services, and help promote Bishop State Community College.

**BISHOP STATE CHEERLEADING SQUAD:** Membership on the cheerleading squad is open to all students. Tryouts are held during the spring semester. The goals of the squad are to: (1) promote and maintain school spirit, (2) develop good sportsmanship among students, (3) build better relationships between schools, (4) maintain the highest personal as well as cheerleading standards, and (5) promote unification of the crowd's involvement during basketball games.

**BISHOP STATE COMMUNITY COLLEGE BAND:** Participation in the Bishop State College Band is required for all musical instrument majors and minors. The band is open to other students through audition, with or without credit. The band performs for on-campus activities as well as some special off-campus events.

**BISHOP STATE COMMUNITY COLLEGE CHOIR:** The College Choir is designed to explore choral literature of basic musical eras in various styles. Emphasis is placed on musicianship and the development of ensemble vocal techniques. The choir also represents the College at civic, school, and religious functions in the community. Membership is acquired through audition only.

**CAMPUS MINISTRY:** Campus Ministry exists to allow Christian students to fellowship and enjoy Christian activities, as well as take part in special projects on and off campus. The ministry provides the opportunity for a Christian to make a difference and obtain an enjoyable and educational experience.

**CULINARY ARTS STUDENT ASSOCIATION:** This organization represents the Culinary Arts profession at Bishop State Community College. The Association participates in Culinary Arts competitions, travels to food institutions and food shows, and exposes students to a variety of career choices. This group also participates in community service projects to share talents and resources to those in need.

**HEALTH INFORMATION MANAGEMENT STUDENT CLUB:** The purpose and functions are to make contributions of the education of students in the Health Information Management Program and to abide by a set of ethical principles developed to safeguard the public and to contribute within the scope of the profession to quality and efficiency in health care. The organization is open to students in the Health Information Management Program.

**HEALTH OCCUPATIONS STUDENTS OF AMERICA (HOSA):** The mission of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill, and leadership development of all health occupations students, thereby helping the students to meet the needs of the health care community. Interested students should see the counselors for the Health Occupations Programs.

**INTERNATIONAL STUDENT ORGANIZATION:** The goals of the International Student Organization are to promote goodwill and international cultural exchange at Bishop State by providing opportunities and activities that enhance students' knowledge and information of foreign countries.

**BISHOP STATE JAZZETTES:** The BSCC Jazzettes are composed of young ladies who share a common interest in dance. The team performs during home basketball games, local parades, and community events. The dance style is hip-hop and jazz. The goals of the BSCC Jazzettes are to create and promote school spirit and provide quality family entertainment. During the academic year, the team practices three (3) days per week. For more information contact Ms. Terrica Shoemo, Dance Team Coach at 405-7046 or **tshoemo@bishop.edu.**

**KAPPA BETA DELTA HONOR SOCIETY:** The Iota Chapter of Kappa Beta Delta Honor Society is an International Honor Society recognized in the Division of Business. Eligible students must be in the upper 20 percent of their class with a minimum grade point average of 3.0 on a 4.0 scale. The membership fee is $50.00. This includes the cost of $35.00 for the membership pin and certificate which is available through the national office. The additional $15.00 is imposed to generate funding for the operation of the local chapter.

**BISHOP STATE SECME ENGINEERING CLUB:** The purpose of SECME is to increase the pool of minorities who are prepared to enter and complete postsecondary studies in science, engineering, and mathematics. However, SECME is an inclusive organization that encourages pre-college students of all ethnicities to participate. The goal of SECME at Bishop State Community College is to prepare club members for entry into baccalaureate schools of engineering. All interested students are welcome.

**NATURAL SCIENCE AND MATHEMATICS CLUB:** The main objective of this organization is to improve the student's knowledge of science and mathematics through active participation in original research projects, seminars on relevant topics of current interest, and field trips. The club also sponsors some social and community activities.

**PEP SQUAD:** The Pep Squad serves as the motivator and promoter of school spirit among the students, faculty, and staff. The entire student body is encouraged and urged to become affiliated with the Pep Club.

**PHI BETA LAMBDA (PBL) BUSINESS FRATERNITY:** This is a national organization for students enrolled in business, office, or teacher education programs at two-year and four-year colleges and universities. The purposes of PBL are: (1) to provide opportunities for students to develop vocational competencies and business leadership skills, and (2) to promote a sense of civic and personal responsibility.

**PHI THETA KAPPA NATIONAL HONOR FRATERNITY:** The purpose of Alpha Epsilon Nu Chapter of Phi Theta Kappa at Bishop State Community College shall be the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among qualified students. Each candidate for membership must have completed 12 semester hours of associate degree course work, maintain a 3.25 or higher GPA, adhere to the College's code of conduct, and possess recognized qualities of citizenship. When a member's cumulative GPA falls below 3.25, that member has one semester to bring the GPA average to 3.25 or his or her name will be removed from both the local chapter roll and the Phi Theta Kappa Headquarters roll. Once the member's name is removed and is no longer a member of the fraternity, all privileges of membership are revoked. Phi Theta Kappa members create and continue to enjoy an enduring spirit of excellence, individually and collectively. To be eligible for membership in this honor fraternity, students must be enrolled in an associate degree program at one of Bishop State's campuses (including technical campuses). The initial membership fee is $55.

**PHYSICAL THERAPIST ASSISTANT (PTA) CLUB:** This club is open to students enrolled in the Physical Therapist Assistant Program. It sponsors fund-raising drives and social/community activities.

**SIGMA KAPPA DELTA:** Sigma Kappa Delta is the national English honor society for two-year colleges. The Sigma Beta Chapter at Bishop State Community College invites students who meet membership criteria to join. The purpose of the honor society is to confer distinction upon outstanding students of the English language and literature. To be eligible for membership, students must have completed a minimum of one college-level English class with a "B" average or better, have completed at least 12 semester hours, and have a minimum overall 3.3 GPA on a 4.0 scale.

**THE STUDENT GOVERNMENT ASSOCIATION (SGA):** The Student Government Association serves and represents the total student body, acts as a catalyst in promoting cooperation among students, faculty, and the administration, provides training in self-government, and promotes a sense of loyalty and school spirit. SGA officers are elected during the spring semester.

**STUDENTS WITH DIFFERENT ABILITIES:** This organization is designed to serve as a support group for participating students to share information concerning special services available to students by local, regional, and national agencies; to inform the public about different types of disabilities; and to network with professional agencies about job opportunities. Membership is open to all students who are interested in participating.

**BISHOP STATE COMMUNITY COLLEGE WILDCAT AMBASSADORS** are a select group of students who serve as hosts and hostesses for prospective students, dignitaries, visitors, and numerous college-wide functions. To be selected as an Ambassador is an honor and an excellent opportunity for personal and professional growth. Students who are selected as Ambassadors possess strong interpersonal skills, leadership qualities, a genuine interest in meeting new people, and a sense of school spirit and pride. For more information, contact the Office of the Dean of Students at 405-7089.

**STUDENT TRAVEL:** All student-related activities requiring transportation from the college campuses must be supervised by the appropriate faculty adviser or other college personnel. Students should be transported using the College's vehicles, whenever possible. At <u>no time</u> will students be permitted to drive a vehicle of the College. All faculty and staff drivers must provide proof of an appropriate driver's license and current auto liability insurance coverage.

- Use of college vehicles must be requested in advance and approved by the Dean of Students and the President of the College. No one will be permitted to travel without written approval. Drivers will be responsible for requesting a safety inspection.

- In case of emergencies while traveling, the faculty adviser must do whatever is necessary to guarantee that the student (s) requiring medical attention receive the required assistance. Only after assistance has been provided may students resume the trip. No one can continue to travel without the accompaniment of a responsible college employee.

- When students travel in vehicles owned by faculty and staff members to attend approved college-related functions, each student will complete a Hold-Harmless Agreement. This agreement releases the College of any and all liabilities. The agreement form can be obtained from the Office of the Dean of Students (and copy of the form can be found in Appendix K). The completed original agreement will be filed with the office of the Dean of Students.

- All drivers will pick up and return the College vehicles to the parking area on the Southwest Campus. All safety violations must be reported immediately.

**STANDARDS OF STUDENT CONDUCT:** A student enrolling at Bishop State Community College may rightfully expect that the faculty and administrators maintain an environment saturated with the opportunities and the freedom to learn. These conditions and opportunities must exist in the classrooms and on all campuses. As members of the college community, students are encouraged to develop the capacity for critical judgment, to engage in sustained and independent search for truth, and to exercise free inquiry and free speech in a responsible, non-violent manner. An applicant for admission to the College who has received disciplinary action from another institution or agency may be denied admission to the College if, in the view of the Admissions Committee, the presence of the person on campus may threaten the welfare of others.

Students shall respect and obey civil and criminal laws and shall be subject to legal penalties for violating laws of the city, county, state, and nation.

Students' conduct on all Bishop State campuses and outreach extensions must conform to the College's rules and regulations. Students at Bishop State Community College are expected to conduct themselves as responsible men and women at all times and in all places; to respect the rights and privileges of instructors, fellow students, and all staff; and to attend studiously to their work. **<u>The College may at any time dismiss any student whose conduct is, in its judgment, detrimental to themselves or to the welfare of others</u>**. Violators of college rules and regulations are subject to disciplinary action. Violations include, but are not limited to the following:

1. Willful disobedience to the directions of college officials in the performance of their duties.

2. Violation of college rules and regulations (including those concerning student organizations, the use of college facilities, or the time, place, and manner of public expression or distribution of materials).

3. Dishonesty, such as cheating or knowingly furnishing false information to the College.

4. Unauthorized entry to use college facilities.

5. Forgery, alteration, or misuse of college documents, records, or identification.

6.  Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.

7.  Theft or damage to property belonging to the College, a member of the college community, or a campus visitor.

8.  Disorderly, indecent, obscene, or offensive conduct or expression, which interferes with the College's primary educational responsibility or adversely affects a student's standing as a responsible member of the college community. Inappropriate use of campus computer resources and e-mail addresses are included.

9.  Assault or battery, abuse, threat of force, or violence directed to any member of the college family or a campus visitor engaged in authorized activities.

10. Use, possession, distribution, or presence on campus while under the influence of alcoholic beverages, narcotics, or any other dangerous drugs such as marijuana, ecstasy, crystal meth, or other amphetamines except as expressly permitted by law.

11. Possession while on campus or at campus-sponsored functions of any of the following weapons (except persons given permission by the College President, designated college presidential representatives, or members of law enforcement agencies, as police officers): any instrument or weapon commonly known as blackjack, sling shot, fire bomb, billy club, or metal knuckles; any dagger, firearm (loaded or unloaded), pistol, revolver, rifle etc; any knife, metal pipe, or bar used or intended to be used as a club; or any item such as a chain used to threaten bodily harm to any person.

12. Students are expected to attend all classes as scheduled. Permission to leave a class should be obtained from the instructor. Students not scheduled for classes should use the library, visit a lounge or recreational area, or leave campus. ***Loitering in the buildings and parking lots or in automobiles is prohibited.***

13. Good taste, neatness, and safety will prevail at all times regarding dress and personal appearance. Students will wear appropriate dress for the classes they are attending. Clothing appropriate to the occupation being studied should be worn during laboratory classes. Shoes, shirts, and other appropriate clothing must be worn by all students. In some areas, safety shoes, goggles, or other special attire may also be required.

14. Cleanliness and neatness are important phases of training. All students are expected to participate in housekeeping activities as specified by the department and to help keep the campuses clean.

15. Students are prohibited from participating in any on-campus solicitation or sales except for activities instituted by the College.

16. Smoking, the use of smokeless tobacco, and the consumption of food and drink are prohibited in classrooms and areas designated as non-smoking or non-eating, non/drinking.
17. Students who do not bring required books, tools, and/or supplies to class should expect their grades to be adversely affected.

18. Excessive noises are not allowed on any location, parking lot, or section of the College campuses. The volume of radios, car stereos, CD players, MP3's, and other musical devices must not be disruptive to others.

19. The use of pagers, cell phones, and other electronic devices are prohibited in the classroom or workplace unless approved by the instructor or immediate supervisor.

20. Misuse, abuse, and unauthorized use on computing resources, and/or use of computing resources for unauthorized purposes such as, but not limited to, destroying, modifying, accessing, or copying programs, records, or data belonging to the College or another user without permission, is not allowed.

**STUDENT RIGHT TO KNOW AND CONGRESS SECURITY ACT:** Bishop State is in compliance with the Federal Student Right to Know Act. Statistical data regarding completion/persistence rate of students is available in the Office of Admissions and is available upon request.

**ADMISSIONS AND REGISTRATION COMMITTEE:** The Admissions and Registration Committee is a standing committee that hears non-disciplinary academic appeals from students currently enrolled at Bishop State or students from other colleges or universities seeking enrollment at Bishop State. Any student placed on academic suspension terms of other colleges and universities is under the jurisdiction of this committee.

In nearly every instance, a student whose suspension is continued is ineligible for financial aid and/or scholarships until the appropriate cumulative GPA is attained. A student on suspension may elect to serve out the suspension. The student will be readmitted on probation after the suspension has been served without appearing before the committee. Letters requesting appearance before the committee to appeal an academic suspension should be addressed to:

<div align="center">

Mrs. Wanda Daniels
Assistant to the Dean of Students/College Registrar
Bishop State Community College
351 North Broad Street
Mobile, Alabama 36603

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The recommendation of the committee may be appealed to the Dean of Students.

**STUDENTS' ROLES IN DECISION-MAKING:** Effective June 12, 1992, the College adopted the following statement relative to the students' roles and participation in institutional decision-making:

    Bishop State Community College students shall participate in the decision-making process of the College through the college-wide system of standing committees appointed by the President, and through the Student Government Association (SGA). Students will serve on all standing committees of the College. Appointments will be made during each Fall semester. The president of the Student Government Association shall be a member of the College's advisory committee. SGA officers and campus favorites are elected during at-large elections by all students each Fall semester. Polling places are located in strategic areas on each campus. The Student Council membership includes the SGA officers, class favorites, freshmen and sophomore representatives, and four students from each campus that has no elected representation. Through participation in the SGA, the Student Council, and various committee assignments, students will provide input regarding policies, procedures, and regulations of the college which affect their day-to-day matriculation as consumers of the college experience.

# GRIEVANCES AND DUE PROCESS PROCEDURES

## ACADEMIC GRIEVANCES

**The Ad Hoc Committee Process**
Recognizing the right of students to be granted protection by the inclusion of due process in all matters relating to academic grievances, the College assures due process through the action of the Ad Hoc Committee for hearing matters related to the academic area, including the grade appeals process.

**Procedures for Communicating Concerns about Academic Matters**
In expressing concerns about academic matters, students should address the appropriate personnel at each of the levels shown in the chart below. The Official Complaint Form should be completed entirely to document students' concern(s). (NOTE: Only in the event of compelling personal circumstances may students bypass the next level of personnel regarding their concern(s). Whenever this occurs, the student should notify in writing the personnel at the level being omitted of his or her intent to express the matter(s) at the next highest level.) The above procedure should be used for all academic matters except grade appeal. The procedures for requesting a hearing for grade appeal are outlined below.

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│            PRESIDENT                 │
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│   ACADEMIC OR TECHNICAL DEAN         │──────│   AD HOC COMMITTEE       │
└─────────────────────────────────────┘      │   AS NEEDED              │
                  │                           └─────────────────────────┘
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│      DIVISIONAL CHAIRPERSON          │
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│            INSTRUCTOR                │
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│            STUDENT                   │
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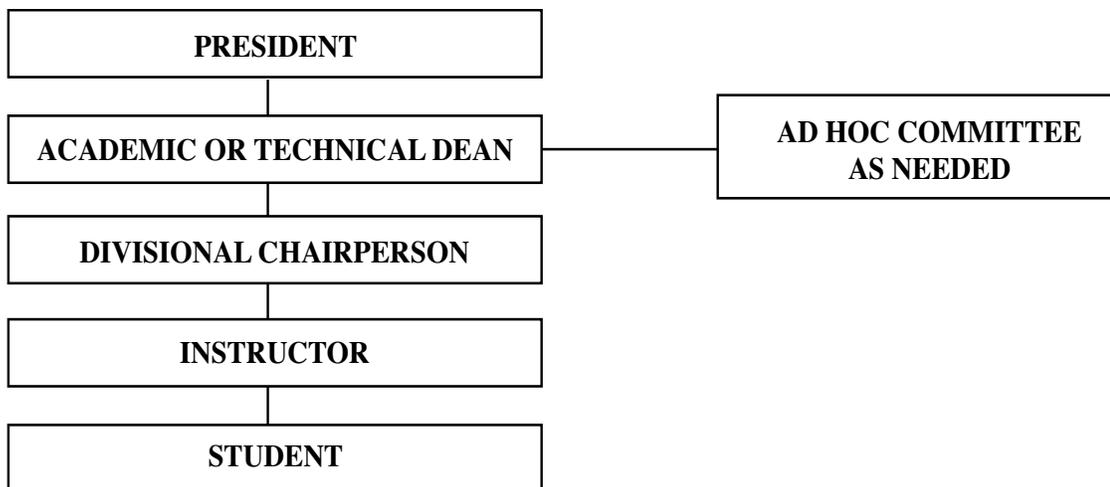
**The purposes of the Ad Hoc Committee are as follows:**

1. To hear and receive information and materials related to a grievance or grade appeal which may be initiated by the student or the staff member.

2. To review information presented and make recommendations to the Academic or Technical Dean regarding the findings of the committee.

**Composition of the Ad Hoc Committee:**
When there is a need to become involved in academic grievances, the Academic or Technical Dean will assemble an "Ad Hoc Committee." The Committee will consist of three faculty members from different divisions/departments, one staff employee, and one student representative.

**Procedures for Requesting a Hearing for Grade Appeal**
Once a disputed grade is received, a grade appeal must be initiated by mid-term of the semester following the assignment of the grade in question.

1. In the case of a grade appeal, the student is advised to meet with the instructor and/or divisional chairperson in an effort to resolve the grade dispute.

2. If the grade dispute is not resolved, the student should schedule a conference with the appropriate dean (academic or technical). If the student feels that the problem is resolved, the matter will be closed. If the student feels that the problem has not been resolved, formal procedures may be initiated which would involve the Ad Hoc Committee. The student should send a written request for a hearing to the appropriate dean within 24 hours of the conference which was held between the dean and the student.

3. Upon receipt of the student's request, the dean will notify the student of the selected date time and location of the hearing. The student will also be forwarded a copy of the procedures for the Ad Hoc Committee Hearing.

4. The printed procedures of the Ad Hoc Committee hearing will be followed.

5. If the student is not satisfied with the decision of the committee, the student can appeal in writing to the President within 24 hours after receiving the committee's recommendation from the dean.

6. Upon receipt of the student's written request to appeal, the President will notify the student within seven (7) days of the final decision regarding the appeal. Either the President or the student can delay this time frame by mutual agreement.

**Hearing Procedures:**

**A. Attendance at Hearing:**

1. The Ad Hoc Committee hearings shall be private and confidential and will be limited to persons involved. Persons present shall include the committee members, the student requesting the hearing, his or her adviser, the involved staff member, a representative to record the hearing, and witnesses for both parties. Witnesses will be present only when giving testimony.

2. The student has the right to have one adviser present during the hearing; however, the adviser may not address the hearing or give evidence on behalf of the student. In answering and asking questions, the student may seek advice from the adviser before proceeding.

3. Minutes of the proceedings will be recorded and distributed to the committee members. Minutes will be filed in the office of the dean and will be kept confidential.

**B. Order of Hearings:**

1. Opening remarks will be made by the chairperson of the committee.

2. Review of the charges or the reason for the hearing will be made by the committee chairperson.

3. Opening statement will be made by the party requesting the hearing (the student or staff person).

4. Testimony and questioning of witnesses or the review of materials related to the issue.

5. Both parties to the action and the committee members have the right to question witnesses.

6. The closing statement by both parties will be made.

**C. Deliberations:**

The committee will conduct its deliberations in closed and confidential session and will direct its recommendations to the appropriate dean. Each committee member must vote on the action to be taken and the recommendations must be signed by each committee member. The dean will notify the student within seven (7) days of the final decision regarding the appeal.

D.  **Time Limit On Hearings:**

The committee will make a determination of the total time allotted for the hearing and may limit the time for all aspects of the hearing.

## NON-ACADEMIC GRIEVANCES

Students' inquiries and grievances concerning non-academic matters should flow as shown in the chart below. The arrows denote the flow of communications to and from the administration.

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        │          PRESIDENT           │
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        ┌──────────────┴───────────────┐          ┌──────────────────────────────┐
        │       DEAN OF STUDENTS        │──────────│    GRIEVANCE COMMITTEE       │
        └──────────────┬───────────────┘          │        AS NEEDED             │
        ┌──────────────┴───────────────┐          └──────────────────────────────┘
        │           STUDENT            │
        └──────────────────────────────┘
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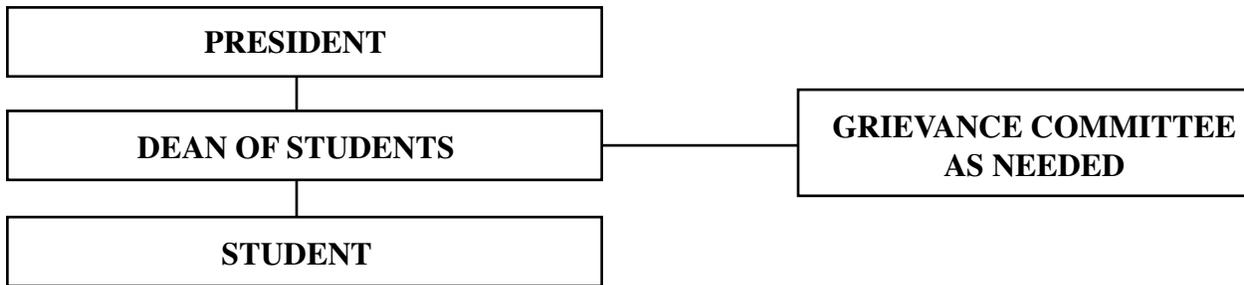
Where there has been serious violation of college policies and a student's continued presence will greatly threaten the welfare of others, the President or the designated presidential representative will immediately suspend the student pending a formal hearing by the Student Conduct and Appeals Committee.

Such action shall be temporary and the student shall be entitled to a hearing at the earliest possible time.

**Purpose**
The purpose of the grievance procedures is to provide students with a mechanism to address their differences with the College, discuss them in an orderly and amicable fashion, and resolve them fairly and promptly without the exercise of economic force by either party.

Students may process a personal grievance on one or more of the following grounds:

1.  Improper application of college rules, regulations, and procedures.

2.  Unfair treatment by a college staff person, including coercion, restraint, or reprisal.

3.  Discrimination because of race, religion, color, creed, national origin, or because of disabilities.

**Definitions**

1.  Aggrieved Person – The person making the claim.

2.  Coordinator – The person designated to coordinate Bishop State's efforts to comply with and carry out its responsibilities and implement the regulations.

3.  Day – A school day; the calculation of days in grievance processing shall exclude Saturdays, Sundays, and holidays.

4.  Formal Procedure – A more detailed procedure designed to permit the student to follow a system of appeals to resolve the problem. The formal procedure has prescribed time limits for each step.

5.  Grievance – A student's claim of unfair treatment based upon interpretation, application, or violation of college policies and procedures by a member of the college staff.

6. Grievance Decision – The written statement of a hearing officer, the findings regarding the validity of the grievance allegation, and possible corrective action.

7. Grievant – The person who has a grievance and is filing claim against the offender.

8. Informal Procedure – A simple procedure designed to resolve the problem at the lowest level.

9. Respondent – A person who is alleged to be responsible for the violation stated in the grievance.

10. Time Limits – The maximum number of days indicated at each level to file a grievance or reach a grievance decision and communicate that decision back to the grievant. Every effort should be made to expedite the process. However, the time limits specified may be extended by mutual agreement of the grievant and the staff person or administrator in charge.

**Informal Procedures**

In an effort to resolve grievances at the lowest administrative level, the College seeks to promote simple, honest, and straightforward communication between the student and the College. A student who has a grievance should present the matter in writing, using the Official Student Complaint Form (Appendix B), to the Dean of Students immediately after the alleged discrepancy is recognized. The Grievant and the Dean of Students should have a meeting to resolve the matter. If the Grievant feels that the problem is resolved or if no further action is needed, the matter will be closed. If the Grievant feels that the problem has not been resolved, formal procedures may be initiated within ten (10) working days.

**Formal Procedures**

Any student may register a grievance when improper treatment, misinterpretation, or violation of college regulations has occurred. In an effort to secure consideration, adjustment, or settlement of grievances, students shall be free of interference, restraint, coercion, or reprisals. It is desirable that problems are resolved at the earliest possible time and at the lowest level of authority. If students believe they have a grievance, they may advise the Dean of Students and request an explanation or relief. If the student is not satisfied with the action taken, a formal grievance may be initiated according to the following procedures:

**STEP 1:** The grievance must be submitted in writing to the Dean of Students within ten (10) days after the problem occurred or should have been known. The grievance shall cite the reasons and nature of the complaint and must be signed by the aggrieved person. The Dean of Students will afford the student a hearing if one is requested or may call a meeting. The Grievant may be accompanied by one adviser of choice at the hearing. Within five (5) working days of receipt of the grievance, the Dean of Students will provide the Grievant a written reply. If the grievance is not within the Dean of Students' authority, the Dean of Students shall advise the student to appeal to the appropriate level at the College.

**STEP 2:** If not resolved satisfactorily within five (5) working days (excluding Saturdays, Sundays, and holidays) or after receipt of reply, the grievance and the Dean of Students' reply should be forwarded to the President of the College. The President or a designee will afford the Grievant a hearing, at which time the Grievant may be accompanied by one adviser of choice. The President will provide a written reply within ten (10) working days after receipt of the grievance.

# DISCIPLINARY PROCEDURES

Any case involving violation of published policies and regulations will be brought to the immediate attention of the Dean of Students. The case may be discussed with the student and a mutually satisfactory conclusion of the matter may be reached at that point. If a satisfactory conclusion is not reached, the Dean of Students may refer the case to the Student Conduct and Appeals Committee. The Dean of Students will give the student and the committee adequate notice, in writing, of the specific grounds and the evidence on which the disciplinary proceedings are based, and will forward the committee's recommendations to the College President. Any sanctions imposed by the committee will be subject to review by the President, who may approve or amend them as deemed necessary.

**Disciplinary probations and suspensions** will be recorded in the student's permanent file.

### Minor Disciplinary Action
The college administration may take appropriate disciplinary action, to include one to five days suspension, for violation of college regulations. Absences from classes will be charged during the suspension.

### Severe Disciplinary Action
This action may include (a) suspension for the remainder of the semester, (b) suspension for one or more semesters, (c) suspension requiring the student to comply with established rules and regulations of the College prior to readmission, or (d) permanent expulsion.

Any student whose presence poses a danger to persons or property or an ongoing threat of disrupting the academic process may immediately be removed from class and suspended for a period of one to five days by the college administration.

Law enforcement authorities will be immediately notified when violation of local and/or state laws occurs.

### Disciplinary Warning
This is a strong, written warning that if there is a repetition of the same sanction or any other action in violation of the Rules and Regulation of the Student Code of Conduct, the student can expect additional disciplinary action. A record of the disciplinary action is kept on file.

### Disciplinary Probation
When on disciplinary probation, a student is excluded from participation in activities for a specified period time, which will be determined by the hearing committee. Any further violation may lead to suspension or expulsion from the College.

### Disciplinary Suspension
A student may be involuntarily separated from the College and from all extracurricular activities for a specified period of time, after which readmission is possible. The chairperson of the hearing committee shall determine when the suspension will become effective. A student with one or more violations may be suspended from the College for an indefinite period of time. A student suspended indefinitely may petition to the Dean of Students for reinstatement.

### Educational Sanction
A student may be required to provide a specific service, participate in a specific program, receive specific instruction, or complete a research assignment during the timeframe of a course while enrolled as a student at BSCC. The student is responsible for related expenses, including expenses for education, counseling, or treatment, if any expense is entailed.

### Exclusion From College Facilities or Activities
A student may be prohibited from attending a class, undertaking college employment, entering a building, participating in an extracurricular activity sponsored by the College, representing the College in an official capacity, or using other services provided by the College. Such exclusion may be for a definite or indefinite period of time.

**Expulsion**
When a student has a record of serious violations, he or she may be dismissed from the College permanently.

**Interim Suspension**
A student may be suspended from the College or have privileges revoked pending the outcome of a disciplinary proceeding if, in the judgment of the Dean of Students, the student's continued presence or use of privileges at the College pending the outcome of the proceeding is likely to cause harm to faculty, staff, or other students, other specified persons or groups, or college property. The Dean of Students will converse with the student when interim suspension is considered.

**Restitution**
A student may be assessed the repair/replacement cost for any damage he or she causes to property.

A. **APPEALS PROCEDURES**

Students have the right to appeal any disciplinary actions against them which they consider to be unfair or unjust. Appeals should be submitted, in writing, to the Dean of Students. Upon receipt of the student's request, an appeals committee will be assembled to formally address the problem.

B. **HEARING PROCEDURES**

1. **The Student Conduct and Appeals Committee**
   The committee will include a minimum of five members – at least three (3) faculty and/or staff employees (representing different departments and campuses, with one being selected from the campus where the appeal originated), one student services employee, and one student representative.

2. **Rights Before and During The Hearing**
   The student charged has the right before and during a hearing to:

   a) present his or her side of the story;
   b) present witnesses and evidence on his or her behalf;
   c) cross-examine witnesses presenting evidence against him or her; and
   d) have representation by an adviser (at the student's expense, if any expense is entailed).

3. **Attendance At Hearings:**

   a) The Student Conduct and Appeals Committee hearing shall be private and confidential and will be limited to persons involved. Persons present shall include the committee members, the involved student, his or her adviser, the involved faculty and/or staff employee, a representative to record the hearing, and witnesses for both parties. Witnesses will be present only when giving testimony.

   b) The student has the right to have one adviser present during the hearing. The adviser may not address the hearing or give evidence on behalf of the student. In answering and asking questions, the student may seek advice from the adviser before proceedings.

   c) Minutes of the proceedings will be documented and signed by the members of the Student Conduct and Appeals Committee. The documentation will be distributed to the involved parties including the committee members. A recording of the hearing will also be made available to the persons involved in the charges. Minutes will be filed in the Office of the Dean of Students and will remain confidential.

4. **Order Of Hearing:**

   a) Opening remarks will be made by the chairperson of the committee.

   b) Review of the charges against the student will be made, the hearing procedures will be reviewed, the student's rights will be explained, and questions asked by the charged student regarding these matters shall answered.

   c) The chairperson shall ask the student charged to plead guilty or not guilty. If he or she pleads NOT GUILTY, the case shall be presented.

   d) Opening statement will be made by the student, faculty, or staff employee who requested the hearing.

   e) Testimony and questioning of witnesses will be made. Both parties to the action and members of the Student Conduct and Appeals Committee have the right to question witnesses. Following the testimony of all witnesses for the party requesting the hearing, the other party may call his or her witnesses.

   f) Closing statements will be made by the parties involved.

   g) Closing statements will be made by the committee chairperson.

5. **Deliberation:** The Student Conduct and Appeals Committee will conduct its deliberations in closed and confidential sessions, determine recommended actions to be taken, and forward written notice to the Dean of Students within forty-eight (48) hours.

   a) The Dean of Students will notify the student of the committee's recommendation.

   b) The next level of appeal will be the review of the committee's recommendations by the President of the College, who may approve or amend them as deemed necessary.

   c) If the student is not satisfied with the recommendation of the committee, the student can appeal in writing to the President within twenty-four (24) hours after receiving the committee's recommendation from the dean.

   d) Upon receipt of the student's written request to appeal, the President will notify the student within seven (7) working days of the final decision regarding the appeal. Either the President or the student can delay this time frame by mutual agreement.

6. **Time Limit Of Hearing**
   The Committee will make a determination of the total time allotted for the hearing and may limit the time for all aspects of the hearing.

# SEXUAL HARASSMENT

Bishop State Community College is committed to maintaining a work and/or learning environment free of objectionable and disrespectful conduct and communication of a sexual nature, especially when such conduct is imposed by one person on another and adversely affects a staff member's or student's employment relationship or working/learning environment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or grade;

2. Submission to or rejection of such conduct by an individual is used as a basis for employment/grading decisions affecting such individual; or

3. Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

A staff member or student alleging either sexual harassment by anyone with supervisory authority or failure by supervision to take immediate action on the individual's complaint of being sexually harassed by another staff member(s) may file a grievance. Any individual alleging either sexual harassment by anyone with supervisory authority or failure by supervision to take immediate action on the individual's complaint of being sexually harassed may initiate a formal grievance according to procedures listed in Appendix B. Filing of a grievance will not cause any reflection on the individual's status as an employee of the College nor will it affect future employment, compensation or work assignments.

**Initial Steps to Resolve a Complaint**
Any student of Bishop State Community College who wishes to file a grievance or complaint concerning Title IX shall report that complaint in writing to the Coordinator of Title IX, as outlined in this document within ten (10) working days of the occurrence. If after discussion between the student and the Title IX Coordinator, it is determined that the complaint can be resolved immediately, the college official will take action to resolve the complaint and will submit a report within ten (10) working days to the President, detailing both the complaint, and its resolution.

**Plan of Resolution**
If the student's or employee's complaint cannot be resolved immediately, but requires instead a "plan of resolution," the college official to whom the complaint was made shall submit a written report to the President, the College Grievance Officer, and such other appropriate college official(s) as the President shall designate. The report shall be submitted within ten (10) working days of the complaint and shall detail the complaint and the plan to resolve the complaint. Should the President, College Grievance Officer, or other respective designated official wish to assist in submitting the report, or instruct the submitting official to modify the "plan of resolution," the President, College Grievance Officer or other official shall inform the submitting official of his/her intention.

**Grievance Procedures**
If any student's complaint is not or cannot be resolved at the first level of supervision, such unresolved complaint shall be termed a "grievance." A student who submits a complaint to the appropriate college official and who is not informed of a satisfactory resolution, or plan of resolution, of the complaint within ten (10) working days, shall have the right to file with the College Grievance Officer a written statement detailing the grievance. The written grievance statement shall be filed using Grievance Form A, which will be provided by the Grievance Officer and shall include at least the following information:

1. Date the original complaint was reported;
2. Name of person to whom the original complaint was reported;
3. Facts of the complaint; and
4. Action taken, if any, by the receiving official to resolve the complaint.

The grievance statement may also contain other information relevant to the grievance which the Grievant wants considered by the Grievance Officer. A copy of Grievance Form A can be found in Appendix B.

If the grievance involves a claim of discrimination based on sex, race, age, national origin, religion, handicap, or disability, the complaining party should state with particularity the nature of the discrimination and, if known, a reference to any statute, regulation, or policy which the Complainant believes to have been violated. The Complainant shall file any claim involving illegal discrimination within thirty (30) days of the occurrence of the alleged discriminatory act or of the date on which the Complainant knew or should have known that the alleged discriminatory act took place.

### Investigation, Hearing and Findings

The College shall have thirty (30) calendar days from the date of the receipt by the Grievance Officer of the grievance to conduct an investigation of the allegation(s), hold a hearing (if requested) on the grievance, and submit a written report to the Complainant of the findings arising from the hearing. Grievance Form A shall be used to report both the grievance and the hearing findings. The hearing findings shall be reported by the President or a designated representative to the Complainant by either personal service or certified mail sent to the Complainant's home address.

### Investigation Procedures

The Grievance Officer, either personally or with the assistance of such other persons as the President may designate, shall conduct a factual investigation of the grievance allegations. Further, the Grievance Officer shall research the applicable statute, regulation or policy, if any. The factual findings of the investigation by the Grievance Officer shall be stated in a written report which shall be submitted to the Complainant and to the party against whom the complaint was made (the "Respondent") and shall be made a part of the hearing record, if a hearing is requested by the Complainant. Each of the parties shall have the opportunity to file written objections to any of the factual findings and to make their objections a part of the hearing record. Publications or verified photocopies containing relevant statutes, regulations, and policies shall also be presented by the Grievance Officer for the hearing record. In the event that the Complainant does not request a hearing, the Grievance Coordinator's report and a recommendation for resolution of the Complaint shall be filed with the President, and a copy provided to the Complainant and Respondent.

### Hearing Procedures

In the event that the Complainant requests a hearing within the time frame designated by the Grievance Officer, the President shall designate a qualified, unbiased person or committee to conduct each grievance hearing. The hearing officer or committee shall notify the Complainant and each Respondent of the time and place of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing shall be conducted in a fair and impartial manner and shall be open to the public unless both parties request in writing that the hearing be conducted in private to the extent that there will be no violation of any applicable "sunshine law."

At the hearing, the Complainant and the Respondent shall be read the grievance statement. After the grievance is read into the record, the Complainant will have the opportunity to present such oral testimony and other supporting evidence as he or she shall deem appropriate to his or her claim. Each Respondent shall then be given the opportunity to present such oral testimony and other evidence as he or she deems appropriate to the Respondent's defense against the charges. In the event that the College, or the administration of the College at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the Respondent.

Any party to a grievance hearing shall have the right to retain, at the respective party's cost, the assistance of legal counsel or other personal representative. However, the respective attorneys or personal representative, if any, shall not be allowed to address the hearing body or question any witnesses. In the event that the College is the Respondent, the College representative shall not be an attorney or use an attorney unless the Complainant is assisted by an attorney or other personal representative.

The hearing shall be recorded either by a court reporter or on audio or video tape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

**Report of Findings and Conclusions of Law**
Following the hearing, there shall be a written report to the President of the findings of the hearing officer or the chairman of the committee, and the report shall contain at least the following:

1. Date and place of the hearing;
2. The name of each member of the hearing committee;
3. A list of all witnesses for all parties to the grievance;
4. Findings of fact relevant to the grievance;
5. Conclusions of law, regulations or policy relevant to the grievance; and
6. Recommendation(s) to the President arising from the grievance and the hearing thereon.

## AVAILABLE APPEALS

The President or a presidential representative shall submit a completed report, using Grievance Form A to the Complainant and the Respondent(s) and shall include a copy of the report of the hearing officer/committee. If the grievance involves a claim of illegal discrimination, the Complainant shall have the right to appeal the decision of the hearing officer or committee to the Chancellor of the Alabama Department of Postsecondary Education, provided that:

1. A notice of appeal is filed, using Grievance Form B, with the Grievance Officer and the Chancellor of the Department of Postsecondary Education within fifteen (15) calendar days following the Complainant's receipt of the committee report.

2. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s), or recommendation(s) of the hearing officer or committee.

If the appeal is not filed by the close of business on the fifteenth (15th) day following the Complainant's receipt of the report, the Complainant's right to appeal shall be forfeited. A copy of Grievance Form B is found in the Appendix.

A. **Chancellor's Review**
The Chancellor shall have thirty (30) calendar days from his or her receipt of the notice of appeal to review and investigate the allegations contained in the grievance, to review the hearing record, to hold an appellate hearing (if deemed appropriate by the Chancellor), and to file a report of the Chancellor's findings of fact and conclusions of law. The Chancellor shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part and reverse in part, the findings arising from the College Grievance Hearing. The Chancellor's report shall be served to the Complainant and Respondent(s) by personal service or by certified mail, return receipt requested, to the Complainant and Respondent(s) at their respective home addresses.

B. **Appeal to State Board of Education**
Except in cases involving a claim alleging illegal discrimination based on gender, handicap or disability, the Chancellor's report shall not be appealable. Pursuant to State Board of Education policy, a Complainant who is alleging a claim of illegal discrimination based on gender, handicap, or disability may file an appeal to the State Board of Education for a review of the Chancellor's findings and the findings arising from the College Grievance Hearing. A Complainant who has grounds for appealing the findings of the Chancellor to the State Board of Education may do so by:

- Filing the notice of appeal, using Grievance Form C, to the State Board of Education within fifteen (15) calendar days following the Complainant's receipt of the report of the Chancellor's findings; and

- Specifying in the notice of appeal clear and specific objection(s) to the finding(s), conclusion(s), or recommendation(s) of the Chancellor.

If the appeal is not filed with the Chancellor by the close of business on the fifteenth (15th) day following the Complainant's receipt of the Chancellor's report, the Complainant's right to appeal shall be forfeited. A copy of Grievance Form C is found in the Appendix D.

1. **Review by State Board of Education**
   The State Board of Education shall have thirty (30) calendar days following its receipt of the Complainant's notice of appeal, [which shall be presented to the State Board at, or prior to, its next meeting following the receipt by the Chancellor of the notice of appeal] to investigate and review the allegations contained in the grievance, to review the reports of the Chancellor and the College Hearing Officer/Committee, to hold an appellate hearing, and to file a report of the State Board findings of fact and conclusions of law. The State Board shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part and reverse in part, the findings and conclusions of the Chancellor. The report of the State Board shall be served to the Complainant and Respondent(s) by personal service or by certified mail, returned receipt requested, to the respective home addresses of the parties. The report of the State Board shall not be further appealable within the Alabama two-year college system. However, the Complainant shall not be precluded from filing his or her grievance with an appropriate court or an administrative agency such as the Office for Civil Rights of the U. S. Department of Education or the Equal Employment Opportunity Commission.

2. **General Rule on Filings**
   If the last date for filing a document under these procedures shall fall on a Saturday, Sunday or legal holiday, the date of the first working day following the respective Saturday, Sunday or legal holiday shall be considered the deadline date.

C. **The Alabama State Postsecondary Review Entity (SPRE)**

Students and prospective students may seek resolution of problems related to management, improper conduct of the faculty or staff, misleading or inappropriate advertisement or promotion of the institution's educational programs, or the Title IV student financial assistance program by following the SPRE complaint procedures. To the extent possible, however, students must seek resolution of such problems through the college's internal grievance procedures before involving others. Students should contact the SPRE office only if the institution is unable to resolve the problem.

The Alabama State Postsecondary Review Entity Office is located at the Alabama Commission of Higher Education in Montgomery, Alabama. The phone number is 1-800-960-SPRE (7773).

The local SPRE contact person for Bishop State Community College is:

**Dr. Terry Hazzard, Dean of Students**
251-405-7089
(Located in the Delchamps Student Life Conference Complex)

# STUDENTS WITH DISABILITIES

## Grievance Procedures for American Disabilities Act (ADA), Section 504, and The Rehabilitation Regulations

**Purpose**

Students with disabilities have the same rights and responsibilities as any other student enrolled at Bishop State Community College. In addition, special assistance will be provided as needed to help students with disabilities to reach their full potentials in meeting program/course requirements. The purpose of this grievance procedure is to assure that no student is denied access to the institution or to any programs(s) offered by BSCC because of disability.

**Procedures**

Any student who has a grievance based on discrimination because of a disability may follow the informal or formal procedures as stated in the Policies and Procedures Manual for Disabled Student Services or submit a written complaint directly to the Section 504 Coordinator/Dean of Students. A copy of this document can be located in the Office of the ADA Coordinator in the Caldwell Building. Call 405-7028 for more information.

> **NOTE**: Any grievant has the right to further appeal to the Alabama State Board of Education if the problem is not satisfactorily resolved by the College President. Also, appeal may be made to the U. S. Department of Education, Office of Civil Rights, at any point in the grievance process.

## TITLE IX GRIEVANCES
### For Gender Equity Violations

**Purpose**

The Title IX grievance procedure is designed to assure that no student is denied access to the institution or to any program or services offered because of his or her gender. Every effort is made to enhance open and candid communications among students, faculty, staff, and the administration. When problems are encountered and students are convinced that a violation of their rights has occurred because of their gender (a Title IX violation), an informal or formal complaint should be filed.

**Informal Procedures**

A written claim may be filed with the Title IX Coordinator if a student is convinced that a violation of the Title IX regulations has occurred. The claim must be filed within ten days after the alleged violation. If desired, a pre-grievance meeting with the Respondent, the Grievant, and the Coordinator may be requested. Every effort should be made to resolve the problem at this meeting. The meeting may be held at the option of the student and is not a pre-condition or a requirement for submission of a more formal grievance.

**Formal Procedure**

When a grievance is not resolved at a pre-grievance meeting or at the informal level, the student may pursue the following steps to secure satisfactory resolution of the problem. The formal grievance should be filed without encumbrances. Forms to be used in filing a formal Title IX grievance may be obtained from the Title IX Coordinator.

> **Step I**
> The grievance must be submitted to the Title IX Coordinator within ten (10) days after appropriate processing measures have been taken as prescribed by the form. Assistance may be secured from the Title IX Coordinator or other desired individuals.

> **STEP II: INVESTIGATION**
> The Title IX Coordinator shall investigate the matter and take appropriate processing measures, and give written notification of the outcome to the Grievant within fifteen (15) days after receipt of the grievance decision.

**STEP III**

In the event the Grievant is not satisfied with the grievance decision received in Step II, the Title IX Coordinator must be notified within ten (10) days after the decision is received.

**STEP IV: HEARING**

The Title IX Coordinator will file the grievance with an appropriate hearing officer for proper processing at this level. The Grievant must be notified of the grievance decision within twenty (20) days of receipt of the grievance.

**STEP V**

Dissatisfaction with the decisions made at Step V entitles the Grievant to file a formal grievance with the College President within ten (10) days after receiving the outcome of the hearing.

**STEP VI**

The President will review the actions taken at each level, make a decision on directions to be taken, and give written notification to the student within twenty (20) days.

If the Grievant is still not satisfied, the grievance may be filed with the Alabama Department of Postsecondary Education or the U. S. Department of Education, Office of Civil Rights.

Satisfaction with the decision at any of the steps above eliminates the steps that follow and requires the student to notify the Title IX Coordinator or the Dean of Students of acceptance of the decision within five (5) days after receipt of the grievance decision.

**NOTE:** At any point in the process, the Grievant may appeal directly to the United States Department of Education, Office of Civil Rights.

<div align="center">

**Grievance Officer**
**Title IV, VII, and IX Coordinator**
**U. S. Department Of Education**

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Mrs. Madeline Stokes, Director
Bishop State Community College
Baker-Gaines Central Campus
1365 Dr. Martin Luther King, Jr. Avenue
Mobile, AL 36603-5898
Telephone: 251-405-4457

Office of Civil Rights
101 Marietta Powers, Suite 2700
Atlanta, GA 30323
Telephone: 404-221-5960

# COLLEGE REGULATIONS

**ACCIDENT REPORTING:** Vehicle accidents or vandalism on campus should be reported immediately to the Campus Police. Call 405-7060 for more information.

**ASSEMBLIES-ACTIVITIES:** Students are expected to attend all official college assemblies as well as activities of the Student Government Association and regular college assemblies.

**BULLETIN BOARDS:** Bulletin boards are located throughout the campuses. Announcements are posted on these boards frequently to notify students of coming events and activities as well as to provide other pertinent information for students and staff persons.

Notices placed on these boards by student organizations must have the approval of Dr. Terry Hazzard, Dean of Students; he can be reached at 405-7089. Notices to be placed by non-students or by students not representing a student organization must be approved by Mr. Herb Jordan, Director of Public Relations; phone 405-7135. Approved notices may remain posted for two weeks.

**CHILDREN ON CAMPUS:** Due to risks involved, students are PROHIBITED from bringing children on campus and to class. Children may not be left unattended on campus. Students are expected to arrange for childcare in such a manner as to prevent the involvement of the College. Bishop State assumes no responsibility for the supervision of students' children.

**HOUSING FACILITIES:** The College does not provide housing facilities on or off campus. However, students may obtain names of persons who offer private accommodations from the counselors or admissions officer. Students are encouraged to live at home and commute.

**IDENTIFICATION (ID) CARDS:** All students are required to have a Bishop State Community College identification card, which is issued during the registration periods. The ID card will be made when a copy of the current class schedule and a valid Driver License is presented. The ID card must be in the student's possession at all times when on campus and to receive student rates at athletic events and other campus activities.

The following regulations apply to the ID card system:

1. ID cards are for personal use only and **ARE NOT** transferable.
2. Students who violate the privileges are subject to disciplinary action.
3. ID card loss or theft should be reported to Student Services immediately and a replacement obtained.
4. The ID card replacement charge is $5.00.

**LOST AND FOUND:** Lost and found articles should be reported to the Office of the Dean of Students or Student Services and may be claimed upon proper identification by the owner. Articles not claimed within thirty (30) days or before the end of the school year will be discarded.

## MOTOR VEHICLE REGULATIONS

A. **REGISTRATION:**

1. All students operating motor vehicles on the BSCC campuses must register their vehicles, preferably at the time of class registration.

2. Registered vehicles will be issued a BSCC parking decal. To obtain a decal after registration, the student must present a current student ID card and/or receipt for fees paid. There is no charge for parking decals. Vehicle registration procedures apply to part-time and full-time students.

3.  The decal shall be affixed to the rearview mirror so that it is clearly visible. Motorcycles and similar vehicles shall display the permit on the REAR of the vehicle, so it is clearly visible from behind.

4.  If a decal is lost, become illegible, or expires, it is the student's responsibility to immediately re-register the vehicle.

5.  Decals are non-transferable.

6.  The person who registered a vehicle and was issued the decal is responsible for that vehicle at all times, regardless of who is driving it. If the vehicle is sold, the decal should be removed.

7.  Parking permits are subject to revocation by the College Administration in the event of repeated violations of campus parking and traffic regulations.

8.  Handicapped parking will be permitted for Alabama handicapped license tag only. A temporary handicapped permit may be issued to a student with a demonstrated ambulatory limitation. Contact the Campus Police for additional information.

## B.  PARKING REGULATIONS:

1.  Backing into or pulling through campus parking spaces is prohibited. The decal displayed on the rear view mirror of vehicles must be visible from parking lot throughways at all times.

2.  Student parking decals permit parking in all unmarked areas. Blue curb colors are reserved for handicapped parking.

3.  Reserved spaces are restricted 7:00 a.m. to 5:00 p.m. – Monday through Friday. Handicapped parking spaces are reserved at all times.

4.  Temporary use of an unregistered or borrowed vehicle must be indicated by a note which is affixed to the front window of the passenger side. The note must be dated and signed by appropriate college personnel. Notes will be accepted for a period of five days only. Should use of the unregistered vehicle be required for longer periods, contact the Campus Police for a temporary decal. Failure to comply with this regulation constitutes improper display of the decal.

5.  If overnight parking is necessary, please notify the Campus Police.

## C.  TRAFFIC REGULATIONS:

1.   No person shall willfully fail or refuse to comply with a lawful order or direction of any members of the campus police department or employees with authority to direct, control, or regulate traffic.

2.  The Campus Police shall place and maintain traffic control devices, signals, signs, and markings in compliance with state laws and city ordinances; as deemed necessary for the safe regulation of traffic. No person shall willfully fail or refuse to comply with such traffic control devices. Nor shall any person alter, deface, injure, knock down, or remove such traffic control devices.

3.  Any driver arrested for driving under the influence of alcohol or drugs will be charged in the County Court of Record, subject to provisions of Section 32-A of the Alabama Traffic Code.

4.  No person shall drive a vehicle at a speed greater than 10 m.p.h. on all campuses.

5. The driver of any vehicle involved in an accident, which results in injury or death of another person, or damage to the proper of another, shall immediately stop the vehicle at the scene of the accident and remain there until these requirements have been fulfilled:

   a. The driver shall not render any medical aid to an injured person.

   b. The driver shall give his or her name and address and the identification number of the vehicle, and shall, upon request, exhibit his or her driver's license to any officer of BSCC and/or to the injured person.

   c. The driver shall immediately notify the Campus Police and shall remain at the scene of the accident until an investigation is completed.

   d. If the accident involves collision with an unattended vehicle, the driver shall immediately stop and notify the Campus Police.

**D. OTHER REGULATIONS AND PROVISIONS:**

1. The parking and traffic regulations apply to motorcycles, motorbikes, motor-scooters, and mopeds just as they apply to other vehicles.

2. No motorized vehicles or bicycles will be permitted to operate on the campus sidewalks, except vehicles for disabled students.

3. Every operator and passenger of a motorcycle or motor-scooter shall wear an approved safety helmet while the vehicle is in motion on a BSCC campus.

4. College vehicles on emergency business are exempt from the rules of this section.

5. Skateboarding, in parking lots and on sidewalks, at BSCC is prohibited.

6. The College assumes no responsibility for damage to motor vehicles or for any loss while the vehicle is driven or parked on its campuses.

**E. PENALITIES:**
A fine of $10.00 will be charged to violators of college parking regulations for parking:

1. within 10 feet of a fire hydrant
2. in a loading zone
3. in a driveway
4. in a designated tow-away zone
5. on a sidewalk
6. on the lawn
7. out of zone
8. double parking, or otherwise obstructing traffic
9. backing into or pulling through parking spaces

A fine of $50.00 will be charged to violators of handicapped parking.

A fine of $25.00 will be charged to violators of all other motor vehicle violations.

**F. PERMIT-RELEASE OR DENIAL OFFENSES:**
The College reserves the right to revoke or deny a parking permit to any person for:

1. failing to register a vehicle for a decal;

2. falsification of records for the purpose of obtaining or attempting to obtain a zone permit;

3. altering a permit;

4. obtaining a permit for an unauthorized person; and

5. using a permit on a vehicle other than the one for which it was issued. This shall be considered improper display of the permit.

Fines not settled within the current semester shall result in the student having a **"Traffic Hold"** placed on his or her record. This will prevent the student from registering for any classes at Bishop State until the fine is paid and the "Hold" has been cleared.

## POLICIES AND PROCEDURES FOR EMERGENCIES

**I. PROCEDURES FOR RESPONDING WHEN EMERGENCY MEDICAL ASSISTANCE IS NECESSARY**

A. The Campus Police SHOULD NOT attempt to render direct emergency medical assistance to persons on the campuses who suffer an injury or illness, unless the officer possesses a certificate that fully qualifies him or her to render the specific kind of emergency medical assistance required.

B. If emergency medical assistance is required before or after regular school hours on all campuses, an immediate 911 call should be made for assistance.

C. First aid kits are strategically located in key offices on each campus and in shops and laboratories.

**II. PROCEDURES FOR RESPONDING TO FIRES**

A. **MINOR FIRES**: A minor fire is one that can be brought under control with a fire extinguisher. Persons encountering a minor fire on the campus should first activate the nearest fire alarm so evacuation of the facility can begin immediately. After activating the fire alarm, the person who discovered the fire should proceed to the nearest fire extinguisher and use it to extinguish the fire, in accordance with the basic operating regulations printed on the extinguisher.

B. **MAJOR FIRES:** A major fire is one that cannot be brought under control single-handedly with a fire extinguisher. Persons encountering a major fire should immediately activate the nearest fire alarm so evacuation of the facility may begin without delay. Following that, they should telephone 911, identify themselves, and give the location of the fire. Then they should proceed to the main entrance of the campus to meet the fire truck and direct fire department personnel to the fire.

C. **OTHER PROCEDURES TO FOLLOW IN CASE OF A MAJOR FIRE:**

1. Each structure on all campuses should be equipped with an emergency escape plan, which shall be posted throughout the structure. The plan should be followed in a calm and orderly fashion.

2. In the event there is no visible escape plan, calmly determine which stairway and/or exit is closest, and proceed in that direction.

3. Before attempting to open a closed door, touch the door handle and, if it is hot, do not open it.

4. If all exits are blocked, go to a window and call for help.

5.    If you are exposed to smoke, get down on your hands and knees, and crawl out of the building; keep as low as possible.

6.    If possible, open the top and bottom windows to allow smoke to get out and air to get in.

7.    Once everyone has evacuated the building, they should proceed to a designated gathering area so all occupants can be accounted for and not hinder the efforts of firefighters.

8.    Persons who evacuate a structure should NOT attempt to return to the building to retrieve personal items until the building has been cleared for re-entry by college officials.

## III. PROCEDURES FOR INCLEMENT WEATHER

In the event of inclement weather that results in the cancellation of classes, the Office of Public Relations will issue a Wildcat Alert and activate the **Emergency Phone Line at 251-432-7812**. (See page 63, item V, for information on this new system.) Local radio and television stations will be notified. Students should use their own judgment and not take unnecessary risks if they live in areas subject to flooding. Policies and procedures for responding to various types of inclement weather are as follows:

### HURRICANES AND RELATED FLOODING:

1.    A *hurricane watch* is issued whenever a hurricane becomes a threat to coastal areas. Persons in the area of the watch should listen for further advisories and be prepared to act promptly if a hurricane warning is issued.

2.    A *hurricane warning* is issued when hurricane winds of seventy-four (74) miles per hour or higher, or a combination of dangerously high water and very rough seas, are expected in a specific coastal area within twenty-four (24) hours.

3.    When the campus area is threatened by the effects of a hurricane, the following steps should be taken:

    a.    Keep a battery-operated radio tuned to a local station and follow the instructions. Remain calm, but if you are told to evacuate, move out of the structure to designated higher grounds.

    b.    Turn off all utilities, do not touch any electrical equipment unless it is in a dry area, and avoid the use of telephones.

    c.    Avoid travel in automobiles since roads may be washed away by flood waters and rapidly rising waters could carry the vehicle away.

    d.    Persons trapped in a structure by rapidly rising flood waters should move to the top floor or roof of the structure and wait for help. They should not attempt to swim to safety.

    e.    Persons should not be fooled if the "eye" of the hurricane passes over the campus. There will be a lull in the winds lasting from five to thirty or more minutes. At the other side of the "eye," the winds will increase rapidly to hurricane force and will come from the opposite direction.

    f.    Once a hurricane has passed, persons should remain inside until informed by authorities that it is safe to leave.

    g.    Persons should keep their radios tuned to local stations for updates and other vital information.
    h.    Stay out of disaster areas since sightseeing interferes with essential rescue and recovery work and may be dangerous.

i. Avoid loose or dangling wires and report them immediately to the authorities.

j. Make a conscious effort to prevent fires since decreased water pressure may make fire fighting difficult.

k. Be alert for tornado watches and warnings since tornadoes are frequently spawned by hurricanes. Review the policies and procedures for Responding to a Tornado Watch or Warning.

**B. TORNADO WATCH OR WARNING:**

1. When the National Weather Service issues a ***tornado watch***, it means that tornadoes and severe thunderstorms are possible. When a ***warning*** is issued, it means that a tornado has been detected.

2. When a tornado watch or warning has been issued during the regular work day, the ranking security officer on duty shall notify the offices of the President and of each administrative officer. Each administrative officer shall notify each divisional head under his or her supervision and all employees and students will be notified. When a tornado watch or warning has been issued outside of the hours of the regular work day, the ranking security officer on duty shall notify anyone who may be working.

3. When a tornado warning has been issued, persons shall be directed to take the following safety precautions:

    a. Take shelter immediately and do not go outdoors.

    b. Close all windows and doors.

    c. If possible, seek refuge in a basement; this is the safest place to be during a tornado.

    d. If a basement is not available, seek refuge in a small room with no windows such as a closet or bathroom.

    e. If there are no small rooms available, take cover under heavy furniture in a central room in the structure.

    f. If there are no central rooms available, take refuge in a hallway away from any doorways or windows. Sit with your back against the wall and your knees drawn into your chest.

4. All precautions that are put into effect in response to a tornado warning shall remain in effect until an authorized official of the College indicates that the immediate threat of a tornado has passed.

**IV. PROCEDURES FOR TERRORISTS THREATS**: In the event of a pending terrorist threat, the person receiving the complaint should notify the Campus Police/Security or call 911 immediately. The threat level will be immediately evaluated to determine what steps will be taken to protect faculty, staff, students, and property.

A. Threat Level

1. <u>Vague Threats</u> - usually do not require evacuation, though this will be a decision left with the police department. Individuals in the immediate threat area will be notified via police personnel.

2. <u>Specific Threats</u> - occur when the threat is specific in regard to time and location. Depending upon the specific circumstances, evacuation becomes a very real possibility. The threat of injury or death to personnel will be weighed against the possible confusion, panic, and disruption of services. The decision to evacuate will be made by police department officials. In the event of an evacuation, department heads will be responsible for the evacuation of faculty, staff, and students under their

supervision. Evacuation routes used during practice fire drills will be utilized, unless otherwise directed by the Campus Police.

    B.   Notification of Outside Agencies

        1.   The F.B.I., Mobile Police Department, Alabama Bureau of Investigation, and the Mobile County Sheriff's Department will be notified after a specific threat has been verified. Bishop State Campus Police Officers will contain the situation, pending the arrival of outside agencies.

        2.   Campus layout and detailed building plans will be made available to assisting agencies.

## V.   WILDCAT ALERT EMERGENCY SYSTEM

Bishop State Community College is pleased to announce the implementation of **Wildcat Alert**, our new emergency alert and notification system. Wildcat Alert delivers rapid, multi-platform messages in the event of an emergency to students, faculty members, and staff. This will be your best source for timely information and instructions on what to do in the event of any campus emergency. Please visit the College Web site at **www.bishop.edu** and click on the word **Wildcat Alert** identified in red.

**SELLING ON CAMPUSES:** The section on "Fundraising Policy and Procedures" is on page 76.

**TELEPHONES:** Pay telephones are located throughout the campuses of the College. Specifically, pay telephones may be found in the student lounges and some shop areas for students' use. Please be courteous and limit your calls to three (3) minutes. Office phones may not be used to make personal calls.

**VENDING MACHINES:** Vending machines have been placed in convenient areas on all campuses for students' use. Students must refrain from abusing, loitering, or littering around these machines.

**VISITORS:** Students are encouraged to invite their families and friends to visit the campuses. However, students must have the instructor's permission before inviting visitors to a particular class. On the Main and Baker-Gaines Central Campuses, students' visitors must stop by the Office of the Campus Police for a visitor's pass. Due to the nature of the Carver and Southwest campuses, visitors will be limited to persons having legitimate business in that department or on that campus.

## CRIME STATISTICS

As required by Public Law 101-542, statistics will be made available concerning such crimes as murders, rapes, robberies, aggravated assaults, burglaries, and motor vehicle thefts occurring on the campuses of Bishop State Community College. All inquiries relative to crime statistics should be directed to Campus Police at 251-405-7060.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974
## (FERPA)

For Bishop State Community College to comply with requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), the following policies and procedures have been established. Bishop State Community College accords all rights under the law to students who are declared independent. For the purpose of this policy, whenever a student has attained eighteen (18) years of age OR is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. Responsibility for protection of the privacy of student educational records rests primarily with the Registrar's Office. Educational records are defined by FERPA to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution. There are exceptions to this definition of educational records as published in the GUIDELINES FOR POSTSECONDARY INSTITUTIONS FOR IMPLEMENTATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 AS AMENDED, Revised Edition 1995, a publication of the American Association of Collegiate Registrars and Admissions Officers.

**Students' Access to Their Educational Records**

All students have the right to review their educational records with the following exceptions as outlined by FERPA:

1. Records which are developed by and are the sole possession of faculty, staff, and other personnel, and which are not accessible to other persons.

2. Records created and maintained by a physician, psychiatrist, psychologist, professional or paraprofessional acting in the capacity having to do with the treatment of a student. Note that such records may be reviewed personally by a physician or other appropriate professional of the student's choice.

3. Records created and maintained by law enforcement units solely for law enforcement purposes, and which are not made available to other persons except law enforcement officials of the same jurisdiction.

4. Financial records of student's parents or any information contained therein.

5. Confidential letters and statements of recommendations placed in the educational record of a student before January 1, 1975.

6. Confidential letters and statements of recommendation which are placed in the educational records of a student or after January 1, 1975, if the student has waived his or her rights to inspect and review the letters or statements.

7. An employment record which is used only in relation to the student's employment by the College, except where an individual in attendance at the College is employed as a result of his or her status as a student.

To review records, students and former students may go to the Admissions and Records Office, present a valid photo identification card, and ask to review the record. If it is an inappropriate time to retrieve the record on short notice, students may be requested to complete a "Request for Review of Educational Records" form (Appendix F) in the Admissions and Records Office. Because of various circumstances, the College may delay to a maximum of forty-five (45) days release of the records for review. The College is not required to provide access to records of applicants for admission who are denied acceptance or, if accepted, do not attend.

**Challenge of the Contents of Educational Records**

Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or inappropriate if they do so within one year of the term in question. This challenge must be in writing and must be submitted to the appropriate dean. The dean must decide within a reasonable period of time whether corrective action will be taken, and the dean must provide written notification to the student and the Student Services Officer of the corrective action that has been approved. Students who are not provided full relief sought by their challenge must be referred to the Dean of Students who will inform them of their right to a formal hearing. Students must make their request for a formal hearing in writing to the Dean of Students. The following procedures shall apply:

1. The hearing panel that will adjudicate such challenges will be the Admissions and Registration Committee.

2. Within a reasonable period of time after receiving the written request for a hearing, the chairperson of the Admissions and Registration Committee must inform students of the date, place, and time of the hearing reasonably in advance of the hearing.

3. Students will be afforded a full and fair opportunity to present evidence relevant to the issue raised. They may be assisted or represented at the hearing by one or more persons of their choice, including an attorney, at their expense.

4. Decisions made by the Admissions and Registration Committee must be in writing, must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. The decision should be delivered in writing to the student and the Dean of Students.

a. The Admissions and Records Office will correct or amend the educational record in accordance with the decision of the hearing if the decision is in favor of the student and inform the student in writing of the amendment.

b. Should Bishop State Community College decide not to amend the record in accordance with the student's request, the Admissions and Records Personnel must inform the student that:

(1) The student has the opportunity to place with the educational record a statement commenting on the information in the record or a statement setting forth any reason for disagreeing with the decision of the hearing.

(2) The statement placed in the educational record by the student will be maintained as part of the record for as long as the record is held by Bishop State Community College.

(3) This record, when disclosed to an authorized party, must include the statement filed by the student.

(4) Challenges to information in educational records will not be heard if more than one year has elapsed since the quarter in question.

**Disclosure of Educational Records Information**

Bishop State Community College shall obtain written consent from students before disclosing any personally identifiable information from their educational records which may include Social security number, student identification number, race, ethnicity and/or nationality, gender, transcripts, and grade reports. Such written consent must: (a) specify the records to be disclosed, (b) state the purpose of the disclosure, (c) identify the party or class of parties to whom disclosure is to be made, and (d) be signed and dated by the student.

The Family Educational Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student educational records. Under FERPA, some information in a student's educational record is defined as **Directory Information,** which means Bishop State Community College may disclose the following type of information without the written consent of the student. **Directory information may include: Name, Address, Date and Place of Birth, Phone number, E-mail address, Dates of attendance, Degree(s) awarded, Enrollment status** and **Major field of study**. However, the student can exercise the option to restrict the release of directory information by completing the **Do Not Release Directory Information Form** (Appendix E) and submitting it to Admissions and Records to limit disclosure.

Photographs and directory information will be released to inquiring individuals or agencies unless students sign a "Do Not Release Directory Information" form in the Admissions and Records Office during the first two weeks of the semester. THIS FORM MUST BE RESUBMITTED ANNUALLY.

FERPA established rules stating that some personnel and agencies may have access to students' "educational records" without written consent of the students. Bishop State Community College will disclose information from a student's educational record only with the written consent of the student except:

1. To school officials within the institution who have been determined by the College to have a legitimate educational interest in the records.

2. To school officials, including counselors and instructors who are involved in counseling students, administrators who assist in counseling and who advise students with other problems, professional staff, and clerical staff who directly relate to the administrative task of the College, college law enforcement officials, and college attorneys.

3. To a school official who has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of a student. When doubt is raised by about an individual's "need to know" or legitimate educational interest in having access to specific information, the issue shall be decided by the President of Bishop State Community College.

4. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.

5. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of that aid.

6. 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.

7. To organizations conducting certain studies for or on behalf of Bishop State Community College.

8. To accrediting organizations to carry out their accrediting functions.

9. 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.

10. In case of a divorce, separation, or custody, when only one parent declares the student as dependent, Bishop State Community College will grant equal access to the student's educational records upon demonstration of dependency as described above.

11. To appropriate parties in a health or safety emergency subject to a determination by the President or deans.

12. To personnel complying with a judicial order or lawfully issued subpoena, provided that the Admissions and Records Office makes a reasonable attempt to notify students in advance of compliance. NOTE: Bishop State Community College is not required to notify students if a federal grand jury subpoena or any other subpoena issued for a law enforcement purpose orders the College not to disclose the existence or contents of the subpoena.

13. To an alleged victim of any crime of violence (as that term is defined in 18 U.S. C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

Bishop State Community College will inform parties to whom personally identifiable information is released that they are not permitted to disclose the information to others without the written consent of the students.

Bishop State Community College will maintain a record of all requests for and/or the disclosure of information from a student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

**Annual Notification of FERPA Rights**
Bishop State Community College will give annual notice to current students of their rights under the Act by publishing information in the **College Catalog/Student Handbook**. New students will receive information concerning their rights under the Act through the distribution of an information sheet at orientation. Annual notification of rights will be provided to currently enrolled students in their registration packets for the fall term.

**Types, Locations, and Custodians of Educational Records**
The following is a list of the types of records that Bishop State Community College maintains, their locations, and their custodians.

| TYPE | LOCATION | CUSTODIAN |
|---|---|---|
| Admission Records | Admissions/Records Office, Administration Building | Assistant to the Dean of Students/ College Registrar |
| Cumulative Academic Records (Current and Former) | Admissions/Records Office, Administration Building | Assistant to the Dean of Students/ College Registrar |
| Financial Aid Records | Financial Aid Office Student Life Complex | Manager of Financial Aid |
| Student Account Records | Business Office, Administration Building | Dean of Finance |
| Athletic Eligibility Records | Office of Athletic Director, Fredericka G. Cultural Centre (Gymnasium) | Athletic Director |
| Disciplinary Records | Office of the Dean of Students, Student Life Complex | Dean of Students |
| Admission Records – Emergency Medical Services (EMS) | EMS Office, Central Campus | Director of EMS Programs |
| Admission Records – Associate Degree Nursing (ADN) | Nursing Office, Central Campus | Director of Nursing |
| Admission Records – Physical Therapy Assistant (PTA) | PTA Office, Central Campus | Director of PTA Program |
| Admission Records – Practical Nursing (LPN) | Nursing Office, Central Campus | Director of Nursing |

**Facsimile Records (FAX)**
Bishop State Community College honors FAX requests to send official transcripts to third parties, and Bishop State Community College will accept FAX (facsimile) transcripts for advising purposes only. An official transcript is required for admission purposes.

**Computer Access to Records**
Bishop State Community College has established policies for initially instructing and periodically reminding school officials of FERPA's confidentiality requirements before it gives them access to the computer system. These school officials are informed of the criteria Bishop State Community College uses to determine legitimate educational interest and of their responsibilities for assuring that access is not abused.

**Students' Rights after Ceasing Attendance or Graduation**
Students who have ceased attendance or have graduated from Bishop State Community College have basically the same FERPA rights as students currently attending, including the right to (a) inspect their educational records, (b) have a hearing to amend an educational record, and (c) have their educational record privacy protected by Bishop State Community College. Former students do not have the right to request of Bishop State Community College nondisclosure unless they asked (at their last opportunity as students) that no directory information be disclosed.

**Privacy Rights of Deceased Students**
For twenty-five (25) years following the death of a student, the release of educational record information will not be made unless authorized by the student's parents or the executor/executrix of the deceased student's estate.

**Disposal Of Records:**  The disposal of college record requirements are based on an approved general records schedule adopted by the Alabama College System.

## LIVE WORK POLICY

"Live Work" is work done by students as part of their training programs and may include services, repairs, or production jobs. Live work will be conducted <u>only</u> when it will serve to enhance the instructional program. Live work projects will be assigned to individual students <u>by instructors</u>.

Live work is strictly regulated, in accordance with State policy and may be performed for the following persons or organizations only: employees and students of the College, tax-supported programs and institutions, charitable organizations which are supported by donations, public service employees, persons directly connected with education, and programs for indigents. Live work projects will be accepted only in such instances where there is no connection or relation to the making of a financial profit by the individual, program, organization, or institution. No person, regardless of position or connection, shall use the College for personal gain or profit.

The person, institution, or organization requesting a live work job is required to furnish the name and address of the person responsible for bearing all costs involved. Live work is performed by students as a part of their training; therefore, no guarantees are made. Neither the College nor the instructor is responsible for any damage to property. The charges for live work will cover the actual cost of materials or parts, plus 20 percent (10 percent for students and employees) to cover breakage and waste. A deposit will be required before any live work job will be accepted. Upon completion of the work, all costs must be paid to the Business Office before the article is released. Any live work article not paid for and picked up within thirty (30) days of completion will become the property of Bishop State Community College.

## BLOOD-BORNE PATHOGENS EXPOSURE POLICY

Bishop State Community College does not discriminate against qualified applicants, students, and employees who are infected with Hepatitis, HIV or other blood-borne pathogens. Students, applicants, and employees who are infected with a blood-borne pathogen such as Hepatitis or HIV virus will not be excluded from enrollment or employment, or restricted in their normal responsibilities or access to college services and facilities because of their infected status. The College adheres to the reporting and control guidelines and responsibilities as described by the Alabama State Board of Health and its Division of Disease Control. The College also adheres to the rules and regulations established by the various health profession associations and organizations for students and health care practitioners infected with Hepatitis, HIV, and other blood-borne pathogens to ensure the safety of the patient. These medical rules and regulations may exclude and/or restrict applicants, students, and employees from admission and/or other activities in programs such as the health professions, food preparation, child care, and cosmetology, if medically-based judgments indicate that infected persons may be harmful to the welfare of other applicants, students, and employees. Applicants, students, and employees should refer to the respective program for further information. Other resources are available through the Mobile Health Department at 251-690-8137.

## COPYRIGHT, TRADEMARK, AND PATENT OWNERSHIP

A student has the right to trademark or copyright any literary materials and to patent any inventions developed by the student. Furthermore, the student shall be entitled to all profits earned from copyright or trademark materials or patented inventions developed exclusively on the student's time without the use of college funds, materials, or facilities. Copyrighted or trademarked materials or patented inventions developed using the College's materials or facilities with college funding shall be owned by the College.

## DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

It is the policy of Bishop State Community College that during the month of September of each academic year, the information contained in this document shall be distributed to each student and employee of Bishop State Community College.

It is further the policy of Bishop State Community College that during the month of May, a committee assigned by the College President shall review its Drug and Alcohol Abuse Prevention Program and shall:

1. Determine the effectiveness of its program and report to the President any revisions needed in the program to make it more effective; and

2. Ensure that the standards of conducts described in Part II hereof are fairly and consistently enforced; and

3. Submit a written report to the President stating the findings and recommendations of the committee. The President shall implement, effective the ensuing September, such of the committee's recommended revisions as deemed appropriate and reasonable. The committee will consist of the following staff members and students:

    a. Dawn Rasberry, Chairperson
       i. **drasberry@bishop.edu**
      ii. 251-405-7103
    b. Victoria King, Nursing
       i. **vking@bishop.edu**
      ii. 251-405-4493
    c. Kelli Boots, Nursing
       i. **kboots@bishop.edu**
      ii. 251-405-4477
    d. Student Representative
    e. President of the Student Government Association
    f. Vice President of the Student Government Association
    g. Vice President of the Sophomore Class

# STANDARDS OF CONDUCT AND ENFORCEMENT THEREOF

**BISHOP 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 drugs by any student, employee, or visitor. In the event of confirmation of such prohibited possession, use, or distribution by a student or employee, BISHOP 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, suspension, termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program. Any visitors engaging in any act prohibited by this policy shall be called upon to immediately cease and desist from such behavior.

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.

# WHERE TO GET ASSISTANCE

There is help available for persons who are in need of counseling or other treatment for substance abuse. Listed below are several agencies and organizations which can assist persons in need of such services.

1. **NATIONAL TOLL-FREE HOTLINES**

   a) 1-800-729-6686 (M-F, 8:30 am - 4:30 pm) National Institute on Drug Abuse Informational and referral line National Council on Alcoholism

On-line Database: **www.drughelp.org**

2. **LOCAL INFORMATION AND REFERRAL NUMBERS**

   a) IN-PATIENT - LOW COST
      - DAUPHINWAY LODGE  251-438-4729
      - HOME OF GRACE FOR WOMEN  251-456-7807
      - THE SHOULDERS FOR MEN  251-626-2199

   b) DAY TREATMENT PROGRAM
      - GATEWAY DRUG TREATMENT CENTER  251-666-2569

   c) OUT-PATIENT PROGRAMS
      - CATHOLIC SOCIAL SERVICES  251-438-1603
      - FRANKLIN MEMORIAL PRIMARY HEALTH CENTER 251-434-8195
      - BRADFORD HEALTH SERVICES OF MOBILE 251- 633-0900
      - BRADFORD HEALTH SERVICES OF MOBILE 800-333-1865

   d) SUPPORT GROUPS
      - ADULT CHILDREN OF ALCOHOLISM 251-341-8998
      - ALCOHOLICS ANONYMOUS  251-479-9994
      - NARCOTICS ANONYMOUS 251-639-4156

   e) INFORMATION, REFERRAL, AND RESOURCES
      - DRUG EDUCATION COUNCIL  251-478-7855

   f) ALCOHOL AND DRUG PROBLEMS
      - BAYVIEW PROFESSIONAL ASSOCIATES (E.A.P.) 251-450-2250

3. **TREATMENT FACILITIES**
   The treatment facilities shown below provide either alcohol out-patient, residential, or in-patient basis. Out-patient care generally consists of counseling and other therapy on a periodic basis, such as twice-a-week. In-patient 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 facilities listed below 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 receive public funding to offer services to eligible clients who would not otherwise be able to afford such services.

**Baldwin County Mental Health/Mental Retardation Center (A/D)**
372 South Greeno Road
Fairhope, AL 36532-1905     251-928-2871

**Franklin Memorial Primary Health Center, Inc. (A/D)**
1303 Dr. Martin L. King Jr. Avenue
Mobile, AL 36652-2048     251-432-4117

**Gateway Drug Treatment Center**
2400 Gordon Smith Drive
Mobile, AL 36617     251-473-4423

**AltaPointe Health Systems**
2400 Gordon Smith Drive
Mobile, AL 36617     251-473-4423

**Safe Haven Homes (A)**
2400 Gordon Smith Drive
Mobile, AL 36617     251-634-8464

**Salvation Army-Dauphin Way Lodge (A/D)**
1009 Dauphin Street
Mobile, AL 36604     251-438-4729

**THE STUDENT GOVERNMENT ASSOCIATION (SGA)**

# Election Procedures

## I. Student Elections

A. Election for Miss Homecoming is held during the month of January. Elections are held during the month of April for SGA officers, Miss Bishop State, Mr. Bishop State, and Sophomore class officers.

B. Freshman class officers are elected during the month of September. The Student Development Services (SDS) Division will make ballots for all elections. One SDS staff person will be assigned the responsibility for making ballots and providing copies for all campuses if paper ballots are to be used.. If computers or voting machines are used, an SDS staff person will be given computer codes or machine keys to open and close polls. If Scantron ballots are used, a staff person will submit the ballots to the appropriate office to be tallied on the scanner.

## II. Qualifications of Officers

A. Sophomore candidates must be bona-fide Bishop State students who:

1. are enrolled full time (12 credit hours or more);
2. have earned 24 or more credit hours by the end of the current semester;
3. have a minimum cumulative GPA of 2.0;
4. have no disciplinary actions or problems; and
5. are willing to actively participate in student activities.
6. Miss Bishop State candidates must have one green and/or gold, two-piece suit or dress to wear during appearances throughout the academic year.

B. Freshman candidates must be bona-fide Bishop State students who:

1. are enrolled full time (12 credit hours or more);
2. have a minimum cumulative GPA of 2.0 on their official high school transcripts;
3. have no disciplinary actions or problems; and
4. are willing to actively participate in student activities.
5. All candidates for Miss Freshman must have one green and/or gold, two-piece suit or dress to wear during appearances throughout the academic year.

## IV. Election Procedures

A. Nomination and Screening

1. Students will submit official nomination forms.
2. SDS will check GPAs and disciplinary records.
3. A list of eligible candidates will be published by SDS on all campuses and sites.
4. SDS will notify candidates of eligibility.
5. Dates/times/places for campaign speeches will be announced by SDS on all campus and sites.

B. The Candidates

1. Plan strategies and select campaign manager (optional).
2. Begin campaigning upon receipt of notice from SDS.

3. Contact supporters, make posters, fliers, and other items; display on all campuses and sites.
4. Write campaign speeches; present at designated times/places.

NOTE: All candidates will speak (3 minute limit) on each campus during the lunch or break period at a designated location and time, which will be announced.

## IV. Election Day

A. One (1) day will be set aside as **ELECTION DAY** for SGA officers, which will be announced at least two weeks in advance. All students are urged to VOTE; it's part of the democratic process.

B. Polls will be open: **9:00 a.m. to 7:00 p.m.**

C. Election Day Campaigning

1. Election Area Restriction:  There will be NO campaigning within 50 feet of the voting area.
2. Posters, fliers, buttons, and other campaign literature MAY NOT be distributed or displayed within fifty (50) feet of the voting area.

D. The Voting Process

1. The official student roster will be printed for each campus, which must be highlighted by the poll manager and signed by voters before casting their votes.
2. Students must show their current BSCC ID card or other official photo ID before voting.
3. One student, one ballot, one vote.
4. Ballots will be on computers, official voting machines, or Scantron forms whenever possible.
5. Students must vote on their home campus, the campus which houses the program identified as their declared major, or at the off-campus site on which they are registered.

E. Tallying the Votes

1. Votes will be counted or tallied by one faculty/staff person and one SGA officer.
2. The FINAL COUNT must be reported to the Dean of Students by NOON the day after election.
3. Ballots and rosters will be retained in the Office of the Dean of Students for ONE YEAR.

# FUNDRAISING POLICIES AND PROCEDURES

## Policies

I. All fundraising activities must have the approval of the President.

II. For each Fundraising program developed by the College, the following guidelines are to be followed:

A. Special Events for Student Organizations and Programs

1. Only registered official campus clubs organizations and programs are permitted to raise funds in the name of the College.
2. A Fundraising Activity Request Form (see Appendix G) must be completed, signed by the faculty adviser, and submitted to the Dean of Students for approval at least three (3) weeks prior to the function.
3. Upon approval by the Dean of Students, the request is then forwarded to the President for final approval at least two (2) weeks prior to the function.
4. A financial report must be submitted to the Dean of Students, the Office of the Fundraiser, and the President's Office within three (3) days of the culmination of the Fundraising activity. (see Appendix I).

5. No Fundraising activity which conflicts with institutional activities will be allowed. Examples: selling books, school supplies or any merchandise sold by the college bookstore, selling food at lunch hours, etc. Selling prepared food is directly prohibited by the Board of Health regulations and is never allowed. Any activities involving prepared food must be conducted under the auspices of the Commercial Food Service staff.

B. Direct Solicitation of Businesses/Industries and other External Agencies

1. Requests/solicitations from industries or external agencies for goods, services, or money by campus organizations and programs must be submitted to the Office of the Director of Fundraising at least three (3) weeks prior to the planned campaign. (See Appendix H). Upon approval from the Director of Fundraising, the request is submitted to the President for final approval.
2. A financial report, copies of receipts for cash donations, and/or copies of receipts with value of all goods or services received must be filed with the Director of Fundraising within three (3) days of the culmination of the fundraising activity. (See Appendix I).
3. Acknowledgment of receipt of goods, services, or money should be submitted to the donors within three (3) days of receipt. Copies of acknowledgment should be filed in the Office of the Director of Fundraising.
4. A funds report is made available to the proper authorities.

C. Receipt of Unsolicited Resources

The Director of Fundraising is the receiving agent for all unsolicited goods and monies donated by the private sector to Bishop State Community College.

All unsolicited goods, whether restricted or unrestricted, will be processed through the Office of the Director of Fundraising. The funds information system requires that all funds donated be directed to the Business Office. All restricted resources will be given to the designated recipient as soon as they have been processed.

D. Fundraising for Bishop State Community College by Off-Campus Organizations and Individuals

No individuals or off campus organizations are allowed to sponsor a benefit program, solicit funds, or sell any goods or services in the name of Bishop State Community College without the explicit permission of the institution. Clearance must be obtained from the Office of the Director of Fundraising.

## Procedures

I. When a fundraising activity is organized by and/or dedicated to a single campus organization or program, the fundraising procedures are established by that program and/or organization in keeping with fundraising policies prescribed by the College.

II. Fundraising for the overall College is carried out through the Office of Alumni Affairs and/or the Office of the Director of Fundraising.

In carrying out the overall fundraising program at Bishop State Community College, the following procedures are taken to ensure success:

A. Planning Process

1. Establish organizational structure;
2. Develop action plan;
3. Cultivate volunteers and potential donors;
4. Build case for giving;

5. Select key leaders;
6. Establish a time frame; and
7. Set goals.

B. Establish Budget Appropriate to Need of Fundraising Activity. The following are typical examples but are not an exhaustive listing:

    1. Printing

        a. Case statement
        b. Correspondences
        c. Pledge cards
        d. Acknowledgments
        e. General copying

    2. Staff

        a. President as Key Fundraiser
        b. All college staff in the Office of Alumni Affairs, Fundraising, Research and Development, and Public Relations

C. Develop Evaluation/Review

    1. Key leadership
    2. Faculty/Staff
    3. Administration
    4. Review of goals

III. Record and Document Outcomes

A. Positive feedback

B. Actual pledges generated

C. Actual pledges paid

D. Operating cash

IV. Generate and File Appropriate Reports

A. Annual funds report made available to appropriate authority

B. All funds donated to the College directed to the business office personnel

# ACADEMIC POLICIES AND REGULATIONS

**Degree Plans/Student Advisement**

To assist students in monitoring the completion of course work in their majors, they should access a copy of their degree plan prior to registering and seeing their advisers. The Degree Plan identifies all courses (Areas I-V), required in students' declared majors, courses completed by students, and courses students need to take in order to graduate. The Degree Plan also identifies free elective courses taken, courses taken that were not completed, placement test scores, and GPA data. Instructors are required to use degree plans when advising students toward completion of their degrees. Students should take only courses in their degree plans, if they are receiving Financial Aid. Financial Aid will not pay for any courses that are out of students' degree plans.

**Course Load**

The student course load for a full-time student will be 12 to 19 credit hours per semester. Credit hours above 19 credit hours will constitute a student overload. A student course overload must be approved by the Academic or Technical Dean. No student will be approved for more than 24 credit hours in any one term for any reason.

**Course Auditing**

Registration for audited courses must be declared by the end of the late registration period. Audited courses will not be paid by the Pell Grant program, certain scholarships, and certain agencies responsible for tuition. Course auditing must be approved by the Academic/Technical Dean prior to enrolling.

**Campus Email**

All registered students, full-time instructors, and part-time instructors are assigned email addresses at Bishop State, and are able to send and receive email using this address from any Internet browser in the world. To access the campus email system, open your Internet browser (Internet Explorer) and type **mail.bishop.edu** into the address line. To login to the campus email system, type your account name at the Name prompt and follow instructions. All students taking online classes must use the Bishop State email address for class correspondence and to receive online course login and password. If you are unable to access your account, call the Computer Center at 405-7070.

**Online Courses**

Online courses are taught via the internet. Students must have a computer with access to the internet and the appropriate software. Students should contact their advisers before registering for an online course, if their computer or browser does not meet the specifications. Students may visit the website: **www.bishop.edu/websteps.htm** to use Bishop Online Registration and Information System (BORIS) to register, drop/add, check grades, review transcripts, degree plan, current schedule, and financial aid. BORIS is available Monday through Saturday from 9:00 a.m. to 11:00 p.m. If you register for an online class, you must use the Bishop State e-mail address for class correspondence and to receive your online course login and password.

*If you have questions, you may email **info@bishop.edu.***

**Hybrid Courses**

Hybrid courses are taught at Bishop State Community College. Hybrid courses include a combination of on-campus instruction and online instruction. Days and times are listed for the on-campus portion of the instruction; however, other activities will take place online. Students may be able to register for two hybrid courses if the on-campus course meetings are on different days and/or at different times.

**\*\*Students in Associate in Arts and/or Associate in Science degree programs may complete no more than 28 semester hours in online coursework. Such courses are designated with WW and WH in the course schedule.**

**Developmental Courses**

Developmental instruction is designed to develop the academic competencies necessary for students to successfully complete college-level courses. Developmental courses do not meet graduation requirements or requirements for completion of a degree, diploma, or certificate. Developmental courses have been developed in English, reading, and mathematics. Any student enrolled in two or more transitional courses should be advised not to enroll in more than 16 total credit hours per semester. *The following test scores are used to determine students' placement in Developmental courses:*

| | |
|---|---|
| ENG092  Basic English I – 0-37 | MTH090 Basic Mathematics – 0-35 |
| ENG903  Basic English II – 38-64 | MTH098 Elementary Algebra – 0-27 |
| RDG083  Reading I – 0-40 | MTH100 Intermediate Algebra – 28-62 |
| RDG084  Reading II – 41-64 | |

**Schedule Changes**

Drop/Add Period: Students may drop and add courses only during the official drop/add late registration period as indicated on the college calendar.

**Withdrawals**

1.  Withdrawals from a course:

    Once a student enrolls in a regular or online course, failure to attend or login would constitute a no show; however, it is the student's responsibility to officially withdraw. Following the official "drop and add" period, a student who wishes to withdraw from a course may do so by following the steps listed below:

    a.  Obtain the appropriate withdrawal form from the Office of the Registrar.
    b.  Complete the form with all required information.
    c.  Have other appropriate institutional personnel, as indicated on the form, to sign the form.
    d.  Return the completed form to the Office of the Registrar.
    e.  A student may also withdraw from a course online through the drop and add period; however, if enrolled in only one course, the student must report to the Office of the Registrar.

2.  Withdrawals from the College

    Upon entering Bishop State Community College, the student assumes the responsibility of completing the academic program in which he or she is registered. Once a student enrolls, failure to attend the class or login would constitute a no show; however, it is the student's responsibility to officially withdraw from college. If it becomes necessary to withdraw from college, the student should follow the steps below:

    a.  Obtain the appropriate withdrawal form from the Office of the Registrar.
    b.  Complete the form with all required information.
    c.  Have other appropriate college personnel, as indicated on the form, to sign the form.
    d.  Return the completed form to the Office of the Registrar.

A student is not considered to be officially withdrawn from the College until the proper forms have been completed and signed by the appropriate college officials. **The completed form MUST be received and processed by the Office of the Registrar (Admissions) before the student is officially withdrawn.**

**For institutional refund purposes,** the withdrawal date is the date on which the completed withdrawal form is processed by the Registrar's Office (Admissions). The student should retain a copy of the processed withdrawal form for his or her records.

**For purposes of Return to Title IV Aid calculations,** the withdrawal date for an Official Withdrawal is the date the student **begins** the withdrawal process.

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**Grading Information**

*Grading System: Letter grades are assigned according to the following system for all courses for which students have registered:*

</div>

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**Grading Information**

*To evaluate the academic Standing of students, quality points are assigned to grades shown below:*

</div>

| | |
|---|---|
| A – Excellent ................... (90-100) | A......... 4 quality points per semester |
| B – Good ........................... (80-89) | B......... 3 quality points per semester |
| C – Average ....................... (70-79) | C......... 2 quality points per semester |
| D – Poor ............................ (60-69) | D.......... 1 quality point per semester |
| F – Failure .................... (Below 60) | F ......... 0 quality points per semester |
| I – Incomplete | IP ........ 0 quality points per semester |
| IP – In Progress | |
| W – Withdrawal | |
| AU – Audit (Official) | |

Satisfactory grades are: A, B and C. Senior colleges and universities can refuse to grant credit for a course in which the student has earned a grade of D. A grade of F is assigned to students who fail a course or discontinue class attendance without following the procedures for withdrawing from courses. A grade of Incomplete (I) is assigned when the student has been prevented by illness or other justifiable cause from completing the required work or taking the final examination. A student who must miss a final examination has the responsibility of notifying his or her instructor and providing acceptable evidence concerning the cause of his or absence upon return. A grade of Incomplete (I) must be cleared prior to mid-term of the succeeding semester. Failure to remove the grade of Incomplete (I) within the specified period will result in the student being assigned an F. A grade of In Progress (IP) is assigned to students who do not successfully pass developmental courses; an (IP) grade does not convert to an (F) grade; however, this grade remains on students' transcripts. Students are required to repeat these courses before moving to the next level. The student's academic standing (quality point average) is obtained by dividing his or her total number of quality points by the total number of semester hours for which the grades A, B, C, D, and F are assigned.

**Standards of Academic Progress (SAP)**
Students are expected to maintain the required GPA levels based on the number of hours attempted at Bishop State.

| Semester Hours Attempted | Required Overall GPA |
| --- | --- |
| 12-21 Semester Hours Attempted | 1.50 |
| 22-32 Semester Hours Attempted | 1.75 |
| 33 or more Semester Hours Attempted | 2.00 |

**Probation and Suspension**
When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the College, the student's status is CLEAR. When a student's cumulative GPA is below the GPA required for the number of credit hours attempted at the College, the student is placed on ACADEMIC PROBATION. When the cumulative GPA of a student on Academic Probation remains below the GPA required for the total number of credit hours attempted at the College but the semester GPA is 2.0 or above, the student remains on ACADEMIC PROBATION. When the cumulative GPA of a student on Academic Probation remains below the GPA required for the total number of credit hours attempted at the College and the semester GPA is below 2.0, the student is suspended for one semester. The transcript will read SUSPENDED – ONE SEMESTER.

The student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving the one semester suspension, the transcript will read SUSPENDED – ONE SEMESTER/ READMITTED UPON APPEAL.

A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having achieved CLEAR academic status and whose cumulative GPA falls below the level required for the total number of hours attempted at the institution but whose semester GPA is 2.0 or above, will remain on ACADEMIC PROBATION until the student achieves the required GPA for the total number of hours attempted. A student returning from a one-term or one-year suspension and, while on academic probation, fails to obtain the required GPA for the number of hours attempted and fails to maintain a term GPA of 2.0, will be placed on a one-year suspension. A student may appeal a one-term or one-year suspension.

The permanent student record will reflect the student's status (except when the status is CLEAR). When appropriate, the record will reflect ACADEMIC PROBATION, ACADEMIC SUSPENSION – ONE-TERM, ACADEMIC PROBATION – ONE-YEAR, ONE-TERM SUSPENSION/READMITTED ON APPEAL, OR ONE-YEAR SUSPENSION/READMITTED ON APPEAL. The student who is readmitted upon appeal re-enters the College on Academic Probation. The student who serves the calendar year suspension re-enters the College on Academic Probation. All applicable academic designations except CLEAR will appear on the student's transcript.

**Grade Appeals**
Grade reports can be obtained online immediately following the end of each semester. Any grade appeal must be initiated by mid-term of the semester following the assignment of the grade in question.

**Academic Bankruptcy**
A student may request in writing to the Registrar to declare academic bankruptcy under the following conditions:
If fewer than three (3) calendar years have elapsed since the semester/term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during that one semester/term provided the student has taken a minimum of eighteen (18) semester credit hours of coursework at the institution since the bankruptcy semester/term occurred. All coursework taken, even hours completed successfully, during the semester/term for which academic bankruptcy is declared, will be disregarded in the cumulative grade point average.

If three (3) or more calendar years have elapsed since the most recent semester/term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during 1-3 semesters/terms provided the student has taken a minimum of eighteen (18) semester credit hours of coursework at the institution since the bankruptcy semester/term occurred. All coursework taken, even hours completed successfully, during the semester/term for which academic bankruptcy is declared, will be disregarded in the cumulative grade point average.

When academic bankruptcy is declared, the term ACADEMIC BANKRUPTCY will be reflected on the transcript for each semester/ term affected. When academic bankruptcy is declared, the transcript will reflect the semester/term of its implementation and the transcript will be stamped ACADEMIC BANKRUPTCY IMPLEMENTED. A student may declare academic bankruptcy only once. Implementation of academic bankruptcy at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

**Course Forgiveness**
When a course is repeated, the last grade awarded (excluding grades of W) replaces the previous grade in the computation of the cumulative grade point average. The 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. The transcript will list each course in which a student has enrolled; however, a course may be counted only once toward fulfillment of credit hours for graduation. A student may request course forgiveness in the Office of Student Services. No veteran or person eligible for veterans' benefits who has satisfactorily completed a course will be allowed to repeat a course for higher or better grade to improve grade point average. Additionally, all grades will be posted on the transcript and computed in the cumulative grade point average for any course repeated.

**Change of Grade Policy**
Instructors assigned to a specific course are responsible for evaluating and assigning an appropriate letter grade to all students after completion of that course. The criteria used to evaluate student performance and to determine letter grade earned will be provided to the student on the course syllabus at the beginning of the course. At the end of the semester, all grades assigned by the instructor will be considered final. If an error in grading or another valid reason for a grade change has occurred, the instructor may request a Change of Grade with documentation to the appropriate dean for approval. All Change of Grade requests must be submitted within six weeks of the following semester in which the grade was assigned. After approval, the grade change will be forwarded to the Admissions Office for final recording. All grades are final when recorded and instructors must have a valid reason and documentation to request a grade change.

**Graduation Requirements**
A student shall be awarded the Associate in Arts, Associate in Science, Associate in Applied Science, Associate in Occupational Technologies degrees, Certificate, or a Short Term Certificate, upon satisfactory completion of the requirements of the specific program as specified by the College.

A student must:
1. Satisfactorily pass all required courses and complete the prescribed number of credit hours in a degree or certificate program as outlined in the student's degree plan. Check the College's website or your program adviser for your degree plan requirements.
2. Earn a 2.0 or higher cumulative grade point average in all courses attempted at the College. The calculation of the grade point average for graduation shall not include grades earned in institutional (developmental) credit courses. A course may be counted only once for purposes of meeting graduation requirements.
3. Officially transfer all credits from other postsecondary institutions, if applicable.

4. Be enrolled during the semester in which the degree is earned; or, with approval of the Academic or Technical Dean, within a calendar year of the last semester of attendance to receive the degree by officially transferring from other regionally accredited institutions no more than the last ten hours required for completion of the program with a minimum grade of "C" in the courses transferred.
5. Complete at least 25 percent of total credit hours in the program at Bishop State Community College, if seeking an award.
6. Complete all general education requirements and elective requirements as listed on the degree plan of study.
7. Meet satisfactory attainment of general education core competencies through classroom assessment activities or exit examination, prior to receiving an associate degree. (Applicable to all students receiving AA, AS, AAS, and AOT degrees.)
8. Students in Associate in Arts and/or Associate in Science degree programs may complete no more than 28 semester hours in online coursework. Such courses are designated with WW and WH in the course schedule.
9. Submit a formal application for graduation in accordance with institutional policy.
   a. Candidates for Associate in Arts and Associate in Science degrees are required to take the Measure of Academic Proficiency and Progress (MAPP) prior to graduation. Students may register for and take the test after completing 48 hours of core coursework. Candidates for graduation must receive an Application for Graduation from the Registrar's Office, register for the MAPP with the Office of Research and Development, and verify completion of the MAPP prior to returning the completed Application for Graduation to the Registrar's Office for processing. There is no fee for taking the MAPP. Practice materials are available at **www.ets.org/mapp**.
   b. Candidates for Associate in Applied Science and Associate in Occupational Technologies degrees are required to take the WorkKeys Test prior to graduation. Students may register for and take the WorkKeys Test after completing forty-eight (48) hours of core coursework. Candidates for graduation must receive an Application for Graduation from the Registrar's Office, register for the WorkKeys Test with the ACT Testing Center in the Business Technology Center, and verify completion of the WorkKeys Test prior to returning the Application for Graduation to the Registrar's Office for processing. There is no fee for taking the WorkKeys Test. Practice materials are available at **www.act.org/workkeys**.
10. Meet all requirements for graduation within a calendar year from the last semester/term of attendance.
11. Coursework transferred or accepted for credit toward an undergraduate degree must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate degree programs.
12. Fulfill all financial obligations to the College.
13. All students enrolled in a career technical education program are required to take the ACT WorkKeys Alabama Career Readiness Certification (CRC) assessment before the certificate or diploma can be awarded. Candidates are assessed at no cost.
14. The Academic/Technical Dean shall approve the formal award when the student meets all requirements for graduation satisfactorily.

**Alabama Articulation Program (STARS)**
The Alabama Articulation Program (also called **STARS – Statewide Articulation Reporting System**) is a computerized articulation and transfer planning system designed to inform students who attend Alabama community colleges about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state-funded four-year institution. **STARS** is an efficient and effective way of providing students, counselors, faculty, and educators with accurate information for transfer decisions. **STARS** is the information link between the state's public two-year and four-year institutions. The **STARS** database, if used properly, can prevent the loss of course credit hours, can provide direction for the scheduling of coursework, and can ease the transition from one institution to another. Students who are interested in receiving a Transfer Guide and Contract should contact the **STARS** website: **http://stars.troyst.edu** or the BSCC homepage at **http://www.bishop.edu**. Other concerns should be directed to the counselors and advisers on the various campuses.

**Cooperative Education**
Cooperative education opportunities are available to full-time students in certain occupational and technical programs. Students who are interested should consult their advisors or an instructor in their major or concentration.

**Academic Honors and Recognition**
The College recognizes superior academic achievement by publishing the President's List, the Dean's List, and the Honor Roll at the end of each semester. Requirements for each include:

*President's List -* All students carrying 12 or more semester hours who have earned a GPA of 4.00. Pre-college (developmental) courses will be calculated in the semester GPA, but these courses will not count towards minimum course load requirement.

*Dean's List -* All students carrying 12 or more semester hours who have earned a GPA of 3.50 through 3.99. Pre-college (developmental) courses will be calculated in the semester GPA, but these courses will not count towards minimum course load requirement.

*Honor Roll -* Students are eligible for the Honor Roll when (a) there is a minimum overall GPA of 2.00 in at least 12 or more semester hours, and (b) there is a 3.00 GPA for the current semester.

Pre-college (developmental) courses will be calculated in the semester GPA, but these courses will not count towards minimum course load requirement.

## Graduation Honors for Degrees and Certificates
*Degrees and certificates with honors are conferred in accordance with the following grade point averages:*

| | | | |
|---|---|---|---|
| **Associate Degrees** | 3.90 to 4.00 ..........(With Highest Honors)................. | ***Summa Cum Laude*** |
| | 3.70 to 3.89..........(With High Honors)...................... | ***Magna Cum Laude*** |
| | 3.50 to 3.69..........(With Honors) .......................................... | ***Cum Laude*** |
| **Certificate** | 3.50 to 4.00 ..........Graduation with Distinction | |

## Other Academic and Technical Honors
*The James B. Allen Award* is presented annually to an outstanding graduating student from an associate degree program. The recipient is selected by a screening committee, based on criteria established for the award. The criteria can be obtained from the Office of Student Development Services on each campus.

*The Green-Knight Technical Award* is presented annually to an outstanding student graduating from a certificate program. The recipient is selected by a screening committee, based on criteria establish for the award. Criteria for this award may be obtained from the Office of Student Development Services on each campus.

*Who's Who Among Students in American Junior Colleges Awards* are presented annually. Students selected have distinguished themselves in scholarship, community service, and extracurricular activities for inclusion in the national publication.

## Class Attendance Policy
Class attendance is strongly encouraged. Excessive absences may affect a student's final grade. Students are expected to attend all classes as scheduled and exercise dependability and punctuality in attendance. Absences will be recorded for each class, and no absences will be considered excused. Absences are counted from the first day of the student's registration in the course. The attendance policy for classes on special schedules, such as the Health Related Programs, will be announced during the first class meeting by the respective departments. These attendance policies take precedence over any other policy. Students are responsible for all coursework from the first scheduled day of class. Students must abide by coursework and test makeup policies indicated in the course syllabus. Exceptions to any attendance policy will be made only for persons required to fulfill military duty, jury duty, or court witness obligations. Students must request approval for these exceptions in advance and provide documentation to the Admissions Office on the appropriate campus prior to the scheduled dates of absence. Exceptions must be approved by the Dean of Students/Assistant to the Dean of Students.

## Attendance Verification Policy
Instructors are required to verify students' attendance when requested. A student who is receiving financial aid and is designated as a "no show" for a class will not receive financial aid for that class. A student who returns to class after the Verification Date will not have financial aid reinstated for the class; therefore, it is imperative that students attend all classes from the first day of the semester.

## New Student Orientation
New students are required to attend a New Student Orientation session prior to registering at Bishop State Community College. The orientation session is designed to acquaint students with college life and the academic environment, advisement process, policies and procedures, student services, and extracurricular activities available on campus. The orientation includes placement testing, introduction to academic programs and requirements, selection of a major field of

study, and advisement on class schedule preparation and registration. In addition to the orientation session, new students are encouraged to enroll in Psychology 100, a one-hour credit course designed to give face-to-face information about college life.

**Registration**
The regular registration period for each semester is indicated in the college calendar and the booklet of scheduled classes. Instructions will be sent to new students prior to new student orientation. Counseling is available to new applicants who have questions concerning registration and course requirements. All students are expected to complete registration on the dates announced. A student has not finalized enrollment until he or she has completed all requirements of registration and paid all tuition and fees. After students have registered, they are expected to attend all classes in accordance with their class schedules beginning with the first scheduled day of classes.

**Class Size**
Classes at Bishop State Community College must have sufficient enrollment for an actual class to be held. Exceptions may be made for certain advanced level courses that follow a sequence (and are offered not more than once per year).

**Class Cancellation**
Bishop State Community College reserves the right to cancel any class. When a class cancellation occurs, the student must see a counselor or adviser for any necessary schedule adjustments.

**Evening and Off Campus Classes**
Evening and off-campus classes are dependent upon sufficient enrollment. No guarantees are made by Bishop State Community College concerning the frequency of course offerings or the length of time needed to complete a program. If enrollment falls below required levels, it may be necessary for evening and off-campus students to enroll in day classes to complete their program of study.

Evening classes are offered at all four campuses: Main, Baker-Gaines Central, Carver, and Southwest. Off-campus classes are offered at the following sites: Alma Bryant High School, Baker High School, Citronelle High School, McIntosh High School, Mary Montgomery High School, and Theodore High School.

**Assignment of Instructors**
The assignment of instructors to classes listed in the semester schedule is tentative. The College reserves the right to change the instructor assigned to any class offered in the schedule.

**Final Examinations**
Final examinations are required in all courses at the end of each semester. The dates for the final examinations for each semester are listed in the annual calendar located on the college website and each Semester Schedule of Classes Booklet. All final examinations are proctored exams.

# PROGRAM DEGREES/CERTIFICATES

## General Education Core Competencies

After completing courses in the General Education Core, all students will be able to do the following:

1. Communicate ideas effectively using standard written English;
2. Express ideas orally using standard English;
3. Read critically and analytically to demonstrate comprehension of college-level textbooks, literature, and other sources of printed information;
4. Explain and apply fundamental mathematical processes, critically evaluate quantitative information, and identify misleading or erroneous information;
5. Utilize computer technology to record, retrieve, present, and apply information; and
6. Apply appropriate research methodology to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources.

Students will be assessed on their knowledge related to the General Education Core Competencies after completing all of the General Education Core Courses required by their specific degree plans.

## General Education Core Courses

The work completed in the General Education Core Courses assists students in achieving Bishop State's General Education Core Competencies.

ENG 101: English Composition I
ENG 102: English Composition II
ART 100: Art Appreciation
ENG 251: American Literature I
ENG 252: American Literature II
ENG 261: English Literature I
ENG 262: English Literature II
ENG 271: World Literature I
ENG 272: World Literature II
MUS 101: Music Appreciation
SPH 106: Fundamentals of Oral Communication
SPH 107: Fundamentals of Public Speaking
BIO 101: Introduction to Biology I
BIO 102: Introduction to Biology II
BIO 103: Principles of Biology III
CHM 111: College Chemistry I
CHM 112: College Chemistry II
PHS 111: Physical Science I
MTH 110: Finite Math
MTH 112: Precalculus
HIS 101: History of Western Civilization I
HIS 102: History of Western Civilization II
HIS 201: United States History I
HIS 202: United States History II
PSY 200: Introduction to Psychology
SOC 200: Introduction to Sociology

**Degree Plans will specify the required General Education Core Courses for each student.**

# ACADEMIC SCHOOL AWARDS

## Associate in Arts/Associate in Science

Credit
Hours

**Area I: Written Composition I and II**................................................3- 6

**Area II: Humanities, Fine Arts, and Speech** ....................................3- 12
      Literature*.................................................................................. 3
      Fine Arts..................................................................................... 3
      Additional Humanities and Fine Arts ....................................... 6

**Area III: Natural Science and Mathematics**...................................10-11
      Math at the Precalculus Algebra or Finite Math Level............. 3
      Natural Sciences with Laboratory ........................................... 8

**Area IV: History, Social, and Behavioral** .........................................3-12
      History*...................................................................................... 3
      Additional Social and Behavioral Sciences............................... 9

**Area V: Pre-Professional, Pre-Major, and Elective Courses** ........19-48

**Total Credit Hours ...............60-76**

These courses should be appropriate to the degree requirements, major, and electives of the individual student. Access your degree plan from the College's Web site, or check with your academic adviser, counselor, or the Student Services Office. You may also wish to check with the institution to which you will transfer for recommendations. For further details concerning your major, refer to STARS at **stars.troy.edu**.

     *Students must complete a six semester hour sequence either in
     literature or history. The sequence in Area II and Area IV in literature
     or history needs to follow the sequence requirements according to the
     student's major and transfer plans.

**Students interested in applying for LPN to ADN <u>Career Mobility Nursing</u> are enrolled in General Education until they are accepted into the program.**

## Associate in Applied Science

Credit
Hours

**Area I: Communication Skills** ..........................................................3-6
      English 101................................................................................. 3
      Additional English ................................................................... 3

**Area II: Humanities, Fine Arts, and Speech** ..................................3-12

**Area III: Natural Science and Mathematics** .................................10-11

**Area IV: History, Social, and Behavioral Sciences** ........................3-12

**Area V: Pre-Professional, Pre-Major, and Elective Courses** ....19-48

**Total Credit Hours ...............60-76**

These courses are appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives. Access your degree plan from the College's Web site, or check with your academic adviser, counselor, or the Student Services Office.

# DIVISION OF DEVELOPMENTAL EDUCATION

## Purpose

The purpose of the Division of Developmental Education is to meet the diverse needs of underprepared students and to prepare them for postsecondary success. The Division of Developmental Education shares the motto of the National Association for Developmental Education (NADE): "helping underprepared students prepare, prepared students advance, and advanced students excel."

The division is comprised of three main areas of development: English, mathematics, and reading. Developmental courses do not meet graduation requirements or requirements for completion of a degree, diploma, or certificate. Students must successfully pass the developmental courses before enrolling into college-level courses. Any student enrolled in two or more developmental courses should be advised not to enroll in more than 16 total credit hours per semester.

## Objectives of the Division:
- To provide educational opportunities and services for each student.
- To prepare students for post secondary education.
- To ensure proper placement by assessing each student's level of preparedness for college coursework.
- To empower students with the necessary skills to succeed academically, personally, and professionally.
- To assist the College with the retention of students.

## Placement Assessment Requirements

All beginning freshmen are administered the Computer Adaptive Placement Assessment and Support System (COMPASS) Test. This instrument is used for placement, assessment of achievement, aptitude, and interest in math, reading, and writing. All entering students who enroll for more than four (4) credit hours or eight (8) weekly contact hours per semester, or enrolled in a math, English, or reading course, will be assessed by the COMPASS, and placed at the appropriate level as indicated by the assessment results.

The following COMPASS Test scores are used to determine students' placement in developmental courses:

### Writing Score
English 092 Basic Writing I (0-37)
English 093 Basic Writing II (38-64)

### Reading Score
Reading 083 Developmental Reading I (0-40)
Reading 084 Developmental Reading II (41-64)

### Pre-Algebra General Score
Mathematics 090 Basic Mathematics (0-35)

### Algebra General Score
Mathematics 098 Elementary Algebra (0-27)
Mathematics 100 Intermediate Algebra (28-62)

## Placement Assessment Retest Policy

Students may retest only at the mid-term of the first semester of their enrollment in developmental courses, and again, if necessary, at the end of their first semester of developmental courses. In order that retesting is not abused, acceptable reasons for retesting include: (1) to attempt to improve scores for higher course placement, (2) student has never enrolled in English, reading, or mathematics courses, or (3) COMPASS test or any other assessment was taken over three years ago. The retesting fee is $8.00 per component. Retesting fees must be paid in the Business Office on the Main Campus prior to retesting. Students must present their receipt in order to retest.

## DIVISION OF BUSINESS AND ECONOMICS

### Accounting Technology (ACT)
### Associate in Applied Science

| | | Credit Hours |
|---|---|---|
| **General Education Courses:** | | |
| | English Composition I | 3 |
| ART 100 | Art Appreciation or | |
| MUS 101 | Music Appreciation | 3 |
| SPH 107 | Fundamentals of Public Speaking or | |
| SPH 106 | Fundamentals of Oral Communication | 3 |
| CIS 146 | Microcomputer Applications | 3 |
| MTH 100 | Intermediate College Algebra (or higher math) | 3 |
| BIO 103 | Principles of Biology I or | |
| | Other Natural Sciences | 4 |
| ECO 231 | Principles of Macroeconomics or | |
| ECO 232 | Principles of Microeconomics or | 3 |
| | Other History, Social, Behavioral Sciences | 3 |
| | **Total** | **25** |
| **Required Courses:** | | |
| ACT 115 | Introduction to Accounting Computer Resources | 3 |
| ACT 145 | Basic Accounting Procedures | 3 |
| ACT 246 | Microcomputer Accounting | 3 |
| ACT 249 | Payroll Accounting | 3 |
| BUS 147 | Introduction to Finance | 3 |
| BUS 241 | Principles of Accounting I | 3 |
| BUS 242 | Principles of Accounting II | 3 |
| BUS 271 | Business Statistics I | 3 |
| | **Total** | **24** |
| **Electives – Select 15 credit hours from the following:** | | |
| OAD 100 | Introduction to Keyboarding and Technology or | |
| OAD 101 | Beginning Keyboarding | 3 |
| BUS 100 | Introduction to Business | 3 |
| BUS 150 | Business Math | 3 |
| BUS 188 | Personal Development | 3 |
| BUS 215 | Business Communications | 3 |
| BUS 263 | Legal and Social Environment of Business | 3 |
| BUS 275 | Principles of Management | 3 |
| BUS 276 | Human Resource Management | 3 |
| BUS 285 | Principles of Marketing | 3 |
| BUS 296 | Business Internship | 3 |
| | **Total** | **15** |
| | **Total Credit Hours** | **64** |

# Computer Information Systems (CIS)
## Associate in Applied Science

|  |  | Credit Hours |
|---|---|---|
| **General Education Courses:** | | |
| ENG 101 | English Composition I | 3 |
| ENG 102 | English Composition II | 3 |
| SPH 106 | Fundamentals of Oral Communication | 3 |
| ART 100 | Art Appreciation or | |
| MUS101 | Music Appreciation | 3 |
| MTH 100 | Intermediate Algebra or higher math | 3 |
| BIO 101 | Introduction to Biology I | 4 |
| BIO 102 | Introduction to Biology II or | |
| | Other Natural Sciences | 4 |
| ECO 231 | Microeconomics or ECO 232 Macroeconomics | 3 |
| | **Total** | **26** |
| **Required Courses:** | | |
| CIS 110 | Introduction to Computer Logic and Programming | 3 |
| CIS 113 | Spreadsheet Software Applications | 3 |
| CIS 117 | Database Management Software Applications | 3 |
| CIS 146 | Microcomputer Applications | 3 |
| CIS 149 | Introduction to Computers | 3 |
| CIS 201 | Introduction to Computer Programming Concepts | 3 |
| CIS 202 | Intro to Computer Programming Concepts Lab | 1 |
| CIS 207 | Introduction to Web Development | 3 |
| CIS 212 | Visual Basic Programming | 3 |
| CIS 268 | Software Support or | |
| CIS 269 | Hardware Support | 3 |
| CIS 273 | Introduction to Network Communications | 3 |
| CIS 276 | Server Administration | 3 |
| | **Total** | **34** |
| | **Total Credit Hours** | **60** |

*Students who desire to transfer to a senior college or university should consult with their academic adviser for appropriate course selection.*

# Management and Supervision (MST)
## Certificate

|  |  | Credit Hours |
|---|---|---|
| **General Education Courses:** | | |
| ENG 101 | English Composition | 3 |
| SPH 106 | Fundamentals of Oral Communication or | |
| SPH 107 | Fundamentals of Public Speaking | 3 |
| | **Total** | **6** |
| | | |
| **Required Courses: Certificate Program Distribution Requirement** | | **18** |
| ACT 145 | Basic Accounting Procedures | 3 |
| BUS 186 | Elements of Supervision | 3 |
| BUS 271 | Business Statistics I | 3 |
| BUS 275 | Principles of Management | 3 |
| BUS 276 | Human Resource Management | 3 |
| CIS 149 | Introduction to Computer or | |
| CIS 146 | Microcomputer Applications or | |
| | Other Approved Electives | 3 |
| | **Total** | **18** |
| | **Total Credit Hours** | **24** |

# Office Administration (OAD)
## Associate in Applied Science

| | | Credit Hours |
|---|---|---|
| **General Education Courses:** | | |
| ENG 101 | English Composition | 3 |
| ART 100 | Art Appreciation or | |
| MUS 101 | Music Appreciation | 3 |
| SPH 107 | Fundamentals of Public Speaking or | |
| SPH 106 | Oral Communication or other humanities | 3 |
| CIS 113 | Spreadsheets Applications | 3 |
| MTH 100 | Intermediate Algebra or | 3 |
| | Other Natural Sciences or Mathematics | 3 |
| ECO 231 | Principles of Macroeconomics or | |
| ECO232 | Principles of Microeconomics | 3 |
| | **Total** | **21** |

| | | |
|---|---|---|
| **Required Courses:** | | |
| OAD 100 | Introduction to Keyboarding & Technology or | |
| OAD 101 | Beginning Keyboarding | 3 |
| OAD 103 | Intermediate Keyboarding | 3 |
| OAD 104 | Advanced Keyboarding | 3 |
| OAD 125 | Word Processing | 3 |
| OAD 130 | Electronic Calculations | 3 |
| OAD 131 | Business English | 3 |
| OAD 135 | Financial Record Keeping | 3 |
| OAD 138 | Records/Information Management | 3 |
| OAD 217 | Office Management | 3 |
| OAD 218 | Office Procedures | 3 |
| OAD 230 | Computerized Desktop Publishing | 3 |
| | **Total** | **33** |

**Options (Choose 9 hours from the three options below):**
**Legal**

| | | |
|---|---|---|
| OAD 136 | Advanced Financial Recording Keeping | 3 |
| OAD 201 | Legal Terminology | 3 |
| OAD 202 | Legal Transcription | 3 |

**OR**
**Medical**

| | | |
|---|---|---|
| OAD 136 | Advanced Financial Record Keeping | 3 |
| OAD 211 | Medical Terminology | 3 |
| OAD 212 | Medical Transcription | 3 |

**OR**
**Word Processing**

| | | |
|---|---|---|
| OAD 126 | Advanced Word Processing | 3 |
| OAD 136 | Advanced Financial Record Keeping | 3 |
| OAD 200 | Machine Transcription | 3 |
| | **Total** | **9** |
| | **Total Credit Hours** | **63** |

Check with your program adviser or the course descriptions for prerequisites.

# DIVISION OF EDUCATION

## Early Childhood Education (CHD)

**Program Description**

The Early Childhood Education program is designed to provide the academic background and practical work experience necessary for successful care and guidance of young children. The associate degree and certificate programs are both designed to give students practical, working knowledge of basic child development principles that will assist them in the everyday planning and implementation of developmentally appropriate activities and environments for young children. All courses in the certificate program may apply toward the Associate in Applied Science degree in Early Childhood Education.

## Early Childhood Education (CHD)
## Associate in Applied Science

|  |  | Credit Hours |
|---|---|---|
| **General Education Courses:** | | |
| ENG 101 | English Composition I | 3 |
| ENG 102 | English Composition II | 3 |
| ART 100 | Art Appreciation or | |
| MUS 101 | Music Appreciation | 3 |
| SPH 106 | Fundamentals of Oral Communications or | |
| SPH 107 | Fundamentals of Public Speaking | 3 |
| MTH 100 | Intermediate College Algebra | 3 |
| CIS 146 | Microcomputer Applications | 3 |
| CIS 149 | Introduction to Computers | 3 |
| SOC 200 | Introduction to Sociology | 3 |
| PSY 200 | General Psychology | 3 |
| | **Total** | **27** |
| | | |
| **Required Courses:** | | |
| CHD 100 | Intro of Early Care and Education of Children | 3 |
| CHD 201 | Child Growth and Development Principles | 3 |
| CHD 202 | Children's Creative Experiences | 3 |
| CHD 203 | Children's Literature and Language Development | 3 |
| CHD 204 | Methods and Materials for Teaching Children | 3 |
| CHD 205 | Program Planning for Educating Young Children | 3 |
| CHD 206 | Children's Health and Safety | 3 |
| CHD 208 | Administration of Child Development Programs | |
| CHD 231 | or School-Age Programming | 3 |
| CHD 209 | Infant and Toddler Education Programs | 3 |
| CHD 210 | Educating Exceptional Children | 3 |
| CHD 215 | Supervised Practical Experience | 3 |
| HED 231 | First Aid | 3 |
| | **Total** | **36** |
| | **Total Credit Hours** | **63** |

## Early Childhood Education (CHD)
## Paraprofessional Training - Certificate

|  |  | Credit Hours |
|---|---|---|
| **Required Courses:** | | |
| ENG 101 | English Composition | 3 |
| CHD 100 | Intro of Early Care and Education of Children | 3 |
| CHD 201 | Child Growth and Development Principles | 3 |
| CHD 202 | Children's Creative Experiences | 3 |
| CHD 203 | Children's Literature and Language Development | 3 |
| CHD 204 | Methods and Materials for Teaching Children | 3 |
| CHD 205 | Program Planning for Educating Young Children | 3 |
| CHD 206 | Children's Health and Safety | 3 |
| CHD 215 | Supervised Practical Experience | 3 |
| | **Total** | **27** |

# DIVISION OF HUMANITIES

## American Sign Language
## Associate in Science

|  |  | Credit Hours |
|---|---|---|
| **General Education Courses:** | | |
| ENG 101 | English Composition I | 3 |
| ENG 102 | English Composition II | 3 |
| ART 100 | Art Appreciation or | |
| MUS 101 | Music Appreciation | 3 |
| SPH 106 | Fundamentals of Oral Communication or | |
| SPH 107 | Fundamentals of Public Speaking | 3 |
| | Additional Humanities, Fine Arts | 6 |
| MTH 110 | Finite Mathematics or | |
| MTH 112 | Precalculus Algebra | 3 |
| | Natural Sciences with Laboratory | 8 |
| | History or Literature | 3 |
| | Additional Social and Behavioral Sciences | 3 |
| PSY 200 | General Psychology or | |
| SOC 200 | Introduction to Sociology or | |
| SOC 210 | Human Growth and Development | 6 |
| | **Total** | **41** |

|  |  | |
|---|---|---|
| **Required Courses:** | | |
| ASL 101 | American Sign Language I | 3 |
| ASL 102 | American Sign Language II | 3 |
| ASL 103 | American Sign Language III | 3 |
| ASL 104 | American Sign Language IV | 3 |
| ASL 105 | American Sign Language V | 3 |
| ASL 120 | Careers Using ASL | 1 |
| ASL 121 | Deaf Culture | 3 |
| ASL 122 | Observational Experiences in ASL | 2 |
| ASL 201 | Linguistics of ASL | 1 |
| | **Total** | **22** |
| | **Total Credit Hours** | **63** |

# Interpreter Training Program
## Certificate

**Program Description**
The Interpreter Training program is designed to provide students with a foundation for several other fields of study in the area of services for deaf and hard of hearing consumers: education, rehabilitation, interpreting, social work, and counseling.

**Admission Requirements**
Entering students should be high school graduates or recipients of the General Equivalency Diploma (GED). Applicants who do not meet this requirement should see the program adviser.

### Course Requirements:

| | | |
|---|---|---|
| ITP 119 | Fingerspelling and Numbers or | |
| ITP 123 | Artistic Interpreting | 1 |
| ITP 201 | Interpreting I | 4 |
| ITP 202 | Interpreting II | 4 |
| ITP 203 | Interpreting III | 4 |
| ITP 213 | Practicum I | 2 |
| ITP 214 | Practicum II | 2 |
| ITP 225 | Psychological/Social Aspects of Deafness | 3 |
| ITP 226 | Etymology for Interpreters | 3 |
| ITP 227 | Interpreting in the Multicultural Setting | 3 |
| | **Total** | **26** |

# DIVISION OF HEALTH RELATED PROGRAMS

## Emergency Medical Services (EMS)

Bishop State Community College offers two levels of EMS training and education. The Basic level certificate program is one-semester, modeled after the curriculum of the Department of Transportation for the Emergency Medical Technician. Upon completion of coursework, graduates are eligible to sit for the National Registry examination. Passing the National Registry Exam will result in receiving an Alabama Basic EMT license. An in-house certificate is awarded to those completing the program with a minimum grade of 77 percent.

The Paramedic level education is a four-semester program. Students may select from courses of study resulting in a Certificate or an Associate in Applied Science degree. Successful program completion allows the student to take the National Registry exam for licensure as a Paramedic. Both levels of EMS education consist of four components: didactic instruction, skills laboratory, clinical evaluation, and field internship. Students must achieve 77 percent or better in all EMS coursework to advance within the program.

## Basic - Emergency Medical Technician (EMT)
## Certificate (One Semester)

| | | Credit Hours |
|---|---|---|
| **Required Courses:** | | |
| EMS 116 | EMS Basic Theory and Lab | 9 |
| EMS 117 | EMS Basic Clinical Competencies | 1 |
| | **Total** | **10** |

## Emergency Medical Paramedic Program (EMP)
## Certificate (Four Semesters)

|  |  | Credit Hours |
|---|---|---|
| **Core Courses:** | | |
| EMP 191 | Paramedic Preparatory | 2 |
| EMP 192 | Paramedic Operations | 3 |
| EMP 193 | Patient Assessment and Management | 3 |
| EMP 194 | Paramedic General Pharmacology | 2 |
| EMP 195 | Advanced Trauma Management | 6 |
| EMP 198 | Medical Management I | 3 |
| EMP 199 | Cardio Physiology | 3 |
| EMP 200 | Medical Patient Management II | 6 |
| EMP 203 | Cardiovascular Patient Practice | 3 |
| EMP 204 | Transition to Paramedic Practice | 3 |
| EMP 205 | Paramedic Terminal Competencies | 2 |
| EMP 206 | Paramedic Field Preceptorship | 6 |
| EMP 207 | Paramedic Team Leader Preceptorship | 1 |
| | **Total** | **43** |

| | | Credit Hours |
|---|---|---|
| **Prerequisite/Co-requisite General Education Courses:** | | |
| ENG 101 | English Composition | 3 |
| MTH 100 | Intermediate College Algebra | 3 |
| BIO 201 | Human Anatomy and Physiology I | 4 |
| BIO 202 | Human Anatomy and Physiology II | 4 |
| | **Total** | **14** |
| | **Total Required Hours** | **57** |

## Emergency Medical Paramedic Program (EMP)
## Associate in Applied Science

|  |  | Credit Hours |
|---|---|---|
| **Core Courses:** | | |
| EMP 191 | Paramedic Preparatory (Pre or Co-requisite) | 2 |
| EMP 192 | Paramedic Operations (Pre or Co-requisite) | 3 |
| EMP 193 | Patient Assessment and Mgt (Pre or Co-requisite) | 3 |
| EMP 194 | Paramedic General Pharmacology (Pre or Co-requisite) | 2 |
| EMP 195 | Advanced Trauma Management-A | 6 |
| EMP 198 | Medical Management I | 3 |
| EMP 199 | Cardio Physiology | 3 |
| EMP 200 | Medical Patient Management II | 6 |
| EMP 203 | Cardiovascular Patient Practice | 3 |
| EMP 204 | Transition to Paramedic Practice | 3 |
| EMP 205 | Paramedic Terminal Competencies | 2 |
| EMP 206 | Paramedic Field Preceptorship | 6 |
| EMP 207 | Paramedic Team Leader Preceptorship | 1 |
| | **Total** | **43** |

| | | Credit Hours |
|---|---|---|
| **Prerequisite/Co-requisite General Education Courses:** | | |
| ENG 101 | English Composition | 3 |
| MTH 100 | Intermediate College Algebra or | |
| MTH 112 | Precalculus Algebra | 3 |
| BIO 201 | Human Anatomy and Physiology I | 4 |
| BIO 202 | Human Anatomy and Physiology II | 4 |
| | **Total** | **14** |

**Additional General Education Courses:**

| | | |
|---|---|---|
| SPH 106 | Fundamentals of Oral Communication or | |
| SPH 107 | Fundamentals of Public Speaking | 3 |
| PSY 200 | General Psychology | 3 |
| ART 100 | Art Appreciation or | |
| MUS 101 | Music Appreciation | 3 |
| | **Total** | **9** |
| | **Total Credit Hours** | **66** |

Note: Introduction to Biology (BIO 103) is a prerequisite to BIO 201. Students may meet BIO 103 requirements by successfully completing the challenge exam. Challenge exams are scheduled through the Biology Department.

# Funeral Service Education (FSE)
## Associate in Applied Science

The Funeral Service Education program is designed to provide the best possible learning experiences for students interested in funeral services and for advancement in the funeral service profession. The central aim of the program is recognition of the importance of funeral service personnel as (1) members of a human services profession, (2) members of the community in which they serve, (3) participants in the relationship between bereaved families and those engaged in the funeral service profession, (4) professionals knowledgeable of and compliant with federal, state, and local regulatory guidelines, and (5) professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains.

Students gain a broad understanding of funeral home operation, funeral directing, public health, and embalming along with a foundation in communication skills, social science, and applied science. The accreditation of the Funeral Service Education Program by the American Board of Funeral Service Education, Inc. qualifies graduates to take the National Conference Examination, as well as any other state board examinations.

**The goals of the Funeral Service Education program are to:**

1. Enlarge the background and knowledge of students about the funeral service profession;
2. Educate students in every phase of funeral service and help them develop the proficiency and skills necessary for the profession;
3. Educate students concerning the responsibilities of the funeral service profession to the community at large;
4. Emphasize high standards of ethical conduct;
5. Provide a curriculum at the post-secondary level of instruction; and
6. Encourage research in the field of funeral service.

**Admission Requirements**

Persons interested in enrolling in the program should complete an application for admission to the College. Each student must complete all required courses listed in Areas I, II, III, and IV before taking required courses listed in Area V. Students who earned required credits three or more years ago are strongly recommended to audit those courses before continuing other coursework.

**Program Progression**

A grade of C or better is required in each course in the FSE curriculum. No student is allowed to progress to a higher-level course until a grade of C or better is earned in required prerequisite course(s).

Any student who receives two grades of D, F, or W in the Funeral Service Comprehensive Review (FSE 230) becomes ineligible for continuing enrollment in FSE courses. Any student may appeal his or enrollment status to the Funeral Service Education Program Faculty Committee. At committee members' discretion, one of three decisions will be made. These are: 1) to confirm the student's ineligibility for continuing enrollment; 2) to reconfirm student's eligibility for continuing enrollment with stipulation(s); or 3) other action(s) as deemed appropriate by the committee. Students must comply with the decision made by the Funeral Service Education Program Faculty Committee.

Students must be registered with and hold a current, valid apprentice funeral director or funeral director license from the Board of Funeral Service in the state in which the student intends to complete course requirements for FSE 228. A copy of state-issued documentation validating the student's license as apprentice funeral director or funeral director must be submitted to the Director of the Funeral Service Education program prior to enrolling in FSE 228. Any student who is not

licensed as an apprentice funeral director or funeral director is ineligible to enroll in FSE 228. Students meet, in part, the requirements for FSE 203 and FSE 228 at sites located in Alabama, Florida, and/or Mississippi. Students are responsible for their transportation to and from sites and the expense of meals. Additionally, any student registered for FSE 203 and/or FSE 228 must purchase professional liability insurance through the College's Business Office.

Students must take FSE 230 in the last semester enrolled in the FSE program. If FSE 230 is taken in the same semester with a course or courses required to complete the FSE program and if any or all of those courses are not completed with a grade of C or better, the grade in FSE 230, even if a C or higher, will not be counted towards graduation and FSE 230 must be repeated. FSE 203 and FSE 230 must be taken at Bishop State Community College; transfer credits for these courses are not allowed.

**Grading Scale**
The grade scale for FSE courses differs from and supersedes the grading scale published in the College Catalog and Student Handbook. The grade scale for FSE courses is:

```
A – Excellent....................................................93-100
B – Good ............................................................84-92
C – Average ......................................................75-83
D – Poor.............................................................60-74
F – Failure ......................................................Below 60
```

**Graduation**
To be certified for graduation, a student must make a grade of C or better in each course and fulfill all other obligations to the FSE program and College. Students must take the National Board Examination to meet graduation requirements.

**Licensure from the American Board of Funeral Service Education (ABFSE)**
Requirements to become a licensed funeral director and/or embalmer vary from state to state. In addition to education requirements, you may be required to complete a residency requirement in a funeral home within that state and pass an examination on state law as it applies to funeral directing and/or embalming. Prospective students intending to enter the FSE program are advised to confirm their eligibility for licensure with the state board of funeral service within the state in which you intend to practice prior to enrolling in the program. The annual passage rate of first-time takers on the National Board Examination (NBE) is shown for the most recent three-year period for this institution. All ABFSE accredited funeral service education programs are posted at ***www.abfse.org.***

**Accreditation**
The Funeral Service Education Program at Bishop State Community College is accredited by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Avenue, Suite G, St. Joseph, Missouri 64506. Telephone number is 1-816-233-3747. Web site is ***www.abfse.org.***

**Estimated Additional Fees**
The fees listed below are accurate at the time of printing and are subject to change without notice.

```
Liability Insurance.........................................$  15.00
Practice National Board Exam .....................$  60.00
National Board Exam...................................$ 350.00
Graduation ..................................................$  50.00
```

**Special Note: HIV/HBV**
Human Immuno-Deficiency Virus (HIV) and Hepatitis-B Virus (HBV): Students enrolled in the FSE program are at risk of exposure to blood and body fluids. Exposure to blood or body fluids carries with it the potential to be infected with pathogens that cause HBV and/or HIV, which can become Acquired Immune Deficiency Syndrome (AIDS). To date, no vaccine is available to prevent HIV/AIDS, and no antiviral drugs are available to cure HIV/AIDS. A safe and effective Hepatitis B Vaccine used in the prevention of HBV infection is available. This vaccine is recommended for funeral service students and can be obtained from the Public Health Department or a private physician for a fee.

# Funeral Service Education (FSE)
## Associate in Applied Science

| Required Courses: | | Credit Hours |
|---|---|---|
| **Area I: Written Composition** | | **3** |
| ENG 101 | English Composition I | 3 |
| | | |
| **Area II: Humanities, Fine Arts, and Speech** | | **6** |
| ART 100 | Art Appreciation or | |
| MUS 101 | Music Appreciation and | 3 |
| SPH 106 | Fundamentals of Oral Communications or | 3 |
| SPH 107 | Fundamentals of Public Speaking | 3 |
| | | |
| **Area III: Natural Sciences and Mathematics** | | **10** |
| MTH 100 | Intermediate College Algebra or | |
| MTH 116 | Mathematical Applications | 3 |
| CIS146 | Microcomputer Applications | 3 |
| | Higher-level Math Course | 3 |
| BIO 111 | Human Biology | 4 |
| | | |
| **Area IV: History, Social, and Behavioral Sciences** | | **3** |
| SOC 200 | Introduction to Sociology or | |
| PSY 200 | General Psychology | 3 |
| | | |
| **Area V: Technical Concentration** | | **45** |
| ACT 145 | Basic Accounting Procedures | 3 |
| FSE 101 | Funeral Directing | 3 |
| FSE 108 | Funeral Service Law and Ethics | 3 |
| FSE 201 | Embalming I | 3 |
| FSE 202 | Embalming II | 3 |
| FSE 203 | Embalming Laboratory | 3 |
| FSE 206 | Principles of Mortuary Sciences | 3 |
| FSE 207 | Thanatochemistry | 3 |
| FSE 213 | Restorative Art | 3 |
| FSE 214 | Advanced Restorative Art | 3 |
| FSE 223 | Funeral Service Social Science | 3 |
| FSE 225 | Funeral Service Management I | 3 |
| FSE 226 | Funeral Service Management II | 3 |
| FSE 228 | Funeral Service Internship | 3 |
| FSE 230 | FSE 226 Funeral Service Comprehensive Review | 3 |
| | | |
| **Total Credit Hours** | | **67** |

# Health Information Technology Program

As a Health Information Technician, you are an important part of the health care team. Health information professionals are the experts who secure, analyze, integrate, and manage information that steers the health care industry. Doctors, nurses, and other health care professionals respect health information technicians as the authority on medical data; the dissemination of this information contributes to quality patient care. In addition, the health information technician is the professional responsible for maintaining components of health information systems. Health information technology is also known as medical records technology.

The health information technology program consists of general education and health information courses. Health information technology courses are designed to provide learning and skills to fulfill the objectives of the program. Concurrent theoretical and clinical experiences enhance the relation of theory to practice for the student. Clinical experience is provided in a variety of settings, including hospitals, ambulatory care, and long-term care facilities. Upon successfully completing the program, the student is awarded an Associate in Applied Science Degree in Health Information Technology. The student will then be eligible to take the national certification examination given by the American Health Information Management Association. Upon passing, the student will become a Registered Health Information Technician (RHIT).

**Accreditation**

The Health Information Technology program is accredited by the Commission on Accreditation for Allied Health Education in cooperation with the American Health Information Management Association's Council on Accreditation.

**Admission Requirements**

Admission to the professional year of the Health Information Technology Program begins in the Fall semester of each year.

Minimum requirements for consideration are as follows:

1. Application to the College;
2. Application to the HIT program;
3. "C" or better in general education courses completed;
4. Transcript of all previous college work;
5. Two letters of recommendation;
6. Program courses will be offered on an integrated schedule and on a full-time schedule; and
7. A personal interview with the committee may be required.

Student applications for the professional year must be submitted by June 1 of each year. Any applications received after that date will be considered on a space-available basis.

## Health Information Technology (HIT)
## Associate in Applied Science Degree

**General Education Courses:**

|  |  |  | Credit Hours |
|---|---|---|---|
| ENG 101 | English Composition I | | 3 |
| ENG 102 | English Composition II | | 3 |
| SPH 107 | Fundamentals of Public Speaking or | | |
| SPH 106 | Fundamentals of Oral Communication | | 3 |
| BIO 201 | Anatomy and Physiology I/Lab | | 4 |
| BIO 202 | Anatomy and Physiology II/Lab | | 4 |
| MTH 100 | Intermediate Algebra or | | |
| MTH 116 | Mathematical Applications | | 3 |
| PSY 200 | General Psychology | | 3 |
| CIS 146 | Computer Applications or | | |
| CIS 149 | Introduction to Computers | | 3 |
| ART 100 | Art Appreciation or | | |
| MUS101 | Music Appreciation | | 3 |
| | | **Total** | **29** |

**Required Courses:**

|  |  | Credit Hours |
|---|---|---|
| HIT 110 | Medical Terminology | 3 |
| HIT 117 | Pathology and Pharmacology I | 3 |
| HIT 118 | Pathology and Pharmacology II | 3 |
| HIT 130 | Classification and Reimbursement Method | 3 |
| HIT 134 | Legal and Ethical | 3 |
| HIT 151 | Health Data Content | 3 |
| HIT 152 | Skill Development Lab I | 1 |
| HIT 153 | Operational Standards for Health Care Delivery Systems | 3 |
| HIT 155 | Health Care Statistics | 2 |
| HIT 156 | Clinical Care Statistics Lab | 1 |
| HIT 160 | Clinical Practice I | 1 |

| HIT 170 | Medical Transcription or | |
|---|---|---|
| HIT 294 | Medical Insurance and Billing | 2 |
| HIT 221 | Computer Application in Healthcare | 2 |
| HIT 222 | Computer Application in Healthcare Lab | 1 |
| HIT 230 | Medical Coding System I | 3 |
| HIT 231 | Medical Coding System I Lab | 1 |
| HIT 232 | Medical Coding System II | 3 |
| HIT 233 | Medical Coding System II Lab | 1 |
| HIT 254 | Quality Assessment Performance Improvement/UR | 3 |
| HIT 255 | Organization and Supervision in HIM | 3 |
| HIT 260 | Preceptorship | 3 |
| | **Total** | **48** |
| | **Total Credit Hours** | **77** |

**NOTE:** Introduction to Biology **(**BIO 103) may be required pending placement results (for a total of 32 credit hours in General Education Courses).

**Special Graduation Requirements**
A grade of "C" or better must be earned in HIT-designated specialty courses in this program.

**NOTE:** Students are responsible for transportation to clinical sites. Clinical sites include, but are not limited to, hospitals and ambulatory care and long-term care facilities in Mobile and outlying areas such as Fairhope, Mount Vernon, and other sites in Alabama.

# Medical Coding (MC)
## Short Certificate

Medical coding is the transformation of verbal description of diseases, injuries, and procedures into alphanumeric descriptions. The coding of health-related data permits access to medical records by diagnosis and procedures for use in clinical care, research, and education. Today there are many demands for accurately coded data from the medical record in all types of health care institutions. Coded data are also used internally by institutions for quality management activities, case mix management, planning, marketing, and other administrative and research activities. The medical coding program is a certificate program consisting of 26 credit hours of didactic and laboratory instruction during the course of study. This program is designed to prepare students for employment in medical record departments, adjunct special professional services departments of hospitals, and other health care facilities. Clinical experience may be provided. Enrollment is limited on a space-available basis.

Minimum requirements for consideration are as follow:
1. Application to the College;
2. Application to the medical coding short-term certificate program;
3. Transcript of all previous work;
4. "C" or better in each prerequisite course; and
5. A personal interview with the committee may be required.

The courses are required prior to receiving the Medical Coding Short-Term Certificate. These courses may be completed on a part-time or full-time basis. Courses may be offered during the day, evening, or online.

**Required Courses:**

| | | Credit Hours |
|---|---|---|
| HIT 110 | Medical Terminology | 3 |
| HIT 117 | Pathology and Pharmacology I | 3 |
| HIT 118 | Pathology and Pharmacology II | 3 |
| HIT 151 | Health Data Content | 3 |
| HIT 130 | Classification and Reimbursement | 3 |
| HIT 230 | Medical Coding Systems I | 3 |

| HIT 231 | Medical Coding Systems I Laboratory | 1 |
| HIT 232 | Medical Coding Systems II | 3 |
| HIT 233 | Medical Coding Systems II Laboratory | 1 |
| HIT 283 | Medical Coding Preceptorship | 2 |
| HIT 285 | Medical Coding with Computers | 1 |
| | **Total** | **26** |

# Medical Transcription (MTR)
## Short Certificate

The medical transcriptionist is the medical language specialist who interprets and transcribes dictation by physicians and other health care professionals regarding patient assessment work up, therapeutic procedures, clinical course, diagnosis, and prognosis to document patient care and facilitate delivery of health care services. The medical transcription program is a certificate program consisting of 26/27 credit hours of didactic and laboratory instruction during the course of study. This program is designed to prepare students for employment in medical record departments, adjunct special professional services departments of hospitals, and other health care facilities. Clinical experience may be provided. Enrollment is limited on a space available basis.

Minimum requirements for consideration are as follow:
1. Application to the College;
2. Application to the transcription program;
3. Transcript of all previous college work;
4. Demonstration of typing ability of at least thirty-five (35) correct words per minute based on a five (5) minute timed typing skills test (test to be administered by program faculty);
5. "C" or better in each prerequisite course; and
6. A personal interview with the committee may be required.

The courses are required prior to receiving the Medical Transcription Certificate. These courses may be completed on a part-time basis. Courses may be offered during the day, evening, or online.

**Required Courses:**

| | | Credit Hours |
|---|---|---|
| OAD 101 | Beginning Keyboarding I | 3 |
| OAD 102 | Keyboarding Skillbuilding | 3 |
| HIT 110 | Medical Terminology | 3 |
| HIT 117 | Pathology and Pharmacology I | 3 |
| HIT 118 | Pathology and Pharmacology II | 3 |
| HIT 170 | Basic Medical Transcription/Lab | 2 |
| MTR 270 | Advanced Medical Transcription/Lab | 3 |
| MTR 271 | Clinical Medical Transcription | 4 |
| MTR 275 | Introduction to Computers in Transcription or | |
| HIT 221 | Computer Applications or | 2 |
| HIT 222 | Computer Applications Laboratory | 1 |
| | **Total** | **26 or 27** |

# Nursing Programs

The Department of Nursing offers programs in Practical Nursing and Associate Degree Nursing. Students may apply to the program level of their choice. Progression through the levels is strongly supported by the curriculum, faculty, and staff. It is a balanced curriculum, including general education and nursing courses which must be completed in sequence. The Nursing Program prepares the students to sit for the National Council Licensure Examination – Registered Nurse (NCLEX-RN) licensure exams. Upon successful completion of the program, the student is awarded either an Associate in Applied Science degree or a certificate in Practical Nursing and may be eligible to take the licensure examination given by the Alabama Board of Nursing.

The Nursing Program offers three (3) tracks for the admission of students:

1) The Practical Nursing Program is a three (3) semester program;

2) The Generic Program may be completed in five semesters; and

3) Students who have completed an approved PN program and hold a PN license may be admitted to the Career Mobility Track.

Students are admitted to the ADN Generic Track and PN Track during the Fall and Spring Semesters only. Students are admitted to the Career Mobility Track during the Spring and Summer Semesters only.

**Nursing applicants are encouraged to complete as many of the academic requirements (non-nursing courses), as their schedules will permit, prior to admission to the Nursing Program. All students enrolling in Nursing Career Mobility Assessment (NUR 200) must meet current criteria for admission to the Career Mobility track.**

## Practical Nursing (PN)
## Certificate

The Practical Nursing Program curriculum educates individuals to promote and maintain health, prevent illness and injury, and provide care utilizing standard procedures and the nursing process. The curriculum addresses medication and treatments under the direction of a registered nurse, licensed physician, or licensed dentist.

Practical nursing students may select either the day program in the Fall semester or the evening program in the Spring semester. The program can be completed in three semesters. Students must progress through the curriculum in the prescribed sequence and allotted time period.

In the Nursing Program, there may be policies and procedures that are different from or take precedence over general policies listed for other programs. Students must refer to the Nursing Student Handbook at **www.bishop.edu** for specific policies governing the Nursing Program.

The Nursing student shall comply with legal, moral, and behavioral standards and laws established by the Department of Nursing and the Alabama Board of Nursing, as well as the College. Failure to comply with these standards and laws may result in dismissal from the program and/or denial to take the National Council Licensure Examination given by the Alabama Board of Nursing.

**Accreditation/Memberships/Approval:** The Practical Nursing Program is approved by the Alabama Board of Nursing, P. O. Box 303900, Montgomery, Alabama 36130-3900, telephone 1-334-242-4060, and is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road, NE, Suite 500, Atlanta, Georgia 30326, telephone 1-404-975-5000.

**Admission Requirements:** Entering students must complete admission packets located in the Nursing Office, Suite 210 on the Baker-Gaines Central Campus. Completed applications must be submitted to Nursing Office, Suite 210 by published deadline dates. Students must have acceptable COMPASS or ACT Reading scores** to apply. Refer to the Nursing Application Packet for score requirements. These scores may not be more than three (3) three years old.

**\*\*Must have acceptable COMPASS/ACT scores prior to enrollment (76 in Reading).**

**Special Program Requirements:**  Students accepted into the Practical Nursing Program will have additional expenses for uniforms, testing, equipment, transportation to clinical sites, meals, complete physical assessment and liability insurance, CPR certification, criminal background checks, drug screens, and licensure fees.

**Special Note: HIV/HBV:**  As a member of the health care team, students are at risk of exposure to blood, body fluid, or needle sticks; these exposures are at the highest risk of infection to the Acquired Immune Deficiency Syndrome (AIDS) and Hepatitis B Virus (HBV). To date, no vaccine is available to prevent AIDS and no antiviral drugs are available to cure HIV/AIDS. A safe and effective Hepatitis B Vaccine used in the prevention of HBV infection is available. This vaccine is recommended for nursing students and can be obtained from the Public Health Department or a private physician for a fee.

**Clinical Affiliating Agency Policies on Drug Screening and Criminal Background Checks:** Clinical affiliating agencies require Bishop State Community College nursing students to consent to drug screens and criminal background checks. Nursing students enrolled in college nursing programs are required to abide by all policies of the assigned affiliating clinical agencies including, but not limited to, security checks, ID badges, orientations, parking, and smoking policies. Clinical affiliating agencies have the option of denying clinical access to a student based upon a criminal background check and/or drug screening. Students are responsible for additional costs associated with background checks and drug screening.

**Advisement:**  Students interested in nursing education are required to seek advisement by the Health Related Professions counselor located on the Baker-Gaines Central Campus in Room 106. Once the student has been admitted to the Nursing program of study, academic advisement is mandatory by an assigned nursing adviser. Advisers are assigned through the Department of Nursing, according to the first letter of the student's last name.

**Course Sequencing, Prerequisites, Clinical, and Laboratory Hours:** Students interested in nursing education may obtain information regarding course sequencing, course prerequisites, course contact, laboratory, and clinical hours from the Student Development Services Office in Room 106 of the Baker-Gaines Central Campus or the Nursing Department Office, Suite 210.

**Grading Information:**  The grading system in the Nursing Program is different than and takes precedence over the grading system for other college courses. Letter grades are assigned according to the following system for all Nursing courses for which students have registered:

```
A – Excellent ........................................................ 90-100
B – Good ............................................................... 80-89
C – Average .......................................................... 75-79
D – Poor ............................................................... 60-74
F – Failure ........................................................ Below 59
```

A minimum grade of 75 is required to successfully complete a Nursing course and a grade of C (70 percent or above) in each general education course to progress to the next course. No rounding of test scores is done. *For example: A grade of 78.6 is recorded in the student's record as 78.6.* Only the final course grade is rounded: 0.5 or higher is raised to the next whole number.

## Standard Practical Nursing Curriculum

**First Term**
**\*Prerequisite: BIO 103 or Satisfactory Performance on ACS approved placement exam**

| Course | Theory | Lab | Clinical | Credit | Contact |
|---|---|---|---|---|---|
| MTH 116 Mathematical Applications or higher level | 3 | | | 3 | 3 |
| BIO  201 Anatomy and Physiology I | 3 | 1 | | 4 | 5 |
| NUR 102 Fundamentals of Nursing | 3 | 2 | 1 | 6 | 12 |
| NUR 103 Health Assessment | | 1 | | 1 | 3 |
| NUR 104 Introduction to Pharmacology | | 1 | | 1 | 3 |
| **Term Totals** | **9** | **5** | **1** | **15** | **26** |

**Second Term**

| Course | Theory | Lab | Clinical | Credit | Contact |
|---|---|---|---|---|---|
| ENG 101 English Composition I | 3 | | | 3 | 3 |
| BIO 202 Anatomy and Physiology II | 3 | 1 | | 4 | 5 |
| NUR 105 Adult Nursing | 5 | 1 | 2 | 8 | 14 |
| NUR 106 Maternal and Child Nursing | 4 | | 1 | 5 | 7 |
| **Term Totals** | **15** | **2** | **3** | **20** | **29** |

**Third Term**

| Course | Theory | Lab | Clinical | Credit | Contact |
|---|---|---|---|---|---|
| NUR 107 Adult/Child Nursing | 5 | | 3 | 8 | 14 |
| NUR 108 Psychosocial Nursing | 2 | | 1 | 3 | 5 |
| NUR 109 Role Transition for the Practical Nurse | 2 | 1 | | 3 | 5 |
| **Term Totals** | **9** | **1** | **4** | **14** | **24** |

| | | |
|---|---|---|
| **Program Totals** | **Credit Hours: 49** | **Contact Hours: 1101** |

## Associate Degree Nursing (RN)
## Associate in Applied Science Degree

The Associate in Applied Science Degree is awarded to the students who complete the Career Mobility or Generic Program. The curriculum for the Career Mobility Program consists of three (3) semesters for graduates from the ACS PN Program, which includes several general education courses. The curriculum for the Generic Program consists of five (5) semesters of nursing coursework, which includes several general education courses after completion of a Biology prerequisite (BIO103). Upon successful completion of these programs, graduates may be eligible to take the National Council Licensure Examination – Registered Nurse (NCLEX-RN).

In the Nursing Program, there may be policies and procedures that are different from or take precedence over general policies listed for other programs. Students must refer to the Nursing Student Handbook for specific policies governing the Nursing Program.

The Nursing student shall comply with legal, moral, and behavioral standards and laws established by the Department of Nursing and the Alabama Board of Nursing as well as the College. Failure to comply with these standards and laws may result in dismissal from the program and/or denial to take the National Council Licensure Examination – Registered Nurse (NCLEX-RN) given by the Alabama Board of Nursing.

**Accreditation/Memberships/Approval:** The Career Mobility and Generic Programs are approved by the Alabama Board of Nursing, P. O. Box 303900, Montgomery, Alabama 36130-3900, telephone 1-334-242-4060, and accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road, NE, Suite 500, Atlanta, Georgia 30326, telephone 1-404-975-5000.

**Special Program Requirements:** Students accepted into the Associate Degree Nursing Program will have additional expenses for uniforms, testing, equipment, name pin, transportation to clinical sites, meals, complete physical assessment, CPR certification, background checks, drug screens, liability insurance, and licensure fees.

**Re-admitted or Continuing Students:** Students who have interrupted their sequence of study in the Nursing Program for reasons of course failure, withdrawal or non-enrollment must comply with current Nursing curriculum requirements and policies in effect at the time of readmission. All students are responsible for obtaining a Nursing Student Handbook for current information; visit **www.bishop.edu.**

**Advisement:** Students interested in nursing education are required to seek advisement by the Health Related Professions counselor located on the Baker-Gaines Central Campus in Room 106. Once the student has been admitted to a Nursing program of study, academic advisement is mandatory by an assigned nursing adviser. Advisers are assigned through the Department of Nursing according, to the first letter of the student's last name.

**Course Sequencing, Prerequisites, Clinical, and Laboratory Hours:** Students interested in nursing education may obtain information regarding course sequencing, course prerequisites, and course contact, laboratory, and clinical hours from the Student Development Services Office in Room 106 of the Baker-Gaines Central Campus or the Nursing Department Office, Suite 210.

**Career Mobility Program:** There are options for the Licensed Practical Nurse. The LPN to ADN Career Mobility Track is designed for the Licensed Practical Nurse to complete the requirements to become an RN in four (4) semesters. If the LPN graduated from the Alabama College System PN Program within the past two years, Nursing Career Mobility Assessment (NUR 200) will not be required and the program can be completed in three (3) semesters.

Complete admission packets are located in the Student Development Office, Suite 106 and Suite 210 on the Baker-Gaines Central Campus.

**\*\*\*\*NOTE CHANGES FOR FALL 2010 ADMISSION**
1. Beginning Fall Semester 2010, for admission to the ADN or Career Mobility Programs, Finite Mathematics (MTH 100) will be the required mathematics course. You must be eligible for this course or have already taken it prior to admission.
2. There will be a new nursing admission exam given in place of the Compass Reading requirement.
3. Anatomy and Physiology I and II (BIO201 and 202) must have been completed within five (5) years of program admission with a grade of "C" or better.

**THERE MAY BE ADDITIONAL CHANGES FOR FALL 2010 ADMISSION to the AND or Career Mobility Programs. Please contact the Nursing Office at 251-405-4495 or 251-405-4503 for further information.**

### Career Mobility LPN to Associate Degree Nurse Curriculum

| Prerequisite Courses: | Credit |
|---|---|
| BIO 103 or satisfactory performance on ACS approved placement exam | 4 |
| MTH 116 Mathematical Applications or higher level | 3 |
| BIO 201 Human Anatomy and Physiology I | 4 |
| **Total Prerequisites (prior to taking NUR 201)** | **11** |

**First Term**

| Course | Theory | Lab | Clinical | Credit | Contact |
|---|---|---|---|---|---|
| ENG101 English Composition 1 | 3 | | | 3 | 3 |
| BIO202 Human Anatomy and Physiology II | 3 | 1 | | 4 | 5 |
| NUR 200 Nursing Career Mobility Assessment | 3 | 3 | | 6 | 12 |
| **Term Totals** | **9** | **4** | | **13** | **20** |

**Second Term**

| Course | Theory | Lab | Clinical | Credit | Contact |
|---|---|---|---|---|---|
| PSY 200 General Psychology | 3 | | | 3 | 3 |
| BIO 220 Microbiology | 2 | 2 | | 4 | 6 |
| NUR 201 Nursing through the Lifespan I | 3 | | 2 | 5 | 9 |
| **Term Totals** | **8** | **2** | **2** | **12** | **18** |

**Third Term**

| Course | Theory | Lab | Clinical | Credit | Contact |
|---|---|---|---|---|---|
| SPH 106 Fundamentals of Oral Communication or | | | | | |
| SPH 107 Fundamentals of Public Speaking | 3 | | | 3 | 3 |
| PSY 210 Human Growth and Development | 3 | | | 3 | 3 |
| NUR 202 Nursing through the Lifespan II | 3 | | 3 | 6 | 12 |
| **Term Totals** | **9** | | **3** | **12** | **18** |

**Fourth Term**

| Course | Theory | Lab | Clinical | Credit | Contact |
|---|---|---|---|---|---|
| Humanities Elective | 3 | | | 3 | 3 |
| NUR 203  Nursing through the Lifespan III | 4 | | 2 | 6 | 10 |
| NUR 204  Role Transition for the Registered Nurse | 2 | | 2 | 4 | 8 |
| **Term Totals** | **9** | | **4** | **13** | **21** |

**Total Credit Hours: 57**    **Total Contact Hours: 1035**    **General Education: 30**    **Nursing Hours: 27**

## Standard Associate Degree Nurse Curriculum

## Generic Track

**Prerequisite Course (must be taken before beginning Generic Track program)**
*BIO 103 or satisfactory performance on ACS approved placement exam

**First Term**

| Course | Theory | Lab | Clinical | Credit | Contact |
|---|---|---|---|---|---|
| MTH 116  Mathematical Applications or higher level | 3 | | | 3 | 3 |
| BIO 201*  Human Anatomy and Physiology I | 3 | 1 | | 4 | 5 |
| NUR 102   Fundamentals of Nursing | 3 | 2 | 1 | 6 | 12 |
| NUR 103   Health Assessment | | 1 | | 1 | 3 |
| NUR 104   Introduction to Pharmacology | | 1 | | 1 | 3 |
| **Term Totals** | **9** | **5** | **1** | **15** | **26** |

**Second Term**

| Course | Theory | Lab | Clinical | Credit | Contact |
|---|---|---|---|---|---|
| ENG 101 English Composition I | 3 | | | 3 | 3 |
| BIO 202 Anatomy and Physiology II | 3 | 1 | | 4 | 5 |
| NUR 105 Adult Nursing | 5 | 1 | 2 | 8 | 14 |
| NUR 106 Maternal and Child Nursing | 4 | | 1 | 5 | 7 |
| **Term Totals** | **15** | **2** | **3** | **20** | **29** |

**Third Term**

| Course | Theory | Lab | Clinical | Credit | Contact |
|---|---|---|---|---|---|
| PSY 200 General Psychology | 3 | | | 3 | 3 |
| BIO 220 Microbiology | 2 | 2 | | 4 | 6 |
| NUR 201 Nursing through the Lifespan I | 3 | | 2 | 5 | 9 |
| **Term Totals** | **8** | **2** | **2** | **12** | **18** |

**Fourth Term**

| Course | Theory | Lab | Clinical | Credit | Contact |
|---|---|---|---|---|---|
| SPH 106 Fundamentals of Oral Communication or | | | | | |
| SPH 107 Fundamentals of Public Speaking | 3 | | | 3 | 3 |
| PSY 210 Human Growth and Development | 3 | | | 3 | 3 |
| NUR 202 Nursing through the Lifespan II | 3 | | 3 | 6 | 12 |
| **Term Totals** | **9** | | **3** | **12** | **18** |

**Fifth Term**

| Course | Theory | Lab | Clinical | Credit | Contact |
|---|---|---|---|---|---|
| Humanities Elective | 3 | | | 3 | 3 |
| NUR 203 Nursing through the Lifespan III | 4 | | 2 | 6 | 10 |
| NUR 204 Role Transition for the Registered Nurse | 2 | | 2 | 4 | 8 |
| **Term Totals** | **9** | | **4** | **13** | **21** |

**Total Credit Hours:** 72 Hours  **Total Contact Hours:**  1680  **General Education:** 30 Hours  **Nursing Hours:** 42 Hours

**Legal Limitations of Licensure/Practice:** The Alabama Board of Nursing has the option of denying eligibility to any candidate who has: (1) ever been arrested or convicted of a criminal offense, (2) been arrested for driving under the influence of drugs/alcohol, (3) received or been recommended to receive treatment for mental illness or an emotional disorder, (4) ever abused drugs/alcohol, or (5) been treated for chemical dependency. The Board will require explanation and documented resolution of such occurrences prior to taking the examination for licensure. Any questions regarding the legal limitations of licensure/practice should be directed to the Director of Nursing immediately before further pursuit of the process to nursing.

**Special Note: HIV/HBV**
As a member of the health care team, students are at risk of exposure to blood, body fluid, or needle sticks. These exposures are at the highest risk of infection to the Acquired Immune Deficiency Syndrome (AIDS) and Hepatitis B Virus (HBV). To date, no vaccine is available to prevent AIDS and no antiviral drugs are available to cure AIDS. A safe and effective Hepatitis B vaccine used in the prevention of HBV infection is available. This vaccine is recommended for health care workers and can be obtained from the Public Health Department or a private physician for a fee.

**Clinical Affiliating Agency Policies on Drug Screening**
Clinical affiliating agencies require Bishop State Community College nursing students to consent to drug screens and criminal background checks. Nursing students enrolled in college nursing programs are required to abide by all policies of the assigned affiliating clinical agencies including, but not limited to, security checks, ID badges, orientations, parking regulations, and smoking policies. Clinical affiliating agencies have the option of denying clinical access to a student based upon results from a criminal background check and/or drug screen results. Students are responsible for additional costs associated with background checks and drug screening.

# Physical Therapist Assistant Program
## Associate in Applied Science

The Physical Therapist Assistant is a skilled, licensed health care worker who performs delegated interventions and data collection under the direction and supervision of the physical therapist. The Physical Therapist Assistant provides physical therapy services to decrease pain, increase mobility, and increase function. The Physical Therapist Assistant Program (PTA) consists of general education and physical therapy courses. The physical therapy courses are designed to utilize information gained in general education courses and to provide knowledge and skills to fulfill the objectives of the program. Concurrent theoretical and clinical experiences enhance the relation of theory to practice for the student. Clinical experience is provided in a variety of settings, including hospitals, rehabilitation agencies, private offices, and nursing homes. The freshman year consists of thirty (30) semester hours of general education prerequisites. Physical therapy course work begins in the sophomore year and totals thirty-nine (39) semester hours; the coursework is cumulative. Students must make at least a grade of 77 for advancement. Students may repeat a course once if the 77 grade point average is not earned.

**Special Note: HIV/HBV**
As members of the health care team, students are at risk of exposure to blood and body fluids. The exposure to blood or body fluids carries with it the potential to be infected with pathogens that cause HIV, which can become Acquired Immune Deficiency Syndrome (AIDS) and/or Hepatitis B Virus (HBV). To date, no vaccine is available to prevent HIV/AIDS, and no antiviral drugs are available to cure HIV/AIDS. A safe and effective Hepatitis B Vaccine used in the prevention of HBV infection is available. This vaccine is recommended for health care workers and can be obtained from the Public Health Department or a private physician for a fee.

**Clinical Affiliating Agency Policies**
Clinical affiliating agencies require Bishop State Community College physical therapist assistant students to consent to a drug screen and criminal background check. Physical therapist assistant students enrolled in the College PTA program are required to abide by all policies of the assigned affiliating clinical agencies including, but not limited to, security checks, ID badges, orientations, parking regulations, smoking, and dress code policies. Clinical affiliating agencies have the option of denying clinical access to a student based upon criminal background check and or drug screening. The cost of the background check and drug screen is the responsibility of the student.

**Accreditation**
The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education, 1111 N. Fairfax Street, Alexandria, Virginia 22314, telephone 1-703-706-3245.

**Legal Limitation of Licensure/Practice**

The Alabama Board of Physical Therapy shall refuse to issue a license to any person and after notice and hearing in accordance with its regulations and rules shall suspend or revoke the license of any person who has: (1) practiced physical therapy without a referral, (2) used drugs or intoxicating liquors to an extent which affects his or her professional competency, (3) been convicted of a felony or of a crime involving moral turpitude, (4) attempted to gain a license by fraud or deception, (5) been adjudged mentally incompetent by a court of competent jurisdiction, (6) been convicted of violating any state or federal narcotic law or (7) other behaviors unbecoming or illegal of a PT or PTA. Any questions regarding the legal limitations of licensure/practice should be directed to the Director of the PTA program immediately before pursuit of the PTA degree.

**Admission Requirements**

Admission to the Physical Therapist Assistant Program is limited to students chosen by the Selection Committee. Minimum requirements for consideration follow:
1. Application to the College;
2. Application to the PTA Program (all components);
3. Official transcripts of all previously completed college work submitted to the Admissions and Records Office;
4. Applicants with transfer credits are required to have a transcript evaluation completed (8:00 a.m. to 11:00 a.m. – Monday through Thursday by appointment) in the Counselor's Office on the Baker-Gaines Central Campus prior to submitting the application to the PTA program. Please call 405-4400 to set up the appointment.
5. Completion of all prerequisites with a grade point average of 2.75 or better. No D's are accepted by the PTA program;
6. Fifty (50) hours minimum volunteer or work experience in a physical therapy department is required. Students are required to observe/volunteer for at least twenty-five (25) hours in two different clinical practice settings (hospital, outpatient clinic, or skilled nursing facility, for example). A representative from each setting shall document on the Evaluation and Verification of Work/Volunteer Hours Form the number of hours the student completed and evaluate the student using the form on the back of the sheet.
7. Two (2) Evaluation & Verification of Work/Volunteer Hours forms completed by the PTs or PTAs at the work or volunteer sites;*
8. Physical Therapist Assistant Program. Form will be provided by the Physical Therapist Assistant Program.
9. Admission requirements and numbers of admissions per year are subject to change without prior notice. Applicants should contact the PTA Program Office on the Baker-Gaines Central Campus for program applications and program admission information.

**Special Program Requirements**

Prior to beginning the first clinical affiliation, students must have successfully completed the requirements for the Basic Life Support Certificate for the Healthcare Provider (BLS-C) and basic first aid.

**Estimated Additional Fees:**

**Sophomore Year**

| | |
|---|---|
| **Student Membership in the American Physical Therapy Association** | **$ 85.00** |
| **Uniform and Shoes** | **$120.00** |
| **Liability Insurance** | **$ 15.00** |
| **Graduation Fee** | **$ 50.00** |
| **Licensure Application Fee** | **$160.00** |
| **Licensure Examination Fee** | **$350.00** |
| **Prometric Fee** | **$ 50.00** |
| **Goniometer/Gait Belt/Wound Kit** | **$ 50.00** |
| **PEAT Exam** | **$ 75.00** |
| **Drug Screen** | **$ 25.00** |
| **Background Check** | **$ 18.00** |
| **BLS and First Aid** | **$ 50.00** |

# Physical Therapist Assistant Program
## Associate in Applied Science

**General Education Requirements (Prerequisites):**

**First Year, First Semester**

| | | |
|---|---|---|
| BIO 201 | Human Anatomy and Physiology I | 4 |
| ENG 101 | English Composition I | 3 |
| MTH 100 | Intermediate College Algebra or | |
| MTH 112 | Precalculus Algebra | 3 |
| PSY 200 | General Psychology | 3 |
| PHS 112 | Physical Science II | 4 |
| | **Total** | **17** |

**First Year, Second Semester**

| | | |
|---|---|---|
| BIO 202 | Human Anatomy and Physiology II | 4 |
| PSY 210 | Human Growth and Development | 3 |
| SPH 106 | Fundamentals of Oral Communication | 3 |
| ART 100 | Art Appreciation or | |
| MUS 101 | Music Appreciation | 3 |
| | **Total** | **13** |
| **Total Prerequisite Credit Hours** | | **30** |

**\*BIO 103 may be required pending placement test results (for a total of 34 credit hours for the first year).**

**Program Requirements:**

**Second Year**

| | | |
|---|---|---|
| PTA 180 | Medical Terminology | 1 |
| PTA 200 | PT Issues and Trends | 2 |
| PTA 202 | PTA Communication Skills | 2 |
| PTA 220 | Functional Anatomy and Kinesiology | 3 |
| PTA 222 | Kinesiology and Therapeutic Exercise Lab | 2 |
| PTA 240 | Physical Disabilities I | 2 |
| PTA 250 | Therapeutic Procedures I | 4 |
| PTA 230 | Neuroscience | 2 |
| PTA 231 | Rehabilitation Techniques | 2 |
| PTA 232 | Orthopedics for the PTA | 2 |
| PTA 241 | Physical Disabilities II | 2 |
| PTA 251 | Therapeutic Procedures II | 4 |
| PTA 260 | Clinical Education I | 1 |
| PTA 266 | Clinical Field Work I | 2 |
| PTA 201 | PTA Seminar | 2 |
| PTA 268 | Clinical Practicum | 5 |
| PTA 293 | Directed Study for PTA | 1 |
| **Total Program Credit Hours** | | **39** |
| **Total Five Semester Credits** | | **69** |

# TECHNICAL SCHOOL AWARDS

## Associate of Applied Science (AAS)

| | | |
|---|---|---|
| Technical Credits in Program | | 43-55 |
| General Education Requirements (see program descriptions for specific requirements) | | 21-22 |
| | **Total Credit Hours** | **64-76** |

## Associate in Occupational Technologies Degree (AOT)

| | | |
|---|---|---|
| Technical Credits in Major Area | | 28-44 |
| Technical Credits in Minor Area | | 12-22 |
| General Education Requirements (see program descriptions for specific requirements) | | 18-21 |
| | **Total Credit Hours** | **60-80** |

## Certificate

| | | |
|---|---|---|
| Technical Credits in Program | | 30-54 |
| General Education Requirements (see program descriptions for specific requirements) | | 6-12 |
| | **Total Credit Hours** | **36-60** |

## Short Certificate

| | | |
|---|---|---|
| Technical Credits in Program | | 9-29 |
| | **Total Credit Hours** | **9-29** |

All students enrolled in a career technical education program are required to take the ACT WorkKeys Alabama Career Readiness Certification (CRC) assessment before the certificate or diploma can be awarded. Candidates are assessed at no cost.

**DIVISION OF COMMERCIAL AND INDUSTRIAL TECHNOLOGY**

## CARVER CAMPUS

**Automotive Body Technology**
**Associate in Occupational Technologies or Certificate**

**Barbering and Hair Styling**
**Associate in Occupational Technologies or Certificate**

**Commercial Food Service**
**Associate in Applied Science or Certificate or Short Certificate**

**Masonry**
**Short Certificate**

**Plumbing**
**Short Certificate**

**Welding**
**Certificate or Short Certificate**

**Automotive Body Technology**
**Associate in Occupational Technologies or Certificate**

## Automotive Body Technology

**Program Description:** The Automotive Body Technology program is designed to train students to repair automobile and light trucks, including repairing dents in sheet metal, shrinking stretched metal, aligning damaged bodies, straightening frames, welding torn metal, welding plastic and fiberglass bodies, installing glass, trim, accessories, and repairing mechanical components related to collision damage. The certificate program prepares students for entry-level technician positions. The associate degree program includes a minor in a related occupation to give the student multi-craft training and general education courses to prepare the student for advancement.

**Admission Requirements:** Entering students must have a high school diploma or hold a General Equivalency Diploma GED) issued by the appropriate state education agency.

### Associate in Occupational Technologies

| Course Requirements: | Credit Hours |
|---|---|

**Major (Automotive Body Repair)**

| Course | Credit Hours |
|---|---|
| ABR111 Non-Structural Repair | 3 |
| ABR114 Non-Structural Replacement | 3 |
| ABR122 Surface Preparations | 3 |
| ABR123 Paint Preparation and Equipment | 3 |
| ABR151 Safety and Environmental Practices | 3 |
| ABR154 Automotive Glass and Trim | 3 |
| ABR156 Automotive Cutting and Welding | 3 |
| ABR213 Automotive Structural Analysis | 3 |
| ABR214 Automotive Structural Repair | 3 |
| ABR223 Automotive Mechanical Components | 3 |
| ABR224 Automotive Electrical Components | 3 |
| ABR255 Steering and Suspension | 3 |
| ABR258 Heating and AC in Collision Repair | 3 |
| ABR265 Paint Defects and Final Repairs | 3 |
| **Total** | **42** |

**Minor (in Automotive Technology OR Diesel Technology)**
  **(Minor selection <u>must be approved by adviser</u>)**

**I.  Automotive Technology (other courses may be approved)**

| | | |
|---|---|---|
| AUM121 Braking Systems | | 3 |
| AUM131 Powertrain Fundamentals | | 3 |
| AUM211 Automotive Electronics | | 3 |
| AUM221 Engine Repair | | 3 |
| | **Total** | **12** |

<div align="center">

**OR**

</div>

**II.  Diesel Technology (other courses may be approved)**

| | | |
|---|---|---|
| DEM104 Basic Engines | | 3 |
| DEM117 Diesel and Gas Tune-up | | 3 |
| DEM122 Heavy Vehicle Brakes | | 3 |
| DEM124 Electronic Engine Systems | | 3 |
| | **Total** | **12** |

**General Education:**

| | | |
|---|---|---|
| ENG101 English Composition | | 3 |
| SPH106 Fundamentals of Oral Communication (or SPH 107) | | 3 |
| ART100 Art Appreciation (or MUS101) | | 3 |
| MTH116 Math Applications (or higher Math) | | 3 |
| Math/Science/Computer Science Electives | | 6 |
| (CIS, PHS, MTH, BIO, CHM, PHY) | | |
| (Note: A computer course is required for graduation.) | | |
| Social Science Elective (HIS, PSY, SOC) | | 3 |
| | **Total** | **21** |
| | **Total Credit Hours** | **75** |

---

**Associate in Occupational Technologies**
**Recommended course sequence for full-time students beginning fall Semester**

*Fall Semester*

| | |
|---|---|
| ABR111 Non-Structural Sheet Metal Repair | 3 |
| ABR114 Automotive Non-Structural Panel Replacement | 3 |
| ABR122 Surface Preparations | 3 |
| ABR123 Paint Preparation and Equipment | 3 |
| MTH116* Math Applications | 3 |
| | **15** |

*Spring Semester*

| | |
|---|---|
| ABR151 Safety and Environmental Practices | 3 |
| ABR154 Automotive Glass and Trim | 3 |
| ABR156 Automotive Cutting and Welding | 3 |
| CIS146 Microcomputer Applications | 3 |
| ENG101* English Composition | 3 |
| | **15** |

*Math and English courses may be taken first or second semester.

*Summer Term*

| | |
|---|---|
| ABR213 Automotive Structural Analysis | 3 |
| ABR214 Automotive Structural Repair | 3 |
| ABR223 Automotive Mechanical Components | 3 |
| ABR224 Automotive Electrical Components | 3 |
| SPH106 Fundamentals of Oral Communication | 3 |
| | **15** |

*Fall Semester*

| | |
|---|---|
| ABR255 Suspension and Steering | 3 |
| ABR258 Heating and AC in Collision Repair | 3 |
| ABR265 Paint Defects and Final Repairs | 3 |
| ART100 Art Appreciation | 3 |
| Social Science Elective (HIS, PSY, SOC) | 3 |
| | **15** |

*Spring Semester*

| | |
|---|---|
| Approved courses from selected minor (AUM or DEM) | 12 |
| Math/Science/Computer Science elective | 3 |
| | **15** |

## Automotive Body Technology
## Certificate

**Course Requirements**        **Credit Hours**

**Technical Education:**

| | |
|---|---|
| ABR111 Non-Structural Sheet Metal Repair | 3 |
| ABR114 Automotive Non-Structural Panel Replacement | 3 |
| ABR122 Surface Preparations | 3 |
| ABR123 Paint Preparation and Equipment | 3 |
| ABR151 Safety and Environmental Practices | 3 |
| ABR154 Automotive Glass and Trim | 3 |
| ABR156 Automotive Cutting and Welding | 3 |
| ABR157 Automotive Plastic Repairs | 3 |
| ABR213 Automotive Structural Analysis | 3 |
| ABR214 Automotive Structural Repair | 3 |
| ABR223 Automotive Mechanical Components | 3 |
| ABR224 Automotive Electrical Components | 3 |
| ABR255 Suspension and Steering | 3 |
| ABR258 Heating and AC in Collision Repair | 3 |
| ABR261 Restraint Systems | 3 |
| ABR265 Paint Defects Final Repairs | 3 |
| **Total** | **42** |

**General Education:**

| | |
|---|---|
| ENG131 Applied Writing | 3 |
| SPH106 Fundamentals of Oral Communication (or SPH107) | 3 |
| MTH116 Math Applications (or higher Math | 3 |
| CIS146 Microcomputer Applications | 3 |
| **Total** | **12** |
| **Total Credit Hours** | **60** |

**Certificate**
**Recommended course sequence** for full-time students beginning fall semester

*Fall Semester*

| | |
|---|---|
| ABR111 Non-Structural Repair | 3 |
| ABR114 Non-Structural Replacement | 3 |
| ABR122 Surface Preparations | 3 |
| ABR123 Paint Preparation & Equipment | 3 |
| MTH116* Math Applications | 3 |
| | **15** |

*Spring Semester*

| | |
|---|---|
| ABR151 Safety and Environmental Practices | 3 |
| ABR154 Automotive Glass and Trim | 3 |
| ABR156 Automotive Cutting and Welding | 3 |
| ABR157 Automotive Plastic Repairs | 3 |
| ENG131* Applied Writing | 3 |
| | **15** |

*Math and English courses may be taken first or second semester.

*Summer Semester*

| | |
|---|---|
| ABR213 Automotive Structural Analysis | 3 |
| ABR214 Automotive Structural Repair | 3 |
| ABR223 Automotive Mechanical Components | 3 |
| ABR224 Automotive Electrical Components | 3 |
| SPH106 Fundamentals of Oral Communication | 3 |
| | **15** |

*Fall Semester*

| | |
|---|---|
| ABR255 Suspension & Steering | 3 |
| ABR258 Heating and AC in Collision Repair | 3 |
| ABR261 Restraint Systems | 3 |
| ABR265 Paint Defects and Final Repairs | 3 |
| CIS146 Microcomputer Applications | 3 |
| | **15** |

# Barbering and Hair Styling
## Associate in Occupational Technologies or Certificate

**Program Description:** The Barbering/Hairstyling program is designed to provide the student with both theory and practical experience in all phases of hair cutting and styling, shampooing, shaving, massage, facials, and scalp treatments.

**Admission Requirements:** Entering students must have a high school diploma or hold the General Equivalency Diploma (GED) issued by the state approved education institution.

## Associate in Occupational Technologies

**Course Requirements:**        **Credit Hours**

**Major (Barbering)**

| Course | Credit Hours |
|---|---|
| BAR110 Orientation to Barbering | 3 |
| BAR111 Science of Barbering | 3 |
| BAR112 Bacteriology and Sanitation | 3 |
| BAR113 Barber-Styling Laboratory | 3 |
| BAR114 Advanced Barber-Styling Laboratory | 3 |
| BAR120 Properties of Chemistry | 3 |
| BAR121 Chemical Hair Processing | 3 |
| BAR122 Hair Coloring Chemistry | 3 |
| BAR124 Hair Coloring Methodology Laboratory | 3 |
| BAR130 Marketing and Business Management | 3 |
| BAR132 Hair Styling and Design | 3 |
| BAR133 Hair Styling and Management Laboratory | 3 |
| BAR140 Practicum | 2 |
| BAR 141 Practicum | 2 |
| **Total** | **40** |

**Minor (in Cosmetology or Business)**
**(Minor selection must be approved by adviser)**

**Cosmetology**

| Course | Credit Hours |
|---|---|
| COS131 Aesthetics | 3 |
| COS132 Aesthetics Applications | 3 |
| COS144 Hair Shaping | 3 |
| COS145 Hair Shaping Laboratory | 3 |
| **Total** | **12** |

**OR**

**Business**

| Course | Credit Hours |
|---|---|
| BUS100 Introduction to Business | 3 |
| BUS275 Principles of Management | 3 |
| ACT145 Basic Accounting Procedures | 3 |
| BUS147, BUS 150, BUS 215, BUS 276, BUS 175 or BUS 285 | 3 |
| **Total** | **12** |

**General Education Requirements:**

| Course | Credit Hours |
|---|---|
| ENG101 English Composition | 3 |
| SPH106 Fundamentals of Oral Communications (or SPH 107) | 3 |
| ART100 Art Appreciation (or MUS101) | 3 |
| MTH116 Math Applications (or higher Math) | 3 |
| Math/Science /Computer Science Electives (MTH, CIS, PHS, BIO, CHM, PHY) | 6 |
| (Note: A computer course is required for graduation.) | |
| Social Science Elective (HIS, PSY, or SOC) | 3 |
| **Total** | **21** |
| **Total Credit Hours** | **73** |

**Associate of Occupational Technologies (Barbering and Hair Styling)**
<u>Recommended course sequence</u> for full-time students beginning fall semester

*Fall Semester*

| | |
|---|---|
| BAR110 Orientation to Barbering | 3 |
| BAR111 Science of Barbering | 3 |
| BAR112 Bacteriology and Sanitation | 3 |
| BAR113 Barber-Styling Laboratory | 3 |
| MTH116* Math Applications | 3 |
| | **15** |

*Spring Semester*

| | |
|---|---|
| BAR114 Advanced Barber-Styling Laboratory | 3 |
| BAR120 Properties of Chemistry | 3 |
| BAR121 Chemical Hair Processing | 3 |
| BAR140 Practicum | 2 |
| ENG101* English Composition | 3 |
| CIS146 Microcomputer Applications | 3 |
| | **17** |

*Math and English Composition may be taken first or second semester.

*Summer Term*

| | |
|---|---|
| BAR122 Hair Coloring Chemistry | 3 |
| BAR124 Hair Coloring Methodology Laboratory | 3 |
| BAR130 Marketing and Business Management | 3 |
| SPH106 Fundamentals of Oral Communication (or SPH107) | 3 |
| | **12** |

*Fall Semester*

| | |
|---|---|
| BAR132 Hair Styling and Design | 3 |
| BAR133 Hair Styling and Management Laboratory | 3 |
| BAR141 Practicum | 2 |
| ART100 Art Appreciation | 3 |
| Social Science Elective (HIS, PSY, SOC) | 3 |
| | **14** |

*Spring Semester*

| | |
|---|---|
| Approved courses from selected minor (COS or BUS) | 12 |
| Math/Science/Computer Science Elective | 3 |
| | **15** |

## Barbering and Hair Styling
## Certificate

| Course Requirements | Credit Hours |
|---|---|
| **Technical Education:** | |
| BAR110 Orientation to Barbering | 3 |
| BAR111 Science of Barbering | 3 |
| BAR112 Bacteriology and Sanitation | 3 |
| BAR113 Barber-Styling Laboratory | 3 |
| BAR114 Advanced Barber-Styling Laboratory | 3 |
| BAR120 Properties of Chemistry | 3 |
| BAR121 Chemical Hair Processing | 3 |
| BAR122 Hair Coloring Chemistry | 3 |
| BAR124 Hair Coloring Methodology Laboratory | 3 |
| BAR130 Marketing and Business Management | 3 |
| BAR132 Hair Styling and Design | 3 |
| BAR133 Hair Styling and Management Laboratory | 3 |
| BAR140 Practicum | 2 |
| BAR141 Practicum | 2 |
| **Total** | **40** |

**General Education:**

| | |
|---|---|
| ENG131 Applied Writing I (or ENG101) | 3 |
| SPH106 Fundamentals of Oral Communication (or SPH107) | 3 |
| MTH116 Math Applications (or higher Math) | 3 |
| CIS146 Microcomputer Applications | 3 |
| **Total** | **12** |
| **Total Credit Hours** | **52** |

---

**Certificate – Barbering and Hair Styling**
<u>**Recommended course sequence**</u> **for full-time students beginning fall semester**

*Fall Semester*

| | |
|---|---|
| BAR110 Orientation to Barbering | 3 |
| BAR111 Science of Barbering | 3 |
| BAR112 Bacteriology and Sanitation | 3 |
| BAR113 Barber-Styling Laboratory | 3 |
| | **12** |

*Spring Semester*

| | |
|---|---|
| BAR114 Advanced Barber-Styling Laboratory | 3 |
| BAR120 Properties of Chemistry | 3 |
| BAR121 Chemical Hair Processing | 3 |
| BAR140 Practicum | 2 |
| ENG131* Applied Writing | 3 |
| | **14** |

*Summer Term*

| | |
|---|---|
| BAR122 Hair Coloring Chemistry | 3 |
| BAR124 Hair Coloring Methodology Laboratory | 3 |
| BAR130 Marketing and Business Management | 3 |
| MTH116 Math Applications | 3 |

*English and Math may be taken first or second semester.

| | |
|---|---|
| | **12** |

*Fall Semester*

| | |
|---|---|
| BAR132 Hair Styling and Design | 3 |
| BAR133 Hair Styling and Management Laboratory | 3 |
| BAR141 Practicum | 2 |
| CIS146 Microcomputer Applications | 3 |
| SPH106 Fundamentals of Oral Communication | 3 |
| | **14** |

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## Commercial Food Service
### Associate of Applied Science Degree - Certificate - Short Certificate

**Program Description:** The Commercial Food Service program provides organized, specialized learning experiences that give the student an opportunity to develop a wholesome attitude toward the preparation and serving of nutritious food. The associate degree program provides the student with additional course work to help the student in moving into food service management opportunities. Both the associate degree and certificate programs prepare the student for entry-level positions as menu planners, cooks, chefs, meat cutters, bakers, and other related positions. The short certificate develops skills in basic food service sanitation practices, basic elements of nutrition and elementary food preparation. The graduate is prepared for entry-level positions such as food preparation assistant, salad maker, and food server.

**Admission Requirements:** Entering students must have a high school diploma or GED.

## Associate in Applied Science

| Course Requirements | Credit Hours |
|---|---|
| **Technical Education:** | |
| CFS 101 Orientation to the Food Service Industry | 1 |
| CFS 102 Catering | 2 |
| CFS 110 Basic Food Preparation | 3 |
| CFS111 Foundations in Nutrition | 3 |
| CFS112 Sanitation, Safety, and Food Service | 2 |
| CFS114 Meal Management | 3 |
| CFS115 Advanced Food Preparation | 3 |
| CFS201 Meat Preparation and Processing | 2 |
| CFS204 Foundations of Baking | 3 |
| CFS222 Dietary Management | 3 |
| CFS251 Menu Design | 2 |
| CUA122 Fundamentals of Quantity Cooking | 3 |
| CUA150 Basic Culinary Lab I | 2 |
| CUA173 Culinary Arts Apprenticeship | 3 |
| CUA205 Introduction to Garde Manger | 2 |
| CUA208 Advanced Baking | 2 |
| CUA210 Beverage Management | 2 |
| CUA213 Food Purchasing and Cost Control | 3 |
| CUA217 Introduction to Pastries | 2 |
| CUA241 Basic Culinary Lab II | 2 |
| CUA262 Restaurant Management and Supervision | 3 |
| **Total** | **51** |

| General Education: | |
|---|---|
| ENG101 English Composition I | 3 |
| ART100 Art Appreciation (or MUS 101) | 3 |
| SPH106 Fundamentals of Oral Communication (or SPH107) | 3 |
| MTH116 Math Applications (or higher math course) | 3 |
| Math/Science/Computer Science Electives (CIS, PHS, MTH, BIO, CHM, PHY) | 6 |
| (Note: A computer course is required for graduation.) | |
| Social Science Elective (HIS, PSY, SOC) | 3 |
| **Total** | **21** |
| **Total Credit Hours** | **72** |

**A.A.S. – <u>Recommended course sequence</u> for full-time students beginning fall semester:**

Fall Semester

| | |
|---|---|
| CFS101 Orientation to the Food Service Industry | 1 |
| CFS102 Catering | 2 |
| CFS 110 Basic Food Preparation | 3 |
| CFS111 Foundations in Nutrition | 3 |
| CFS251 Menu Design | 2 |
| CFS112 Sanitation, Safety & Food Service | 2 |
| MTH116 Math Applications (May be taken 1$^{st}$ or 2$^{nd}$ semester) | 3 |
| | **16** |

Spring Semester

| | |
|---|---|
| CFS114 Meal Management | 3 |
| CUA122 Fundamentals of Quality Cooking | 3 |
| CFS201 Meat Preparation and Processing | 2 |
| CFS204 Foundations of Baking | 3 |
| CFS222 Dietary Management | 3 |
| ENG101 English Composition | 3 |
| | **17** |

Summer Term

| | |
|---|---|
| CFS115 Advanced Food Preparation | 3 |
| CUA150 Basic Culinary Laboratory I | 2 |
| CUA173 Culinary Arts Apprenticeship | 3 |
| CUA205 Introduction to Garde Manger | 2 |
| SPH106 Fundamentals of Oral Communication (or SPH107) | 3 |
| | **13** |

Fall Semester

| | |
|---|---|
| CUA208 Advanced Baking | 2 |
| CUA210 Beverage Management | 2 |
| CUA213 Food Purchasing & Cost Control | 3 |
| CUA217 Introduction to Pastries | 2 |
| CUA241 Basic Culinary Laboratory II | 2 |
| CUS262 Restaurant Management & Supervision | 3 |
| | **14** |

Spring Semester

| | |
|---|---|
| CIS146 Microcomputer Applications | 3 |
| Math/Science/Computer Science Elective | 3 |
| Social Science Elective | 3 |
| ART100 Art Appreciation (or MUS101) | 3 |
| | **12** |

## Commercial Food Service - Certificate

| Course Requirements | Credit Hours |
|---|---|
| **Technical Education:** | |
| CFS101 Orientation to the Food Service Industry | 1 |
| CFS102 Catering 2 CFS 110 Basic Food Preparation | 3 |
| CFS110 Basic Food Preparation | 3 |
| CFS111 Foundations in Nutrition | 3 |
| CFS112 Sanitation, Safety, and Food Service | 2 |
| CFS114 Meal Management | 3 |
| CFS115 Advanced Food Preparation | 3 |
| CFS201 Meat Preparation and Processing | 2 |
| CFS204 Foundations of Baking | 3 |
| CFS222 Dietary Management | 3 |
| CFS251 Menu Design | 2 |
| CUA122 Fundamentals of Quantity Cooking | 3 |
| CUA150 Basic Culinary Laboratory I | 2 |
| CUA173 Culinary Arts Apprenticeship | 3 |
| CUA205 Introduction to Garde Manger | 2 |
| CUA208 Advanced Baking | 2 |

| | | |
|---|---|---|
| CUA210 Beverage Management | | 2 |
| CUA213 Food Purchasing and Cost Control | | 3 |
| CUA217 Introduction to Pastries | | 2 |
| CUA241 Basic Culinary Laboratory II | | 2 |
| | **Total** | **48** |

**General Education:**

| | | |
|---|---|---|
| ENG131 Applied Writing I (or ENG 101) | | 3 |
| SPH106 Fundamentals of Oral Communication (or SPH107) | | 3 |
| MTH116 Math Applications (or higher math) | | 3 |
| CIS146 Microcomputer Applications | | 3 |
| | **Total** | **12** |
| | **Total Credit Hours** | **60** |

## Commercial Food Service Assistant

### Short Certificate

| Course Requirements | Credit Hours |
|---|---|

**Technical Education:**

| | |
|---|---|
| CFS110 Basic Food Preparation | 3 |
| CFS111 Foundations in Nutrition | 3 |
| CFS112 Sanitation, Safety, and Food Service | 2 |
| CFS260 Internship for Commercial Food Service | 3 |
| CUA150 Basic Culinary Laboratory I | 2 |
| CUA241 Basic Culinary Laboratory II | 2 |
| **Total Credit Hours** | **15** |

# Masonry: Short Certificate and Specialized Short Certificate

**Program Description:** The Masonry program is designed to provide the student an opportunity to acquire the skills, knowledge, and understanding needed to enter the occupation as an entry-level mason. Training is given in the use of hand tools and portable power tools common to the trade, as well as practical experience in building masonry projects.

**Admission Requirements:** Entering students must have a high school diploma or hold the General Equivalency Diploma (GED) issued from the state approved education institution. Applicants who do not meet this requirement should see the campus counselor.

### Short Certificate

| Course Requirements | | Credit Hours |
|---|---|---|

**Technical Education:**

| | | |
|---|---|---|
| MAS111 Masonry Fundamentals | | 3 |
| MAS121 Brick/Block Masonry | | 3 |
| MAS131 Residential/Commercial | | 3 |
| MAS151 Masonry Fundamentals Lab | | 3 |
| MAS152 Masonry Fundamentals Lab II | | 3 |
| MAS171 Residential/Commercial Lab | | 3 |
| MAS211 Stone Masonry | | 3 |
| MAS251 Stone Masonry Lab | | 3 |
| MAS181 Special Topics in Masonry | | 2 |
| MAS281 Special Topics in Masonry | | 2 |
| | **Total** | **28** |
| | **Total Credit Hours** | **28** |

```
Masonry – Short Certificate
Recommended course sequence for full-time students beginning fall semester:

Fall Semester
        MAS111 Masonry Fundamentals                    3
        MAS151 Masonry Fundamentals Lab                3
        MAS152 Masonry Fundamentals Lab II             3
        MAS121 Brick/Block Masonry                     3
        MAS181 Special Topics in Masonry               2
                                                      14
Spring Semester
        MAS131 Residential/Commercial                  3
        MAS171 Residential/Commercial Lab              3
        MAS211 Stone Masonry                           3
        MAS251 Stone Masonry Lab                       3
        MAS281 Special Topics in Masonry               2
                                                      14
```

## Specialized Short Certificate

| Course Requirements | Credit Hours |
|---|---|
| **Technical Education: 16 credit hours** | |
| MAS111 Masonry Fundamentals | 3 |
| MAS121 Brick/Block Masonry | 3 |
| MAS131 Residential/Commercial | 3 |
| MAS151 Masonry Fundamentals Lab | 3 |
| MAS171 Residential/Commercial Lab | 3 |
| MAS185 or any Special Topics in Masonry | 1 |
| **Total Credit Hours** | **16** |

**Recommended course sequence for full-time students: This is a one-semester program; all courses are taken in the same semester.**

## Plumbing
## Short Certificate and Specialized Short Certificates: Plumbing Helper and Gas Fitting

**Program Description:** The Plumbing program is designed to provide the student an opportunity acquire the skills, knowledge, and understanding needed to enter the occupation as an entry-level plumber. Training is given in the use of stationary and portable power tools common to the trade. Students gain practical experience in completing plumbing projects.

**Admission Requirements:** Entering students must have a high school diploma or hold General Equivalency Diploma (GED) issued from the state approved education institution. Applicants who do not meet this requirement should see the campus counselor.

## Plumbing
## Short Certificate

| Course Requirements | Credit Hours |
|---|---|
| **Technical Education:** | |
| PLB111 Introduction to Plumbing | 3 |
| PLB112 Plumbing Application | 3 |
| PLB113 Pipes and Fittings | 3 |
| PLB114 Joining Pipes and Fittings | 3 |
| PLB120 Special Project: Plumbing Code I | 1 |

| PLB115 Pressure and Non-Pressure Systems | 3 |
|---|---|
| PLB116 Pressure and Non-Pressure Systems Applications | 3 |
| PLB211 Plumbing Repair and Installation | 3 |
| PLB212 Plumbing Repair and Installation Lab | 3 |
| PLB121 Special Project: Plumbing Code II | 1 |
| **Total Credit Hours** | **26** |

---

**Plumbing – Short Certificate**
**Recommended course sequence** for full-time students beginning fall semester:

*Fall Semester*

| PLB111 Introduction to Plumbing | 3 |
|---|---|
| PLB112 Plumbing Application | 3 |
| PLB113 Pipes and Fittings | 3 |
| PLB114 Joining Pipes and Fittings | 3 |
| PLB120 Special Project: Plumbing Code I | 1 |
| | **13** |

*Spring Semester*

| PLB115 Pressure and Non-Pressure Systems | 3 |
|---|---|
| PLB116 Pressure and Non-Pressure Systems Applications | 3 |
| PLB211 Plumbing Repair and Installation | 3 |
| PLB212 Plumbing Repair and Installation Lab | 3 |
| PLB121 Special Project: Plumbing Code II | 1 |
| | **13** |

---

## Plumbing Helper - One Term Short Certificate

| **Course Requirements** | **Credit Hours** |
|---|---|
| **Technical Education:** | |
| PLB111 Introduction to Plumbing | 3 |
| PLB112 Plumbing Application | 3 |
| PLB113 Pipes and Fittings | 3 |
| PLB114 Joining Pipes and Fittings | 3 |
| PLB115 Pressure and Non-Pressure Systems Applications | 3 |
| PLB120 Special Project: Plumbing Codes I | 1 |
| **Total Credit Hours** | **16** |

**Recommended course sequence** for full-time students: This is a one-semester program; all courses are taken in the same semester.

## Gas Fitting - Short Certificate

| PLB122 Specialized Project - Gas Fitting | 3 |
|---|---|
| PLB213 Process Piping | 3 |
| PLB214 Process Piping Laboratory | 3 |
| **Total Credit Hours** | **9** |

# Welding
## Certificate and Short Certificate
### Specialized Short Certificates:  Structural Welding, Fitting, Pipe Welding

**Program Description:** The Welding program is designed to provide the student an opportunity to acquire the skills, knowledge, and understanding needed to enter the occupation as an entry-level welder. Training is given in the use of stationary and portable power tools common to the trade, as well as practical experience in constructing welding projects. Students enrolled in the regular (long) certificate may select from Option 1, on-campus instruction, or Option 2, co-operative education.

**Admission Requirements:** Entering students must have a high school diploma or GED. Student Applicants who do not meet this requirement may qualify for admissions to the Short Certificate one term Welding programs through ability to benefit. For more information about ability to benefit, Student Applicants must see the campus counselor.

## Welding - Certificate

| Course Requirements | Credit Hours |
|---|---|
| **Technical Education:** | |
| WTD108 Shielded Metal Arc Fillet/OFC Final – Theory | 3 |
| WDT109 Shielded Metal Arc Fillet/PAC/CAC Final - Theory | 3 |
| WDT110 Industrial Blueprint Reading | 3 |
| WDT115 GTAW Carbon Pipe - Theory | 3 |
| WDT119 Gas Metal Arc Fillet/Flux Cored Welding - Theory | 3 |
| WDT120 Shielded Metal Arc Welding Grooves - Theory | 3 |
| WDT122 Shielded Metal Arc Fillet/OFC Final - Lab | 3 |
| WDT123 Shielded Metal Arc Fillet/PAC/CAC Final - Lab | 3 |
| WDT124 Gas Metal Arc Fillet/Flux Cored Welding - Lab | 3 |
| WDT125 Shielded Metal Arc Welding Grooves - Lab | 3 |
| WDT155 GTAW Carbon Pipe - Lab (or WDT291 Welding Co-op) | 3 |
| WDT181 Special Topics | 2 |
| WDT182 Special Topics | 1 |
| WDT217 SMAW Carbon Pipe - Theory | 3 |
| WDT228 GTAW Fillet Welding - Theory | 3 |
| WDT257 SMAW Carbon Pipe - Lab (or WDT292 Welding Co-op) | 3 |
| WDT268 GTAW Fillet Welding - Lab | 3 |
| **Total** | **48** |
| **General Education:** | |
| ENG131 Applied Writing | 3 |
| SPH106 Fundamentals of Oral Communication | 3 |
| MTH116 Math Applications | 3 |
| CIS146 Microcomputer Applications | 3 |
| **Total** | **12** |
| **Total Credit Hours** | **60** |

---

**Recommended course sequence** for full-time (regular) certificate students beginning fall semester:

*Fall Semester*

| | |
|---|---|
| WDT108 Shielded Metal Arc Fillet/OFC Final - Theory | 3 |
| WDT122 Shielded Metal Arc Fillet/OFC Final - Lab | 3 |
| WDT119 Gas Metal Arc Fillet/Flux Cored Welding - Theory | 3 |
| WDT124 Gas Metal Arc Fillet/Flux Cored Welding - Lab | 3 |
| WDT110 Industrial Blueprint Reading | 3 |
| | **15** |

*Spring Semester*

| | |
|---|---|
| WDT109 Shielded Metal Arc Fillet/PAC/CAC Final - Theory | 3 |
| WDT123 Shielded Metal Arc Fillet/PAC/CAC Final - Lab | 3 |
| WDT120 Shielded Metal Arc Welding Grooves - Theory | 3 |
| WDT125 Shielded Metal Arc Welding Grooves - Lab | 3 |
| WDT181 Special Topics I | 2 |

| *Summer Term* | |
|---|---|
| WDT228 GTAW Fillet Welding - Theory | 3 |
| WDT268 GTAW Filled Welding - Lab | 3 |
| MTH116 Math Applications | 3 |
| ENG131 Applied Writing | 3 |
| WDT182 Special Topics II | 1 |
| | **13** |

**Fall Semester ** Select Option 1 (Regular) or Option 2 (Co-operative Education)**
**Option 1**

| | |
|---|---|
| WDT115 GTAW Carbon Pipe - Theory | 3 |
| WDT155 GTAW Carbon Pipe - Lab | 3 |
| WDT217 SMAW Carbon Pipe - Theory | 3 |
| WDT257 SMAW Carbon Pipe - Lab | 3 |
| SPH106 Fundamentals of Oral Communication | 3 |
| CIS146 Microcomputer Applications | 3 |
| | **18** |

**OR Option 2**

| | |
|---|---|
| WDT115 GTAW Carbon Pipe - Theory | 3 |
| WDT291 Welding Co-op | 3 |
| WDT217 SMAW Carbon Pipe - Theory | 3 |
| WDT292 Welding Co-op | 3 |
| SPH106 Fundamentals of Oral Communication | 3 |
| CIS146 Microcomputer Applications | 3 |
| | **18** |

# Welding
## Short Certificate

| **Course Requirements** | **Credit Hours** |
|---|---|
| **Technical Education:** | |
| WDT108 Shielded Metal Arc Fillet/OFC Final - Theory | 3 |
| WDT109 Shielded Metal Arc Fillet/PAC/CAC Final - Theory | 3 |
| WDT110 Industrial Blueprint Reading | 3 |
| WDT119 Gas Metal Arc Fillet/Flux Cored Welding - Theory | 3 |
| WDT120 Shielded Metal Arc Welding Grooves - Theory | 3 |
| WDT122 Shielded Metal Arc Fillet/OFC Final - Lab | 3 |
| WDT123 Shielded Metal Arc Fillet/PAC/CAC Final - Lab | 3 |
| WDT124 Gas Metal Arc Fillet/Flux Cored Welding - Lab | 3 |
| WDT125 Shielded Metal Arc Welding Grooves - Lab | 3 |
| WDT181 Special Topics | 2 |
| **Total Credit Hours** | **29** |

| **Recommended course sequence** for full-time short certificate students beginning fall semester: | |
|---|---|
| *Fall Semester* | |
| WDT108 Shielded Metal Arc Fillet/OFC Final - Theory | 3 |
| WDT122 Shielded Metal Arc Fillet/OFC Final - Lab | 3 |
| WDT119 Gas Metal Arc Fillet/Flux Cored Welding - Theory | 3 |
| WDT124 Gas Metal Arc Fillet/Flux Cored Welding - Lab | 3 |
| WDT110 Industrial Blueprint Reading | 3 |
| | **15** |
| *Spring Semester* | |
| WDT109 Shielded Metal Arc Fillet/PAC/CAC Final - Theory | 3 |
| WDT123 Shielded Metal Arc Fillet/PAC/CAC Final - Lab | 3 |
| WDT120 Shielded Metal Arc Welding Grooves - Theory | 3 |
| WDT125 Shielded Metal Arc Welding Grooves - Lab | 3 |
| WDT181 Special Topics | 2 |
| | **14** |

# Structural Welding - Short Certificate

**Program Description:** The Structural Welding program is designed to provide the student an opportunity to acquire the skills, knowledge, and understanding needed to enter the occupation as an entry-level welder. Training is given in the use of stationary and portable power tools common to the trade, as well as practical experience in constructing welding projects.

| Course Requirements | Credit Hours |
|---|---|
| **Technical Education:** | |
| WDT109 Shielded Metal Arc Welding PAC/CAC Theory | 3 |
| WDT119 Gas Metal Arc Fillet/Flux Cored Welding - Theory | 3 |
| WDT120 Shielded Metal Arc Welding Grooves - Theory | 3 |
| WDT124 Gas Metal Arc Fillet/Flux Cored Welding - Lab | 3 |
| WDT125 Shielded Metal Arc Welding Grooves - Lab | 3 |
| WDT123 Shielded Metal Arc Welding PAC/CAC - Lab | 3 |
| **Total Credit Hours** | **18** |

**Recommended course sequence** for full-time students: **This is a one-semester program; all courses are taken in the same semester.**

# Fitting
# Short Certificate

**Program Description:** The Fitting program is designed to provide the student an opportunity to acquire the skills, knowledge, and understanding needed to lay out, assemble, fabricate, maintain and repair ship fittings and piping systems. Practical experience is given in selecting, preparing and joining metal or pipe by various means.

| Course Requirements | Credit Hours |
|---|---|
| **Technical Education:** | |
| WDT108 Shielded Metal Arc Fillet/OFC Final - Theory | 3 |
| WDT109 Shielded Metal Arc Fillet/PAC/CAC - Theory | 3 |
| WDT110 Industrial Blueprint Reading | 3 |
| WDT123SMAW Fillet/PAC/CAC - Lab | 3 |
| WDT181 Special Topics - Lab | 3 |
| WDT182 Special Topics - Lab | 3 |
| **Total Credit Hours** | **18** |

**Recommended course sequence** for full-time students: **This is a one-semester program; all courses are taken in the same semester.**

# Pipe Welding
# Short Certificate

**Program Description:** The Pipe Welding program is designed to provide the student with advanced welding opportunities in the area of fusing together piping systems such as carbon steel, stainless steel, and other alloy metals through precise cutting, grooving, beveling and welding.

| Course Requirements | Credit Hours |
|---|---|
| **Technical Education:** | |
| WDT115 GTAW Carbon Pipe - Theory | 3 |
| WDT155 GTAW Carbon Pipe - Lab | 3 |
| WDT183 Special Topics - Lab | 3 |
| WDT184 Special Topics - Lab | 1 |
| WDT217 SMAW Carbon Pipe - Theory | 3 |
| WDT257 SMAW Carbon Pipe - Lab | 3 |
| **Total Credit Hours** | **16** |

**Recommended course sequence** for part-time evening students beginning fall semester:

*Fall Semester*

| | |
|---|---|
| WDT115 GTAW Carbon Pipe - Theory | 3 |
| WDT155 GTAW Carbon Pipe - Lab | 3 |
| WDT183 Special Topics - Lab | 3 |
| | **9** |

*Spring Semester*

| | |
|---|---|
| WDT184 Special Topics - Lab | 1 |
| WDT217 SMAW Carbon Pipe - Theory | 3 |
| WDT257 SMAW Carbon Pipe - Lab | 3 |
| | **7** |

# DIVISION OF CONSUMER AND TRANSPORTATION TECHNOLOGY

## <u>SOUTHWEST CAMPUS</u>

### Automotive Technology
**Associate in Occupational Technologies - Certificate**

### Cosmetology
**Associate in Occupational Technologies - Certificate**

### Diesel Technology
**Associate in Occupational Technologies - Certificate**

### Graphic Communications Technology
**Associate in Applied Science - Certificate**

### Jewelry Design
**Short Certificate**

### Nail Technology
**Short Certificate**

### Truck Driving
**Short Certificate**

### Watch Repair
**Short Certificate**

## Automotive Technology
### Associate in Occupational Technologies - Certificate

**Program Description:** The Automotive Technology program is designed to develop technicians capable of high quality automotive service and maintenance. Special emphasis is placed on the use of modern testing devices used in diagnosing technical problems. Basic scientific principles and current technical information are incorporated into course instruction. The certificate program prepares graduates for entry-level positions that include technician or apprentice technician in automotive dealerships, technician for repair and service establishments, automotive parts sales, and commercial businesses. The associate degree program provides the opportunity for students to gain skills in a related area, either Diesel Technology or Automotive Body Technology, to expand employment opportunities.

**Admission Requirements:** Entering students must have a high school diploma or GED.

## Associate in Occupational Technologies

| Course Requirements: | Credit Hours |
|---|---|
| **Major (Automotive Technology)** | |
| AUM101 Fundamentals of Automotive Technology | 3 |
| AUM110 Electrical/Electronic Systems I | 3 |
| AUM121 Braking Systems | 3 |
| AUM122 Steering, Suspension and Alignment | 3 |
| AUM124 Engine Repair I | 3 |
| AUM130 Drivetrain and Axles | 3 |
| AUM133 Motor Vehicle Air Conditioning | 3 |
| AUM210 Electrical/Electronics Systems II | 3 |
| AUM220 Engine Repair II | 3 |
| AUM224 Manual Transmissions | 3 |
| AUM230 Automatic Transmissions | 3 |
| AUM239 Engine Performance I | 3 |
| AUM244 Engine Performance II | 3 |
| AUM246 Automotive Emissions | 3 |
| **Total** | **42** |

**Minor (Must be approved by adviser)**
**Automotive Body Technology:** Select from the following:  (Other courses may be approved.)

| | |
|---|---|
| ABR121 Refinishing Materials and Equipment | 3 |
| ABR122 Surface Preparations | 3 |
| ABR156 Auto Cutting and Welding | 3 |
| ABR211 Structural Analysis | 3 |
| ABR212 Structural Repair | 3 |
| **Total** | **12** |

**OR Diesel Technology:** (Other courses may be approved.)

| | |
|---|---|
| DEM105 Preventive Maintenance | 3 |
| DEM110 Diesel Powered Auxiliary Equipment | 3 |
| DEM123 Pneumatics and Hydraulics | 3 |
| DEM132 Basic Repair Welding | 3 |
| **Total** | **12** |

**General Education:**

| | |
|---|---|
| ENG101 English Composition | 3 |
| SPH106 Fundamentals of Oral Communication (or SPH107) | 3 |
| ART100 Art Appreciation | 3 |
| MTH116 Math Applications (or higher Math) | 3 |
| Math/Science/Computer Science Electives | 6 |
| (BIO, CHM, CIS, MTH, PHS, PHY) | |
| Note: A Computer course is required for graduation. | |
| Social Science Elective (HIS, PSY, SOC) | 3 |
| **Total** | **21** |
| **Total Credit Hours** | **75** |

---

**Recommended course sequence** for full-time AOT students beginning fall semester:

*Fall Semester*

| | |
|---|---|
| AUM101 Fundamentals of Automotive Technology | 3 |
| AUM110 Electrical/Electronic Systems I | 3 |
| AUM124 Engine Repair I | 3 |
| AUM210 Electrical/Electronics Systems II | 3 |
| MTH116* Math Applications (or higher math) | 3 |
| *May be taken 1st or 2nd semester. | **15** |

*Spring Semester*

| | |
|---|---|
| AUM133 Motor Vehicle Air Conditioning | 3 |
| AUM230 Automatic Transmissions | 3 |
| AUM239 Engine Performance I | 3 |
| ENG101* English Composition     *May be taken 1st or 2nd semester. | 3 |
| CIS146 Microcomputer Applications | 3 |
| | **15** |

*Summer Term*

| | |
|---|---|
| AUM121 Braking Systems | 3 |
| AUM122 Steering and Suspension | 3 |
| AUM130 Drivetrain and Axles | 3 |
| AUM224 Manual Transmissions | 3 |
| Social Science Elective (HIS, PSY, SOC) | 3 |
| | **15** |

*Fall Semester*

| | |
|---|---|
| AUM220 Engine Repair II | 3 |
| AUM244 Engine Performance II | 3 |
| AUM246 Automotive Emissions | 3 |
| ART100 Art Appreciation (or MUS101 Music Appreciation) | 3 |
| SPH106 Fundamentals of Oral Communication (or SPH107) | 3 |
| | **15** |

*Spring Semester*

| | |
|---|---|
| ABR or DEM-12 credit hours in ABR or DEM, depending on minor | 12 |
| Math/Natural Science/Computer Science Elective | 3 |
| | **15** |

## Automotive Technology
## Certificate

| Course Requirements | Credit Hours |
|---|---|
| **Technical Education:** | |
| AUM101 Fundamentals of Automotive Technology | 3 |
| AUM110 Electrical/Electronic Systems I | 3 |
| AUM121 Braking Systems | 3 |
| AUM122 Steering, Suspension and Alignment | 3 |
| AUM124 Engine Repair I | 3 |
| AUM130 Drivetrain and Axles | 3 |
| AUM133 Motor Vehicle Air Conditioning | 3 |
| AUM210 Electrical/Electronics Systems II | 3 |
| AUM220 Engine Repair II | 3 |
| AUM224 Manual Transmissions | 3 |
| AUM230 Automatic Transmissions | 3 |
| AUM239 Engine Performance I | 3 |
| AUM244 Engine Performance II | 3 |
| AUM246 Automotive Emissions I | 3 |
| AUM247 Dynamic Testing | 3 |
| (or AUM192, AUM291 Co-op) | |
| **Total** | **45** |
| | |
| **General Education** | |
| ENG131 Applied Writing I (or ENG101) | 3 |
| SPH106 Fundamentals of Oral Communication (or SPH107) | 3 |
| MTH116 Math Applications (or higher math) | 3 |
| CIS146 Microcomputer Applications | 3 |
| **Total** | **12** |
| **Total Credit Hours** | **57** |

---

**Recommended course sequence** for full-time certificate students beginning fall semester:

*Fall Semester*

| | |
|---|---|
| AUM101 Fundamentals of Automotive Technology | 3 |
| AUM110 Electrical/Electronic Systems I | 3 |
| AUM124 Engine Repair I | 3 |
| AUM210 Electrical/Electronics Systems II | 3 |
| MTH116* Math Applications (or higher math) | 3 |
| *May be taken 1st or 2nd semester | **15** |

*Spring Semester*

| | |
|---|---|
| AUM133 Motor Vehicle Air Conditioning | 3 |
| AUM230 Automatic Transmissions | 3 |
| AUM239 Engine Performance I | 3 |
| ENG131* Applied Writing (or ENG101) | 3 |
| CIS146 Microcomputer Applications | 3 |
| *May be taken 1st or 2nd semester | **15** |

*Summer Term*

| | |
|---|---|
| AUM12 Braking Systems | 3 |
| AUM122 Steering, Suspension & Alignment | 3 |
| AUM130 Drivetrain & Axles | 3 |
| AUM224 Engine Performance II | 3 |
| | **12** |

*Fall Semester*

| | |
|---|---|
| AUM221 Engine Repair | 3 |
| AUM240 Engine Performance | 3 |
| AUM246 Emissions Controls | 3 |
| AUM247 Dynamic Testing or | |
| AUM192 Automotive Co-op | 3 |
| SPH106 Oral Communication or SPH 107 Public Speaking | 3 |
| | **15** |

# Cosmetology
## Associate in Occupational Technologies - Certificate

**Program Description:** The Cosmetology certificate program is designed to provide the student an opportunity to acquire the skills, knowledge, and understanding needed to enter the occupation as an entry-level cosmetologist. The associate degree program provides the student with additional coursework to help the student who plans to move into cosmetology management and/or ownership opportunities. The AOT program also provides the student the opportunity to gain skills in a related area, Business, Nail Technology, or Barbering. The curriculum includes theory and laboratory courses covering all phases of the profession. Students are trained in all aspects of hair cutting and styling; various chemical procedures used in cosmetology; skin care and makeup; and hand and nail care procedures; including manicures and advanced artificial nails. The laboratory area has modern equipment and is used by students to practice all areas of training.

Employment opportunities are available in beauty salons, department stores, women's specialty shops, and self employment. Entry-level positions include cosmetologist, sales representative for beauty equipment and supply companies, supply clerk, skin and makeup specialist, nail specialist, and wig dresser. With experience, graduates may advance to hair stylist, owner, or manager of a beauty salon or nail salon.

**Admission Requirements:** Entering students must have a high school diploma or GED. Applicants must provide documentation of a negative skin test for tuberculosis.

## Associate in Occupational Technologies

**Course Requirements:** Credit Hours

**Major (Cosmetology)**

| | |
|---|---|
| COS111 Cosmetology Science and Art | 3 |
| COS112 Cosmetology Science and Art Laboratory | 3 |
| COS113 Chemical Methodology | 3 |
| COS114 Chemical Methodology Laboratory | 3 |
| COS121 Colorimetry | 3 |
| COS122 Colorimetry Applications | 3 |
| COS131 Aesthetics | 3 |
| COS132 Aesthetics Applications | 3 |
| COS133 Salon Management Technology | 3 |
| COS141 Applied Chemistry | 3 |
| COS144 Hair Shaping | 3 |
| COS145 Hair Shaping Laboratory | 3 |
| COS151 Nail Care | 3 |
| COS158 Employability Skills | 3 |
| **Total** | **42** |

**Minor** (Must be approved by adviser.)

**Business**

| | |
|---|---|
| BUS100 Introduction to Business | 3 |
| BUS275 Principles of Management | 3 |
| ACT145 Basic Accounting Procedures | 3 |
| BUS147, BUS 150, BUS 186, BUS 215, BUS 276, BUS 285, or BUS271 | 3 |
| **Total** | **12** |

**OR Nail Technology**

| | |
|---|---|
| COS152 Nail Care Applications | 3 |
| COS153 Nail Art | 3 |
| COS154 Nail Art Applications | 3 |
| COS167 Board Review (or COS 162 Special Topics) | 3 |
| **Total** | **12** |

**OR Barbering**

| | |
|---|---|
| BAR111 Science of Barbering | 3 |
| BAR113 Barber-Styling Laboratory | 3 |
| BAR114 Advanced Barber-Styling Laboratory | 3 |
| BAR110, BAR 112, BAR 140, BAR 141 | 3 |
| (or as approved by adviser) | |
| **Total** | **12** |

**General Education:**

| | |
|---|---|
| ENG101 English Composition | 3 |
| ART100 Art Appreciation (or MUS101) | 3 |
| SPH106 Fundamentals of Oral Communication (or SPH 107) | 3 |
| MTH116 Math Applications (or higher math) | 3 |
| Math/Science/Computer Science Electives | |
| (BIO, CHM, CIS, MTH, PHS, PHY) | 6 |
| (Note: A computer course is required for graduation.) | |
| Social Science Elective (HIS, PSY, SOC) | 3 |
| **Total** | **21** |
| **Total Credit Hours** | **75** |

---

<u>**Recommended course sequence**</u> for full-time students beginning fall semester:

*Fall Semester (or Spring)*

| | |
|---|---|
| COS111 Cosmetology Science & Art | 3 |
| COS112 Cosmetology Science & Art Laboratory | 3 |
| COS144 Hair Shaping | 3 |
| COS145 Hair Shaping Laboratory | 3 |
| COS151 Nail Care | 3 |
| ENG101* English Composition | 3 |
| | **18** |

*Spring Semester (or Fall)*

| | |
|---|---|
| COS113 Chemical Methodology | 3 |
| COS114 Chemical Methodology Laboratory | 3 |
| COS121 Colorimetry | 3 |
| COS122 Colorimetry Applications | 3 |
| COS141 Applied Chemistry | 3 |
| MTH116* Math Applications (or higher math) | 3 |

*May be taken 1st or 2nd semester  **18**

*Summer Term*

| | |
|---|---|
| COS131 Aesthetics | 3 |
| COS132 Aesthetics Applications | 3 |
| COS133 Salon Management Technology | 3 |
| COS158 Employability Skills | 3 |
| | **12** |

*Fall Semester (or Spring)*

| | |
|---|---|
| SPH106 Fundamentals of Oral Communication | 3 |
| CIS146 Microcomputer Applications | 3 |
| Social Science Elective (HIS, PSY, SOC) | 3 |
| Science, Math, Computer Science Elective | |
| (BIO, CHM, CIS, PHS, PHY) | 3 |
| | **12** |

*Spring Semester (or Fall)*

| | |
|---|---|
| Approved courses from selected minor | 12 |
| (BUS, Nail Technology, BAR) | |
| ART100 Art Appreciation (or MUS101) | 3 |
| | **15** |

# Cosmetology - Certificate

| Course Requirements | Credit Hours |
|---|---|
| **Technical Education:** | |
| COS111 Cosmetology Science | 3 |
| COS112 Cosmetology Science and Art Laboratory | 3 |
| COS113 Chemical | 3 |
| COS114 Chemical Methodology Laboratory | 3 |
| COS121 Colorimetry | 3 |
| COS 122 Colorimetry Applications | 3 |
| COS131 Aesthetics | 3 |
| COS132 Aesthetics Applications | 3 |
| COS133 Salon Management Technology | 3 |
| COS141 Applied Chemistry | 3 |
| COS144 Hair Shaping | 3 |
| COS145 Hair Shaping Laboratory | 3 |
| COS151 Nail Care | 3 |
| COS158 Employability Skills | 3 |
| **Total** | **42** |
| **General Education:** | |
| ENG131 Applied Writing (or ENG101) | 3 |
| MTH116 Math Applications (or higher math) | 3 |
| **Total** | **6** |
| **Total Credit Hours** | **48** |

---

**Recommended course sequence for full-time students beginning fall semester:**

*Fall Semester*

| | |
|---|---|
| COS111 Cosmetology Science and Art | 3 |
| COS112 Cosmetology Science and Art Laboratory | 3 |
| COS144 Hair Shaping | 3 |
| COS145 Hair Shaping Laboratory | 3 |
| COS151 Nail Care | 3 |
| ENG131* Applied Writing | 3 |
| | **18** |

*Spring Semester*

| | |
|---|---|
| COS113 Chemical Methodology | 3 |
| COS114 Chemical Methodology Laboratory | 3 |
| COS121 Colorimetry | 3 |
| COS122 Colorimetry Applications | 3 |
| COS141 Applied Chemistry | 3 |
| MTH116* Math Applications (or higher math) | 3 |
| *May be taken 1st or 2nd semester | **18** |

*Summer Term*

| | |
|---|---|
| COS131 Aesthetics | 3 |
| COS132 Aesthetics Applications | 3 |
| COS133 Salon Management | 3 |
| COS158 Employability Skills | 3 |
| | **12** |

# Diesel Technology
## Associate in Occupational Technologies - Certificate

**Program Description:** The certificate program in Diesel Technology is designed to provide students the opportunity to acquire the technical knowledge and skills in necessary for entry-level employment. The Associate Degree program offers a minor in Truck Driving, allowing students to acquire the CDL needed for many positions in the field. Specialized classroom and laboratory activities provide the student with the opportunity to learn all phases of repair work on diesel-powered equipment. Students learn to diagnose malfunctions, service and repair diesel equipment, and repair fuel injection systems. The use of technical manuals, tools, and testing is emphasized.

**Admission Requirements:** Entering students must have a high school diploma (or GED).

## Associate in Occupational Technologies

**Course Requirements:**      **Credit Hours**

**Major (Diesel Technology)**

| | |
|---|---|
| DEM104 Basic Engines | 3 |
| DEM105 Preventive Maintenance | 3 |
| DEM108 DOT Vehicle Inspection | 1 |
| DEM110 Diesel Powered Auxiliary Equipment | 3 |
| DEM114 Fluid Power Components | 3 |
| DEM117 Diesel and Gas Tune-Up | 3 |
| DEM120 Medium and Heavy Vehicle Cab Systems | 3 |
| DEM122 Heavy Vehicle Brakes | 3 |
| DEM123 Pneumatics and Hydraulics | 3 |
| DEM124 Electronic Engine Systems | 3 |
| DEM125 Heavy Vehicle Drive Trains | 3 |
| DEM126 Advanced Engine Analysis | 3 |
| DEM127 Fuel Systems | 3 |
| DEM132 Basic Repair Welding | 3 |
| DEM135 Heavy Vehicle Steering and Suspension | 3 |
| DEM291 Cooperative Education in Diesel Technology or | |
| DEM191 Special Projects | 1 |
| **Total** | **44** |

**Minor (Truck Driving)**

| | |
|---|---|
| TRK111 Basic Vehicle Operation | 4 |
| TRK112 Safe Operating Practices | 3 |
| TRK113 Non-vehicle Activities | 2 |
| TRK114 Vehicle Maintenance | 2 |
| TRK115 Advanced Operating Practices | 1 |
| TRK116 Proficiency Development | 1 |
| TRK117 Commercial Drivers License | 2 |
| **Total** | **15** |

**General Education:**

| | |
|---|---|
| ENG101 English Composition | 3 |
| SPH106 Fundamentals of Oral Communication (or SPH 107) | 3 |
| ART100 Art Appreciation (or MUS101) | 3 |
| MTH116 Math Applications (or higher math) | 3 |
| Math/Science/Computer Science Electives | 3 |
| (BIO, CHM, CIS, MTH, PHS, PHY) | |
| (Note: A computer course is required for graduation.) | |
| Social Science Elective (HIS, PSY, SOC) | 6 |
| **Total** | **21** |
| **Total Credit Hours** | **80** |

Recommended course sequence for full-time students beginning fall semester:

*Fall Semester*

| | |
|---|---|
| DEM104 Basic Engines | 3 |
| DEM117 Diesel and Gas Tune-Up | 3 |
| DEM124 Electronic Engine Systems | 3 |
| DEM126 Advanced Engine Analysis | 3 |
| MTH116 Math Applications (or higher math) | 3 |
| | **15** |

*Spring Semester*

| | |
|---|---|
| DEM110 Diesel Powered Auxiliary Equipment | 3 |
| DEM125 Heavy Vehicle Drive Trains | 3 |
| DEM127 Fuel Systems | 3 |
| ENG101 English Composition | 3 |
| CIS146 Microcomputer Applications | 3 |
| | **15** |

*Summer Term*

| | |
|---|---|
| TRK111 Basic Vehicle Operation | 4 |
| TRK112 Safe Operating Practices | 3 |
| TRK113 Non-vehicle Activities | 2 |
| TRK114 Vehicle Maintenance | 2 |
| TRK115 Advanced Operating Practices | 1 |
| TRK116 Proficiency Development | 1 |
| TRK117 Commercial Drivers License | 2 |
| | **15** |

*Fall Semester*

| | |
|---|---|
| DEM120 Medium and Heavy Vehicle Cab Systems | 3 |
| DEM122 Heavy Vehicle Brakes | 3 |
| DEM123 Pneumatics and Hydraulics | 3 |
| DEM132 Basic Repair Welding | 3 |
| Social Science (HIS, PSY, SOC) | 3 |
| SPH106 Fundamentals of Oral Communication | 3 |
| | **18** |

*Spring Semester*

| | |
|---|---|
| DEM105 Preventive Maintenance | 3 |
| DEM108 DOT Vehicle Inspection | 1 |
| DEM114 Fluid Power Components | 3 |
| DEM135 Heavy Vehicle Steering/Suspension | 3 |
| DEM291 Cooperative Education in Diesel Technology | 1 |
| Math/Science Elective | 3 |
| ART100 Art Appreciation or MUS101 Music Appreciation | 3 |
| | **17** |

# Diesel Technology - Certificate

| Course Requirements | Credit Hours |
|---|---|
| **Technical Education:** | |
| DEM104 Basic Engines | 3 |
| DEM105 Preventive Maintenance | 3 |
| DEM108 DOT Vehicle Inspection | 1 |
| DEM110 Diesel Powered Auxiliary Equipment | 3 |
| DEM114 Fluid Power Components | 3 |
| DEM117 Diesel and Gas Tune-Up | 3 |
| DEM120 Medium and Heavy Vehicle Cab Systems | 3 |
| DEM122 Heavy Vehicle Brakes | 3 |
| DEM123 Pneumatics and Hydraulics | 3 |
| DEM124 Electronic Engine Systems | 3 |
| DEM125 Heavy Vehicle Drive Trains | 3 |
| DEM126 Advanced Engine Analysis | 3 |
| DEM127 Fuel Systems | 3 |
| DEM132 Basic Repair Welding | 3 |

| DEM135 Heavy Vehicle Steering and Suspension | 3 |
|---|---|
| DEM291 Cooperative Education in Diesel Technology or | |
| DEM191 Special Projects | 1 |

**Total**     **44**

**General Education:**

| ENG131 Applies Writing I (or ENG101) | 3 |
|---|---|
| MTH116 Math Applications (or higher math) | 3 |
| SPH106 Fundamentals of Oral Communication | 3 |
| CIS146 Microcomputer Applications | 3 |

**Total**     **12**

**Total Credit Hours**     **56**

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**Recommended course sequence** for full-time students beginning fall semester:

*Fall Semester*

| DEM104 Basic Engines | 3 |
|---|---|
| DEM117 Diesel and Gas Tune-Up | 3 |
| DEM124 Electronic Engine Systems | 3 |
| DEM126 Advanced Engine Analysis | 3 |
| MTH116* Math Applications (or higher math) | 3 |

*May be taken 1$^{st}$ or 2$^{nd}$ semester     **15**

*Spring Semester*

| DEM110 Diesel Powered Auxiliary Equipment | 3 |
|---|---|
| DEM125 Heavy Vehicle Drive Trains | 3 |
| DEM127 Fuel Systems | 3 |
| ENG131*Applied Writing | 3 |
| CIS146 Microcomputer Applications | 3 |

* May be taken 1$^{st}$ or 2$^{nd}$ semester     **15**

*Fall Semester*

| DEM120 Medium and Heavy Vehicle Cab Systems | 3 |
|---|---|
| DEM122 Heavy Vehicle Brakes | 3 |
| DEM123 Pneumatics and Hydraulics | 3 |
| DEM132 Basic Repair Welding | 3 |

    **12**

*Spring Semester*

| DEM105 Preventive Maintenance | 3 |
|---|---|
| DEM108 DOT Vehicle Inspection | 1 |
| DEM114 Fluid Power Components | 3 |
| DEM135 Heavy Vehicle Steering/Suspension | 3 |
| DEM291 Cooperative Education in Diesel Technology | 1 |
| SPH106 Fundamentals of Oral Communication | 3 |

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# Graphic Communications Technology
## Associate in Applied Science - Certificate

**Program Description:** The Graphic Communications Technology program prepares the graduate for a variety of entry-level positions in printing, publishing, advertising and corporate environments. Students are given a strong foundation in computer graphic design using industry standards in hardware and software. Students become knowledgeable at prepress and press operations. Graduates of this program will have a thorough knowledge of the principles, techniques and equipment used in the graphic arts trade and the skills necessary to translate that knowledge into the finished product.

**Admission Requirements:** Entering students must have a high school diploma or GED.

## Associate in Applied Science

| Course Requirements | Credit Hours |
|---|---|
| **Technical Education:** | |
| GPO110 Introduction to Computers | 2 |
| GPO111 Graphics Applications | 2 |
| GPO112 Page Design | 4 |
| GPO114 Illustration Graphics | 4 |
| GPO160 Introduction to Lithography | 3 |
| GPO165 Advanced Lithography Skills | 3 |
| GPO212 Page Layout | 4 |
| GPO214 Graphics Software for Printing | 4 |
| GPO220 Portfolio Preparation | 3 |
| GPO230 Basic Multimedia Presentation | 4 |
| GPO250 Web Graphics | 4 |
| GPO291 Applied Graphic Arts | 3 |
| GPO295 Graphic Trends | 4 |
| **Total** | **44** |
| | |
| **General Education:** | |
| ENG101 English Composition I | 3 |
| ART100 Art Appreciation (or MUS 101) | 3 |
| SPH106 Fundamentals of Oral Communication (or SPH 107) | 3 |
| MTH116 Math Applications (or higher math) | 3 |
| Math/Science/Computer Science Electives | |
| (CIS, PHS, MTH, BIO, CHM, PHY) | 6 |
| Social Sciences Elective (HIS, PSY, SOC) | 3 |
| **Total** | **21** |
| **Total Credit Hours** | **65** |

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**Recommended course sequence** for full-time students beginning fall semester:

*Fall Semester*

| | |
|---|---|
| GPO110 Introduction to Computers | 2 |
| GPO111 Graphics Applications | 2 |
| GPO112 Page Design | 4 |
| GPO114 Illustrations Graphics | 4 |
| GPO291 Applied Graphic Arts | 3 |
| ENG101* English Composition | 3 |
| | **18** |

*Spring Semester*

| | |
|---|---|
| GPO160 Introduction to Lithography | 3 |
| GPO214 Graphics Software for Printing | 4 |
| GPO230 Basic Multimedia Presentation | 4 |
| GPO295 Graphic Trends | 4 |
| MTH116* Math Applications | 3 |

*May be taken 1st or 2nd semester — **18**

*Summer Term*

| | |
|---|---|
| GPO165 Advanced Lithography Skills | 3 |
| GPO212 Page Layout | 4 |
| GPO220 Portfolio Preparation | 3 |
| GPO250 Web Graphics | 4 |
| | **14** |

*Fall Semester*

| | |
|---|---|
| ART100 Art Appreciation (or MUS101) | 3 |
| SPH106 Fundamentals of Oral Communication (or SPH107) | 3 |
| Math/Science/Computer Science Electives | 6 |
| (BIO, CHM, CIS, MTH, PHS, PHY) | |
| Social Science Elective (HIS, PSY, SOC) | 3 |
| | **15** |

## Graphic Communications Technology
## Certificate

| Course Requirements | Credit Hours |
|---|---|

**Technical Education:**

| | | |
|---|---|---|
| GPO110 Introduction to Computers | | 2 |
| GPO111 Graphics Applications | | 2 |
| GPO112 Page Design | | 4 |
| GPO114 Illustration Graphics | | 4 |
| GPO160 Introduction to Lithography | | 3 |
| GPO165 Advanced Lithography Skills | | 3 |
| GPO212 Page Layout | | 4 |
| GPO214 Graphics Software for Printing | | 4 |
| GPO230 Basic Multimedia Presentation | | 4 |
| GPO250 Web Graphics | | 4 |
| GPO291 Applied Graphic Arts | | 3 |
| GPO295 Graphic Trends | | 4 |
| | **Total** | **41** |

**General Education:**

| | | |
|---|---|---|
| ENG131 Applied Writing I (or ENG 101) | | 3 |
| SPH106 Fundamentals of Oral Communication | | 3 |
| MTH116 Math Applications (or higher math) | | 3 |
| | **Total** | **9** |
| | **Total Credit Hours** | **50** |

**Recommended course sequence** for full-time students beginning fall semester:

*Fall Semester*

| | |
|---|---|
| GPO110 Introduction to Computers | 2 |
| GPO111 Graphics Applications | 2 |
| GPO112 Page Design | 4 |
| GPO114 Illustrations Graphics | 4 |
| GPO291 Applied Graphic Arts | 3 |
| ENG131* Applied Writing | 3 |
| | **18** |

*Spring Semester*

| | |
|---|---|
| GPO160 Introduction to Lithography | 3 |
| GPO214 Graphics Software for Printing | 4 |
| GPO230 Basic Multimedia Presentation | 4 |
| GPO295 Graphic Trends | 4 |
| MTH116* Math Applications | 3 |

*May be taken 1st or 2nd semester    **18**

*Summer Term*

| | |
|---|---|
| GPO165 Advanced Lithography Skills | 3 |
| GPO212 Page Layout | 4 |
| GPO250 Web Graphics | 4 |
| SPH106 Fundamentals of Oral Communication (or SPH107) | 3 |
| | **14** |

# Jewelry Design
## Short Certificate

**Program Description:** The Jewelry Design program is composed of a sequence of courses developed to teach students to design and manufacture jewelry items and to perform consumer-needed jewelry repairs. Through classroom instruction and hands-on laboratory applications, students learn to design, restore, and refinish jewelry. Upon successful completion, graduates will be prepared to enter the occupation as entry-level jewelry design and repair technicians.

**Admission Requirements:** Entering students should be high school graduates or GED. Applicants who do not meet this requirement should see the campus counselor.

| **Course Requirements** | **Credit Hours** |
|---|---|
| **Technical Education:** | |
| WAR101 Introduction to Watch and Jewelry | 2 |
| WAR131 Jewelry Manufacturing | 3 |
| WAR132 Jewelry Repair | 3 |
| WAR133 Round Stone Setting | 3 |
| WAR134 Advanced Stone Setting | 3 |
| WAR151 Fancy Stone Setting | 3 |
| WAR152 Custom Jewelry Design | 3 |
| WAR153 Lost Wax Casting | 3 |
| WAR154 Wax Carving | 3 |
| **Total Credit Hours** | **26** |

**Recommended course sequence for full-time students beginning fall semester:**

*Fall Semester*

| | |
|---|---|
| WAR101 Introduction to Watch & Jewelry | 2 |
| WAR131 Jewelry Manufacturing | 3 |
| WAR132 Jewelry Repair 3 | 3 |
| WAR133 Round Stone Setting | 3 |
| WAR134 Advanced Stone Setting | 3 |
| | **14** |

*Spring Semester*

| | |
|---|---|
| WAR151 Fancy Stone Setting | 3 |
| WAR152 Custom Jewelry Design | 3 |
| WAR153 Lost Wax Casting | 3 |
| WAR154 Wax Carving | 3 |
| | **12** |

# Nail Technology
## Short Certificate

**Program Description:** The Nail Technology program is designed to provide the student the opportunity to acquire the skills, knowledge and understanding needed to enter the work force as an entry-level nail technician. Courses cover the study of nail structure, manicures, pedicures, advanced nail applications, business management, law, and customer relations. Students are also prepared to identify nail disorders and diseases. Upon completion, students will be qualified to take the examination administered by the Alabama Board of Cosmetology for manicuring.

**Admission Requirements:** Entering students should be high school graduates or GED. Applicants must provide documentation of a negative skin test for tuberculosis.

| Course Requirements | Credit Hours |
|---|---|
| **Technical Education:** | |
| COS133 Salon Management Technology | 3 |
| COS151 Nail Care | 3 |
| COS152 Nail Care Applications | 3 |
| COS153 Nail Art | 3 |
| COS154 Nail Art Applications | 3 |
| COS161 or COS 162 Special Topics in Cosmetology | 1 |
| **Total Credit Hours** | **16** |

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**Recommended course sequence** for part-time evening students beginning fall semester:

*Fall Semester*

| | |
|---|---|
| COS133 Salon Management Technology | 3 |
| COS151 Nail Care | 3 |
| COS152 Nail Care Applications | 3 |
| | **9** |

*Spring Semester*

| | |
|---|---|
| COS153 Nail Art | 3 |
| COS154 Nail Art Applications | 3 |
| COS161 or COS162 Special Topics in Cosmetology | 1 |
| | **7** |

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# Truck Driving
## Short Certificate

**Program Description:** This program is designed to provide the student an opportunity to acquire the basic skills, knowledge, and attitudes to become an entry-level employee in the commercial truck driving field. The curriculum is based on the Department of Transportation Model Program for Truck Driver Training. Upon successful completion of the program, the student will be able to apply information and skills necessary to obtain a CDL license, to operate a tractor-trailer unit, and to be conversant with rules and regulations pertaining to the trucking industry.

**Admission Requirements:** Entering student must have a high school diploma (or GED). Applicants who do not meet this requirement should see the campus counselor. Entering students must be at least 21 years old. Applicants must provide results of a DOT physical examination, a DOT controlled substance test with negative results, and a copy of their Motor Vehicle Report showing a satisfactory record.

## Short Certificate

| Course Requirements | Credit Hours |
| --- | --- |
| **Technical Education** | |
| TRK111 Basic Vehicle Operation | 4 |
| TRK112 Safe Operating Practices | 3 |
| TRK113 Non-vehicle Activities | 2 |
| TRK114 Vehicle Maintenance | 2 |
| TRK115 Advanced Operating Practices | 1 |
| TRK116 Proficiency Development | 1 |
| TRK117 Commercial Drivers License | 2 |
| **Total Credit Hours** | **15** |

<u>**Course Sequencing**</u>**: Students take all courses during one eight-week term.**

## Watch Repair
## Short Certificate

**Program Description:** The Watch Repair (Horology) program is composed of a sequence of courses designed to teach students to repair mechanical watches and quartz timepieces. Through classroom instruction and hands-on laboratory applications, students learn to test, service, and repair many types of micro-mechanical watch movements with specialized equipment. Upon successful completion, graduates will be prepared to enter the occupation as entry-level watch repair technicians.

**Admission Requirements:** Entering students must have high school diploma or GED. Applicants who do not meet this requirement should see the campus counselor.

| Course Requirements | Credit Hours |
| --- | --- |
| **Technical Education:** | |
| WAR101 Introduction to Watch and Jewelry | 2 |
| WAR121 Watch Movements and Case Parts | 3 |
| WAR122 Assembly and Disassembly | 3 |
| WAR123 Identification of Parts and Functions | 3 |
| WAR124 Cleaning, Lubricating and Timing | 3 |
| WAR141 Escapements | 3 |
| WAR142 Automatic and Calendar Movements | 3 |
| WAR143 Collectibles and Valuations | 3 |
| WAR144 Quartz Timepieces | 3 |
| **Total Credit** | **26** |

<u>**Recommended course sequence**</u> **for full-time students beginning fall semester:**

*Fall Semester*

| | |
| --- | --- |
| WAR101 Introduction to Watch and Jewelry | 2 |
| WAR121 Watch Movements and Case Parts | 3 |
| WAR122 Assembly and Disassembly | 3 |
| WAR123 Identification of Parts and Functions | 3 |
| WAR124 Cleaning, Lubricating and Timing | 3 |
| | **14** |

*Spring Semester*

| | |
| --- | --- |
| WAR141 Escapements | 3 |
| WAR142 Automatic and Calendar Movements | 3 |
| WAR143 Collectibles and Valuations | 3 |
| WAR144 Quartz Timepieces | 3 |
| | **12** |

**DIVISION OF ENGINEERING AND CONSTRUCTION TECHNOLOGY**

**SOUTHWEST CAMPUS**

**Air Conditioning/Refrigeration Technology**
Associate in Occupational Technologies - Certificate

**Cabinetmaking**
Short Certificate

**Carpentry**
Short Certificate

**Civil Engineering Technology**
Associate in Applied Science

**Drafting and Design Technology**
Associate in Applied Science

**Electrical Technology**
Associate in Occupational Technologies - Certificate

**Electronics Engineering Technology**
Associate in Applied Science

**Machine Tool Technology**
Short Certificate

**Process and Maintenance Technology**
Associate in Applied Science

**Air Conditioning/Refrigeration Technology**
**Associate in Occupational Technologies - Certificate**

**Program Description:** The Air Conditioning and Refrigeration curriculum is designed to help the student develop an understanding of the basic principles involved in the construction, installation, operation, and maintenance of climate control equipment. Courses include the theory and practical application of information and techniques needed to prepare the individual to function successfully in the trade. The air conditioning and refrigeration technician installs, maintains, services, and repairs environmental control systems in residences, department and food stores, office buildings, industries, restaurants, institutions, and commercial establishments. Job opportunities exist with companies that specialize in air conditioning, heating, and commercial refrigeration installation and service. The certificate program prepares students for entry-level technician positions; the associate degree program includes a minor in a related occupation to give the student multi-craft training and general education courses to prepare the student for advancement.

**Admission Requirements:** Entering students must have a high school diploma or GED.

**Associate in Occupational Technologies**

| Course Requirements: | Credit Hours |
|---|---|
| **Major (Air Conditioning/Refrigeration)** | |
| ACR111 Principles of Refrigeration | 3 |
| ACR112 HVACR Service Procedures | 3 |
| ACR113 Refrigeration Piping Practices | 3 |
| ACR119 Fundamentals of Gas Heating Systems | 3 |
| ACR120 Fundamentals of Electric Heating Systems | 3 |
| ACR121 Principles of Electricity for HVACR | 3 |
| ACR122 HVACR Electrical Circuits | 3 |

ACR123 HVACR Electrical Components 3

| | |
|---|---|
| ACR132 Residential Air Conditioning | 3 |
| ACR148 Heat Pump Systems I | 3 |
| ACR149 Heat Pump Systems II | 3 |
| ACR203 Commercial Refrigeration | 3 |
| ACR209 Commercial Air Conditioning | 3 |
| ACR210 Troubleshooting HVACR Systems | 3 |
| Technical Elective | 1 |
| **Total** | **43** |

**Minor (Must be approved by adviser)**
**Business**

| | |
|---|---|
| BUS100 Introduction to Business | 3 |
| BUS275 Principles of Management | 3 |
| ACT145 Basic Accounting Procedures | 3 |
| BUS147, BUS150, BUS186, BUS215, BUS276, or BUS285 | 3 |
| **Total** | **12** |

**OR Electrical**

| | |
|---|---|
| ELT116 Residential Wiring Methods | 6 |
| ELT118 Commercial/Industrial Wiring I | 3 |
| ELT132, ELT209, ELT212, ELT242, or as approved | 3 |
| **Total** | **12** |

**General Education:**

| | |
|---|---|
| Eng101 English Composition | 3 |
| ART100 Art Appreciation (or MUS101) | 3 |
| SPH106 Fundamentals of Oral Communication (or SPH107) | 3 |
| MTH116 Math Applications (or higher math) | 3 |
| Math/Science/Computer Science Electives | 6 |
| (CHM, CIS, MTH, PHS, PHY) | |
| (Note: A computer course is required for graduation.) | |
| Social Science Elective (HIS, PSY, SOC) | 3 |
| **Total** | **21** |
| **Total Credit Hours** | **76** |

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**Recommended course sequence** for full-time students beginning fall semester:

*Fall Semester*

| | |
|---|---|
| ACR111 Refrigeration Principles | 3 |
| ACR112 HVACR Service Procedures | 3 |
| ACR121 Principles of Electricity for HVACR | 3 |
| ACR122 HVACR Electrical Circuits | 3 |
| ACR123 HVACR Electrical Components | 3 |
| | **15** |

*Spring Semester*

| | |
|---|---|
| ACR113 Refrigeration Piping Practices | 3 |
| ACR119 Fundamentals of Gas Heating Systems | 3 |
| ACR120 Fundamentals of Electrical Heating Systems | 3 |
| ACR203 Commercial Refrigeration | 3 |
| ACR209 Commercial Air Conditioning | 3 |
| MTH116 Math Applications | 3 |
| | **18** |

*Summer Term*

| | |
|---|---|
| ACR132 Residential Air Conditioning | 3 |
| ACR210 Troubleshooting HVACR Systems | 3 |
| ART100 Art Appreciation (or MUS101) | 3 |
| Social Science Elective (HIS, PSY, SOC) | 3 |
| Technical Elective | 1 |
| | **13** |

| | |
|---|---|
| *Fall Semester* | |
|     ACR148 Heat Pump Systems I | 3 |
|     ACR149 Heat Pump Systems II | 3 |
|     CIS146 Microcomputer Applications | 3 |
|     ENG131 Applied Writing | 3 |
|     SPH106 Fundamentals of Oral Communication | 3 |
| | **15** |
| *Spring Semester* | |
|     ELT or BUS12 credit hours in ELT or BUS, depending on minor | 12 |
|     Math/Natural Science/Computer Science Elective | 3 |
| | **15** |

## Air Conditioning/Refrigeration Technology
## Certificate

**Course Requirements**                                         **Credit Hours**
**Technical Courses:**

| | |
|---|---|
|     ACR111 Principles of Refrigeration | 3 |
|     ACR112 HVACR Service Procedures | 3 |
|     ACR113 Refrigeration Piping Practices | 3 |
|     ACR119 Fundamentals of Gas Heating Systems | 3 |
|     ACR120 Fundamentals of Electric Heating Systems | 3 |
|     ACR121 Principles of Electricity for HVACR | 3 |
|     ACR122 HVACR Electrical Circuits | 3 |
|     ACR123 HVACR Electrical Components | 3 |
|     ACR132 Residential Air Conditioning | 3 |
|     ACR134 Ice Machines | 3 |
|     ACR147 Refrigeration Transition and Recovery | 3 |
|     ACR148 Heat Pump Systems I | 3 |
|     ACR149 Heat Pump Systems II | 3 |
|     ACR203 Commercial Refrigeration | 3 |
|     ACR209 Commercial Air Conditioning | 3 |
|     ACR210 Troubleshooting HVACR Systems | 3 |
| **Total** | **48** |

**General Education:**

| | |
|---|---|
|     ENG131 Applied Writing I (or ENG101) | 3 |
|     MTH116 Mathematical Applications | 3 |
|     SPH106 Fundamentals of Oral Communication | 3 |
|     CIS190 Introduction to Computers | 3 |
| **Total** | **12** |
| **Total Credit Hours** | **60** |

## Cabinetmaking - Short Certificate

**Program Description:** The Cabinetmaking program is designed to prepare students for the beginning level of employment as cabinetmakers and woodworkers. Instruction includes design and layout, lumber grades and sizes, cutting and shaping, joints and assembly, gluing and clamping, fasteners and hardware, finishing, and installation.

**Admission Requirements:** Entering students must have a high school diploma or GED. Applicants who do not meet this requirement should see the campus counselor.

| Course Requirements: | Credit Hours |
|---|---|
| CAB101 Introduction to Cabinetmaking | 3 |
| CAB102 Introduction to Lumber | 3 |
| CAB103 Sizes, Dimensions and Joints | 3 |
| CAB140 Woodfinishing Fundamentals | 2 |
| CAB204 Cabinetmaking and Millwork | 5 |
| **Total Credit Hours** | **16** |

# Carpentry - Short Certificate

**Program Description:** The Carpentry program is designed to prepare students for the beginning level of employment as carpenters. Instruction includes layout and foundations, floor, wall and roof framing, interior and exterior finishing, and door and window units. Emphasis is placed on the use and care of hand and power tools, safety, materials estimating and selection, blueprint reading, and applied mathematics.

**Admission Requirements:** Entering students must have a high school diploma (or GED). Applicants who do not meet this requirement should see the campus counselor.

| Course Requirements: | Credit Hours |
|---|---|
| CAR111 Construction Basics | 3 |
| CAR112 Floors, Walls, Site Prep | 3 |
| CAR114 Construction Basics Lab | 3 |
| CAR131 Roof and Ceiling Systems | 3 |
| CAR132 Interior and Exterior Finishing | 3 |
| CAR204 Special Projects in Carpentry | 3 |
| **Total Credit Hours** | **18** |

**Recommended course sequence for full-time students: This is a one-semester program; all courses are taken in the same semester.**

# Civil Engineering Technology
## Associate in Applied Science

**Program Description:** The Civil Engineering Technology program is designed to provide students with the specialized background needed for technicians who work with civil engineers. Civil engineering technicians carry out many tasks necessary in the construction of residential and commercial buildings, bridges, dams, power plants, water and waste treatment systems, and transportation systems such as highways, pipelines, airfields, and transmission lines. Upon graduation from this program, the civil engineering technician may qualify for various entry-level jobs such as surveying, field or laboratory tester, construction foreman, inspector, expeditor, estimator, or structural detailer.

**Admission Requirements:** Entering students must be high school graduates or GED.

| Course Requirements | Credit Hours |
|---|---|
| **Technical Education:** | |
| CET101 Introduction to Engineering Technology | 3 |
| CET111 Fundamentals of Surveying | 3 |
| CET112 Intermediate Surveying | 3 |
| CET121 Engineering Materials | 3 |
| CET131 Highway Design and Construction | 3 |
| CET213 Topographical Surveying and Drawing | 3 |
| CET214 Hydraulics | 3 |
| CET215 Statics | 3 |
| CET217 Strength of Materials | 3 |
| CET218 Structural Analysis | 3 |
| CET -- Technical Electives | 6 |
| DDT104 Introduction to Computer Aided Drafting and Design | 3 |
| DDT111 Fundamentals of Drafting/Design Technology | 3 |
| DDT127 Intermediate CADD | 3 |
| CIS146 Microcomputer Applications | 3 |
| **Total** | **48** |

**General Education:**

| | |
|---|---|
| ENG101 English Composition | 3 |
| ART100 Art Appreciation (or MUS101) | 3 |
| SPH 106 Fundamentals of Oral Communication (or SPH107) | 3 |
| MTH100 Intermediate College Algebra | 3 |
| MTH118 Technical Mathematics (or MTH112) | 3 |
| PHY120 Introduction to Physics | 4 |
| Social Science Elective (HIS, PSY, SOC) | 3 |
| **Total** | **22** |
| **Total Credit Hours** | **70** |

---

**Recommended course sequence** for full-time students beginning fall semester:

*Fall Semester*

| | |
|---|---|
| CET101 Introduction to Engineering Technology | 3 |
| CET111 Fundamentals of Surveying | 3 |
| MTH100 Intermediate College Algebra | 3 |
| ENG101 English Composition I | 3 |
| CIS146 Microcomputer Applications | 3 |
| DDT111 Fundamentals of Drafting | 3 |
| | **18** |

*Spring Semester*

| | |
|---|---|
| CET112 Intermediate Surveying | 3 |
| CET121 Engineering Materials | 3 |
| CET131 Highway Design & Construction | 3 |
| DDT104 Introduction to CADD | 3 |
| MTH118 Technical Mathematics (or MTH112) | 3 |
| | **15** |

*Summer Term*

| | |
|---|---|
| CET 213 Topographical Surveying & Drawing | 3 |
| Technical Electives | 6 |
| | **9** |

*Fall Semester*

| | |
|---|---|
| CET215 Statics | 3 |
| CET217 Strength of Materials | 3 |
| PHY120 Introduction to Physics | 4 |
| Social Science Elective (HIS, PSY, SOC) | 3 |
| | **13** |

*Spring Semester*

| | |
|---|---|
| CET214 Hydraulics 3 Structural Analysis | 3 |
| CET218 Structural Analysis | 3 |
| DDT127 Intermediate CADD | 3 |
| SPH106 Fundamentals of Oral Communication (or SPH107) | 3 |
| ART100 Art Appreciation (or MUS101) | 3 |
| | **15** |

# Drafting and Design Technology
## Associate in Applied Science

**Program Description:** The Drafting and Design Technology program is designed to provide the student with a thorough knowledge of drafting principles and techniques. Coursework covers the various areas of drafting and design used in the industrial community. Computer Aided Drafting and Design (CADD) is emphasized, using practical applications and laboratory assignment. Employment opportunities for drafting and design technicians include construction and manufacturing related fields, process piping design, structural steel design, civil drafting, residential and commercial architecture, shipbuilding, aircraft component manufacturing, and other specialized manufacturing fields.

**Admission Requirements:** Entering students must have a high school diploma or GED.

| Course Requirements | Credit Hours |
|---|---|
| **Technical Core Credits:** | |
| DDT104 Introduction to Computer Aided Drafting and Design | 3 |
| DDT111 Fundamentals of Drafting/Design Technology | 3 |
| DDT124 Technical Drawing I | 3 |
| DDT127 Intermediate CADD | 3 |
| DDT128 Technical Drawing II | 3 |
| DDT131 Basic Machine Drafting | 3 |
| DDT132 Architectural Drafting | 3 |
| DDT212 Intermediate Architectural Drafting | 3 |
| DDT214 Pipe Drafting | 3 |
| DDT224 Structural Concrete Drafting | 3 |
| DDT225 Structural Steel Drafting | 3 |
| DDT231 Advanced CAD | 3 |
| DDT232 CAD Customization | 3 |
| Technical Elective | 3 |
| CIS146 Microcomputer Applications | 3 |
| **Total** | **45** |
| **General Education:** | |
| ENG101 English Composition | 3 |
| ART100 Art Appreciation (or MUS101) | 3 |
| SPH106 Fundamentals of Oral Communication (or SPH107) | 3 |
| MTH100 Intermediate College Algebra | 3 |
| MTH118 Technical Mathematics (or MTH112) | 3 |
| PHY120 Introduction to Physics | 4 |
| Social Science Elective (HIS, PSY, SOC) | 3 |
| **Total** | **22** |
| **Total Credit Hours** | **67** |

---

**Recommended course sequence for full-time students beginning in fall semester:**

*Fall Semester*

| | |
|---|---|
| DDT104 Introduction to Computer Aided Drafting | 3 |
| DDT111 Fundamentals of Drafting/Design Technology | 3 |
| DDT124 Technical Drawing I | 3 |
| MTH100 Intermediate College Algebra | 3 |
| ENG101 English Composition I | 3 |
| CIS146 Microcomputer Applications | 3 |
| | **18** |

*Spring Semester*

| | |
|---|---|
| DDT127 Intermediate CADD | 3 |
| DDT128 Technical Drawing II | 3 |
| DDT131 Basic Machine Drafting | 3 |
| DDT134 Descriptive Geometry | 3 |
| MTH118 Technical Mathematics (or MTH112) | 3 |
| SPH106 Fundamentals of Oral Communication (or SPH107) | 3 |
| | **18** |

| *Fall Semester* | |
|---|---|
| DDT132 Architectural Drafting | 3 |
| DDT225 Structural Steel Drafting | 3 |
| DDT231 Advanced CAD | 3 |
| PHY120 Introduction to Physics | 4 |
| ART100 Art Appreciation (or MUS101) | 3 |
| | **16** |
| *Spring Semester* | |
| DDT214 Pipe Drafting | 3 |
| DDT224 Structural Concrete Drafting | 3 |
| DDT232 CAD Customization | 3 |
| Technical Elective | 3 |
| Social Science Elective (HIS, PSY, SOC) | 3 |
| | **15** |

# Electrical Technology
## Associate in Occupational Technologies - Certificate

**Program Description:** The Electrical Technology program is designed to provide the student with an opportunity to acquire the skills, knowledge, and understanding needed to enter the occupation as an entry-level electrician. The program provides a balance of theory and hands-on experience for the electrical construction and industrial maintenance fields. Included are elements of residential, commercial, and industrial wiring methods, industrial equipment, and maintenance, as well as tool and equipment use, basic electricity/electronics, rotating machines and controls, and the National Electrical Code. The certificate program prepares students for entry-level technician positions; the associate degree programs include a minor in a related occupation to give the student multi-craft training and general education courses to prepare the student for advancement.

**Admission Requirements:** Entering students must have a high school diploma or GED.

## Associate in Occupational Technologies
### (with Minor in Air Conditioning Technology)

| Course Requirements: | | Credit Hours |
|---|---|---|
| **Major (Electrical Technology)** | | |
| ELT104 Distribution Systems | | 3 |
| ELT108 DC Fundamentals | | 3 |
| ELT109 AC Fundamentals | | 3 |
| ELT110 Wiring Methods | | 3 |
| ELT116 Residential Wiring | | 6 |
| ELT117 AC/DC Machines | | 3 |
| ELT118 Commercial/Industrial Wiring I | | 3 |
| ELT132 Commercial/Industrial Wiring II | | 3 |
| ELT209 Motor Controls I | | 3 |
| ELT212 Motor Controls II | | 3 |
| ELT221 Electronics for Electricians I | | 3 |
| IST267 Programmable Controllers | | 5 |
| ELT – Technical Elective | | 2 |
| | **Total** | **43** |

**Minor  (Must be approved by adviser)**
**Air Conditioning/Refrigeration** (Other courses may be approved.)

| | |
|---|---|
| ACR111 Refrigeration Principles | 3 |
| ACR112 HVACR Service Procedures | 3 |
| ACR113 Refrigeration Piping Practices | 3 |
| ACR122 HVACR Electrical Circuits | 3 |
| ACR123 HVACR Electrical Components | 3 |
| **Total** | **12** |

**General Education:**

| | |
|---|---|
| ENG101 English Composition | 3 |
| ART100 Art Appreciation (or MUS101) | 3 |
| SPH106 Fundamentals of Oral Communication (or SPH107) | 3 |
| MTH116 Mathematical Applications (or higher Math) | 3 |
| Math/Science/Computer Science Electives | 6 |
| (BIO, CHM, CIS, MTH, PHS, PHY) | |
| (Note: A computer course is required for graduation.) | |
| Social Science Elective (HIS, PSY, SOC) | 3 |
| **Total** | **21** |
| **Total Credit Hours** | **76** |

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**Associate in Occupational Technologies:  Electrical Technology
with Minor in Air Conditioning Technology
Recommended course sequence for full-time students beginning in fall semester:**

*Fall Semester*

| | |
|---|---|
| ELT108 DC Fundamentals | 3 |
| ELT109 AC Fundamentals | 3 |
| ELT110 Wiring Methods | 3 |
| ELT104 Distribution Systems | 3 |
| MTH116* Math Applications (or higher math) | 3 |
| | **15** |

*Spring Semester*

| | |
|---|---|
| ELT117 AC/DC Machines | 3 |
| ELT209 Motor Controls I | 3 |
| ELT212 Motor Controls II | 3 |
| ENG101* English Composition | 3 |
| Natural Science, Computer Science, or Math | 3 |
| *May be taken 1st or 2nd semester | **15** |

*Summer Term*

| | |
|---|---|
| ELT116 Residential Wiring | 6 |
| ELT118 Commercial/Industrial Wiring I | 3 |
| ELT132 Commercial/Industrial Wiring II | 3 |
| Social Science | 3 |
| | **15** |

*Fall Semester*

| | |
|---|---|
| ELT221 Electronics for Electricians I | 3 |
| IST267 Programmable Controls | 5 |
| ELT – Technical Elective | 2 |
| SPH106 Fundamentals of Oral Communication (or SPH107) | 3 |
| CIS146 Microcomputer Applications | 3 |
| | **16** |

*Spring Semester*

| | |
|---|---|
| ACR111 Refrigeration Principles | 3 |
| ACR112 HVACR Service Procedures | 3 |
| ACR123 HVACR Electrical Components | 3 |
| ACR | 3 |
| ART100 Art Appreciation (or MUS101 Music Appreciation) | 3 |
| | **15** |

# Associate in Occupational Technologies (E and I Option)

**Major (Electrical Technology)**

| | | |
|---|---|---|
| ELT104 Distribution Systems | | 3 |
| ELT108 DC Fundamentals | | 3 |
| ELT109 AC Fundamentals | | 3 |
| ELT110 Wiring Methods | | 3 |
| ELT117 AC/DC Machines | | 3 |
| ELT122 Advanced AC/DC Machines | | 3 |
| ELT118 Commercial/Industrial Wiring I | | 3 |
| ELT209 Motor Controls I | | 3 |
| ELT212 Motor Controls II | | 3 |
| IST267 Programmable Controllers | | 5 |
| ELT – Technical Elective | | 1 |
| | **Total** | **33** |

**Minor (Instrumentation)**

| | | |
|---|---|---|
| IST105 Introduction to Process Technology | | 3 |
| IST137 Industrial Process Equipment | | 3 |
| IST167 Industrial Measurements | | 3 |
| IST207 Principles of Automatic Control | | 5 |
| IST287 Distributed Control Systems | | 5 |
| INT113 Fundamentals of Industrial Hydraulics | | 3 |
| | **Total** | **22** |

**General Education:**

| | | |
|---|---|---|
| ENG101 English Composition | | 3 |
| ART100 Art Appreciation (or MUS101) | | 3 |
| SPH106 Fundamentals of Oral Communication (or SPH107) | | 3 |
| MTH116 Mathematical Applications (or higher math) | | 3 |
| Math/Science/Computer Science Electives | | 6 |
| (BIO, CHM, CIS, MTH, PHS, PHY) | | |
| (Note: A computer course is required for graduation.) | | |
| Social Science Elective (HIS, PSY, SOC) | | 3 |
| | **Total** | **21** |
| | **Total Credit Hours** | **76** |

**Sequence for Associate in Occupational Technologies: Electrical Technology Major with Minor in Process/Instrumentation Tech (E & I)**
Recommended course sequence for full-time students beginning in fall semester:

*Fall Semester*

| | |
|---|---|
| ELT108 DC Fundamentals | 3 |
| ELT109 AC Fundamentals | 3 |
| ELT110 Wiring Methods | 3 |
| ELT104 Distribution Systems | 3 |
| MTH116* Math Applications (or higher math) | 3 |
| | **15** |

*Spring Semester*

| | |
|---|---|
| ELT117 AC/DC Machines | 3 |
| ELT122 Advanced AC/DC Machines | 3 |
| ELT209 Motor Controls I | 3 |
| ELT212 Motor Controls II | 3 |
| ENG101* English Composition | 3 |
| *May be taken 1st or 2nd semester. | **15** |

*Summer Term*

| | |
|---|---|
| ELT118 Commercial/Industrial Wiring I | 3 |
| IST267 Programmable Controls | 5 |
| INT113 Fundamentals of Industrial Hydraulics | 3 |
| Technical Elective | 1 |
| | **12** |

*Fall Semester*

| | |
|---|---|
| IST105 Intro to Process Technology | 3 |
| IST137 Industrial Process Equipment | 3 |
| IST287 Distributed Control Systems | 5 |
| SPH106 Fundamentals of Oral Communication | 3 |
| Natural Science, Computer Science, or Math | 3 |
| | **17** |

*Spring Semester*

| | |
|---|---|
| IST167 Industrial Measurements | 3 |
| IST207 Principles of Automatic Control | 5 |
| Social Science (HIS, PSY, SOC) | 3 |
| Natural Science, Computer Science, or Math | 3 |
| ART100 Art Appreciation (or MUS101 Music Appreciation) | 3 |
| | **17** |

## Electrical Technology - Certificate

**Technical Education:**

| | |
|---|---|
| ELT108 DC Fundamentals | 3 |
| ELT109 AC Fundamentals | 3 |
| ELT110 Wiring Methods | 3 |
| ELT104 Distribution Systems | 3 |
| ELT116 Residential Wiring | 6 |
| ELT117 AC/DC Machines | 3 |
| ELT122 Advanced AC/DC Machines | 3 |
| ELT118 Commercial/Industrial Wiring I | 3 |
| ELT132 Commercial/Industrial Wiring II | 3 |
| ELT209 Motor Controls I | 3 |
| ELT212 Motor Controls II | 3 |
| ELT221 Electronics for Electricians I | 3 |
| IST267 Programmable Controls | 5 |
| ELT242 Journeyman-Master Prep Exam | 3 |
| **Total** | **47** |

**General Education:**

| | |
|---|---|
| ENG131 Applied Writing I (or ENG101) | 3 |
| SPH106 Fundamentals of Oral Communication (or SPH107) | 3 |
| MTH116 Math Applications (or higher math) | 3 |
| CIS146 Microcomputer Applications | 3 |
| **Total** | **12** |
| **Total Credit Hours** | **59** |

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**Electrical Technology: Certificate**
**Recommended course sequence** for full-time students beginning in fall semester:

*Fall Semester*

| | |
|---|---|
| ELT108 DC Fundamentals | 3 |
| ELT109 AC Fundamentals | 3 |
| ELT110 Wiring Methods | 3 |
| ELT104 Distribution Systems | 3 |
| MTH116* Math Applications (or higher math) | 3 |
| | **15** |

*Spring Semester*

| | |
|---|---|
| ELT117 AC/DC Machines | 3 |
| ELT122 Advanced AC/DC Machines | 3 |
| ELT209 Motor Controls I | 3 |
| ELT212 Motor Controls II | 3 |
| ENG131*Applied Writing I (or ENG101) | 3 |

*May be taken 1st or 2nd semester **15**

*Summer Term*

| | |
|---|---|
| ELT116 Residential Wiring | 6 |
| ELT118 Commercial/Industrial Wiring I | 3 |
| ELT132 Commercial/Industrial Wiring II | 3 |
| | **12** |

*Fall Semester*

| | |
|---|---|
| ELT221 Electronics for Electricians I | 3 |
| IST267 Programmable Controls | 5 |
| ELT242 Journeyman-Master Prep Exam | 3 |
| SPH106 Fundamentals of Oral Communication (or SPH107) | 3 |
| CIS146 Microcomputer Applications | 3 |
| | **17** |

# Electronics Engineering Technology
## Associate in Applied Science

**Program Description:** The Electronics Engineering Technology curriculum is designed to prepare students for beginning level employment in a wide range of technician positions including, but not limited to, biomedical electronics, aerospace technology, communications technology, computer repair/installation and networking, consumer electronics, office machine maintenance and repair, and engineering assistant. Coursework includes theory and laboratory applications in areas such as DC, AC, solid state, digital circuits, electronic communications, microprocessors, robotics, and microcomputer systems.

**Admission Requirements:** Entering students must be high school graduates or GED.

**Course Requirements**                                           **Credit Hours**

**Technical Course Requirements:**

| Course | Credit Hours |
|---|---|
| EET103 DC Fundamentals | 3 |
| EET104 AC Fundamentals | 3 |
| EET105 Solid State Fundamentals | 3 |
| EET109 Electrical Blueprint Reading I | 3 |
| EET119 Circuit Fabrication I | 1 |
| EET186 Microprocessor Basics | 3 |
| EET203 Electronic Circuits I | 3 |
| EET206 Digital Fundamentals | 3 |
| EET230 Communications Basics | 3 |
| EET231 Communications Basics Laboratory | 1 |
| EET234 Robotic Systems | 3 |
| EET239 Robotic Systems Laboratory | 2 |
| EET254 Microcomputer Systems Basics I | 3 |
| EET255 Microcomputer Systems Basics I Lab | 2 |
| EET256 Microcomputer Systems Advanced I | 3 |
| EET257 Microcomputer Systems Advanced I Lab | 2 |
| EET290 Electronics Project | 2 |
| Technical Elective | 3 |
| **Total** | **46** |

**General Education:**

| Course | Credit Hours |
|---|---|
| ENG101 English Composition I | 3 |
| ART100 Art Appreciation (or MUS101) | 3 |
| SPH106 Fundamentals of Oral Communication (or SPH107) | 3 |
| MTH100 Intermediate College Algebra | 3 |
| MTH118 Technical Mathematics (or MTH112) | 3 |
| PHY120 Introduction to Physics | 4 |
| Social Sciences Elective (HIS, PSY, SOC) | 3 |
| **Total** | **22** |
| **Total Credit Hours** | **68** |

Suggested course sequence for full-time students beginning fall semester:

*Fall Semester*

| | |
|---|---|
| EET103 DC Fundamentals | 3 |
| EET104 AC Fundamentals | 3 |
| EET119 Circuit Fabrication | 1 |
| ENG101 English Composition I | 3 |
| MTH100 Intermediate College Algebra | 3 |
| | **13** |

*Spring Semester*

| | |
|---|---|
| EET105 Solid State Fundamentals | 3 |
| EET109 Electrical Blueprint Reading | 3 |
| EET186 Microprocessor Basics | 3 |
| EET203 Electronic Circuits I | 3 |
| EET206 Digital Fundamentals | 3 |
| MTH118 Technical Mathematics (or MTH112) | 3 |
| | **18** |

*Fall Semester*

| | |
|---|---|
| EET230 Communications Basics | 3 |
| EET231 Communications Basics Laboratory | 1 |
| EET254 Microcomputer Systems Basics I | 3 |
| EET255 Microcomputer Systems Basics I Lab | 2 |
| Technical Elective | 3 |
| Social Sciences Elective (HIS, PSY, SOC) | 3 |
| PHY120 Introduction to Physics | 4 |
| | **19** |

*Spring Semester*

| | |
|---|---|
| EET234 Robotic Systems | 3 |
| EET239 Robotic Systems Lab | 2 |
| EET256 Microcomputer Systems Advanced I | 3 |
| EET257 Microcomputer Systems Advanced I Lab | 2 |
| EET290 Electronics Project | 2 |
| ART100 Art Appreciation (or MUS101) | 3 |
| SPH106 Fundamentals of Oral Communication (or SPH107) | 3 |
| | **18** |

# Machine Tool Technology
## Short Certificate

**Program Description:** The Machine Tool Technology program prepares students for occupations in machining, maintenance, and machine operator positions in the metal fabrication, aircraft, shipbuilding, chemical and paper, and related industries. Machining technicians set up and operate precision metal working machines in production, maintenance, and specialized work settings. Maintenance technicians are responsible for installing, maintaining, and repairing equipment in manufacturing and industrial plants. Machine operators are responsible for operating production equipment in manufacturing industries. Students learn machine shop safety, mechanical blueprint reading, precision measuring, layout procedures, and basic CNC g-code programming. Upon graduation, students will be able to operate lathes, drilling machines, milling machines, saws, and grinders.

**Admission Requirements:** Entering students must have high school diploma or GED.

| Course Requirements: | Credit Hours |
|---|---|
| MTT100 Machining Technology I | 6 |
| MTT103 Machining Technology II | 6 |
| MTT126 Blueprint Reading | 3 |
| MTT129 Lathe Operations | 6 |
| MTT136 Milling Operations | 6 |
| MTT290 Cooperative Education in MTT | 1 |
| **Total Credit Hours** | **28** |

```
Machining Short Certificate
Recommended course sequence for full-time students beginning fall semester:

Fall Semester
        MTT100 Machining Technology I                                6
        MTT126 Blueprint Reading                                     3
        MTT129 Lathe Operations                                      6
                                                                    15
Spring Semester
        MTT103 Machining Technology II                               6
        MTT136 Milling Operations                                    6
        MTT290 Co-op in MTT                                          1
                                                                    13
```

## Process and Maintenance Technology
## Associate in Applied Science – View Addendum

**Program Description:** The Process and Maintenance Technology program, *formerly Process and Instrumentation Technology*, prepares graduates for entry-level process and maintenance positions in steel and stainless steel manufacturing, chemical and other plant operation related industries. The program provides instruction designed to develop knowledge of the monitoring and controlling principles used in modern industry as well as the technical skills needed to apply these principles. Mathematics, communications skills, computer, general and industrial-related safety, and science courses are included to provide the broad-based skills and knowledge essential to modern process and maintenance technicians. Specialized hands-on and theory training in the areas of chemistry, instrumentation, maintenance, process operations, and unit operations provides the technical competencies needed in the industry.

Students entering the program may choose to enter under the Steel Production track, the Chemical Process track, or the Instrumentation and Electrical (I&E) track. Process technicians are responsible for operating, controlling, and monitoring the steel manufacturing or chemical processes involved in steel production or chemical and other related plant industry processes. Technicians in all areas must have knowledge of mechanics, electronics, pneumatics, and plant unit operations; therefore, they take Technical Core classes in addition to their General Education classes.

Employees in the process and maintenance technology field often work rotating shifts. Job tasks require good physical fitness, including manual dexterity and the ability to work in difficult and confined areas.

**Admission Requirements:** Entering students must have high school diploma or GED.

**General Education (Required for all tracks):**

| | | |
|---|---|---|
| RT100 Art Appreciation (or MUS101) | | 3 |
| ENG101 English Composition I | | 3 |
| MTH100 Intermediate College Algebra | | 3 |
| MTH118 Technical Mathematics (or MTH112) | | 3 |
| PHY120 Introduction to Physics (or CHM104) | | 4 |
| SPH106 Fundamentals of Oral Communication (or SPH107) | | 3 |
| Social Sciences Elective (HIS, PSY, SOC) | | 3 |
| | **Total** | **22** |

**Technical Core (Required for all tracks):**

| | | |
|---|---|---|
| CIS 146 Microcomputer Applications | | 3 |
| ELT108 Principles of DC Electricity (or EET103) | | 3 |
| ELT109 Principles of AC Electricity (or EET104) | | 3 |
| INT129 Industrial Safety and Maintenance Techniques | | 3 |
| INT118 Fundamentals of Industrial Hydraulics and Pneumatics | | 3 |
| INT105 Introduction to Process Control Technology | | 3 |
| | **Total** | **18** |

**Instrumentation and Electrical Maintenance Track**

| Technical Course Requirements: | Credit Hours |
|---|---|
| ELT209 Motor Controls I | 3 |
| ELT212 Motor Controls II | 3 |
| ELT231 Programmable Controllers I | 3 |
| ELT 232 Programmable Controllers II | 3 |
| IST137 Industrial Process Equipment | 3 |
| IST167 Industrial Measurements | 5 |
| IST207 Principles of Automatic Control | 5 |
| Technical Elective(s) | 3 |
| **Total** | **28** |
| **Total Credit Hours** | **68** |

**Chemical Process Track**

| Technical Course Requirements: | Credit Hours |
|---|---|
| CHM105 Intro to Organic Chemistry | 4 |
| ELT209 Motor Controls I | 3 |
| ELT212 Motor Controls II | 3 |
| IST137 Industrial Process Equipment | 3 |
| IST167 Industrial Measurements | 5 |
| IST207 Principles of Automatic Control | 5 |
| IST233 Unit and Plant Operations | 5 |
| **Total** | **28** |
| **Total Credit Hours** | **68** |

**Steel Process Track**

| Technical Course Requirements: | Credit Hours |
|---|---|
| ELT209 Motor Controls I | 3 |
| ELT212 Motor Controls II | 3 |
| INT117 Principles of Industrial Mechanics | 3 |
| IST137 Industrial Process Equipment | 3 |
| IST167 Industrial Measurements | 5 |
| IST207 Principles of Automatic Control | 5 |
| IST233 Unit and Plant Operations | 5 |
| Technical Elective(s) | 1 |
| **Total** | **28** |
| **Total Credit Hours** | **68** |

**Recommended Course Sequence for Instrumentation and Electrical Maintenance Track**

*First Semester*

| | |
|---|---|
| ENG101 English Composition I | 3 |
| INT105 Introduction to Process Control Technology | 3 |
| MTH100 Intermediate College Algebra | 3 |
| PHY120 Introduction to Physics (or CHM104) | 4 |
| SPH106 Fundamentals of Oral Communication (or SPH107) | 3 |
| | **16** |

*Second Semester*

| | |
|---|---|
| CIS146 Microcomputer Applications | 3 |
| ELT108 Principles of DC Electricity (or EET103) | 3 |
| ELT109 Principles of AC Electricity (or EET104) | 3 |
| INT129 Industrial Safety and Maintenance Techniques | 3 |
| IST137 Industrial Process Equipment | 3 |
| | **15** |

*Third Semester*

| | |
|---|---|
| ELT209 Motor Controls I | 3 |
| ELT212 Motor Controls II | 3 |
| INT118 Fundamentals of Industrial Hydraulics and Pneumatics | 3 |
| IST167 Industrial Measurements | 5 |
| MTH118 Technical Mathematics (or MTH112) | 3 |
| | **17** |

*Fourth Semester*

| | |
|---|---|
| ART100 Art Appreciation (or MUS101) | 3 |
| ELT231 Programmable Controllers I | 3 |
| ELT232 Programmable Controllers II | 3 |
| IST207 Principles of Automatic Control | 5 |
| Social Sciences Elective (HIS, PSY, SOC) | 3 |
| Technical Elective(s) | 3 |
| | **20** |

**Recommended Course Sequence for Chemical Process Track**

*First Semester*

| | |
|---|---|
| ENG101 English Composition I | 3 |
| INT105 Introduction to Process Control Technology | 3 |
| MTH100 Intermediate College Algebra | 3 |
| PHY120 Introduction to Physics (or CHM104) | 4 |
| SPH106 Fundamentals of Oral Communication (or SPH107) | 3 |
| | **16** |

*Second Semester*

| | |
|---|---|
| CIS146 Microcomputer Applications | 3 |
| ELT108 Principles of DC Electricity (or EET103) | 3 |
| ELT109 Principles of AC Electricity (or EET104) | 3 |
| INT129 Industrial Safety and Maintenance Techniques | 3 |
| IST137 Industrial Process Equipment | 3 |
| | **15** |

*Third Semester*

| | |
|---|---|
| ELT209 Motor Controls I | 3 |
| ELT212 Motor Controls II | 3 |
| INT118 Fundamentals of Industrial Hydraulics and Pneumatics | 3 |
| IST167 Industrial Measurements | 5 |
| MTH118 Technical Mathematics (or MTH112) | 3 |
| | **17** |

*Fourth Semester*

| | |
|---|---|
| ART100 Art Appreciation (or MUS101) | 3 |
| IST207 Principles of Automatic Control | 5 |
| IST233 Unit and Plant Operations | 5 |
| Social Sciences Elective (HIS, PSY, SOC) | 3 |
| CHM105 Intro to Organic Chemistry | 4 |
| | **20** |

**<u>Recommended Course Sequence</u> for Steel Process Track**

*First Semester*

| | |
|---|---|
| ENG101 English Composition I | 3 |
| INT105 Introduction to Process Control Technology | 3 |
| MTH100 Intermediate College Algebra | 3 |
| PHY120 Introduction to Physics (or CHM104) | 4 |
| SPH106 Fundamentals of Oral Communication (or SPH107) | 3 |
| | **16** |

*Second Semester*

| | |
|---|---|
| CIS146 Microcomputer Applications | 3 |
| ELT108 Principles of DC Electricity (or EET103) | 3 |
| ELT109 Principles of AC Electricity (or EET104) | 3 |
| INT117 Principles of Industrial Mechanics | 3 |
| INT129 Industrial Safety and Maintenance Techniques | 3 |
| IST137 Industrial Process Equipment | 3 |
| | **18** |

*Third Semester*

| | |
|---|---|
| ELT209 Motor Controls I | 3 |
| ELT212 Motor Controls II | 3 |
| INT118 Fundamentals of Industrial Hydraulics and Pneumatics | 3 |
| IST167 Industrial Measurements | 5 |
| MTH118 Technical Mathematics (or MTH112) | 3 |
| | **17** |

*Fourth Semester*

| | |
|---|---|
| ART100 Art Appreciation (or MUS101) | 3 |
| IST207 Principles of Automatic Control | 5 |
| IST233 Unit and Plant Operations | 5 |
| Social Sciences Elective (HIS, PSY, SOC) | 3 |
| Technical Elective(s) | 1 |
| | **17** |

# DIVISION OF WORKFORCE DEVELOPMENT AND LIFELONG LEARNING

## Lifelong Learning

The Division of Workforce Development and Lifelong Learning offers career readiness and professional and personal development opportunities through the following programs: Adult Basic Education; Testing; Contract Training; Distance Learning; Ready to Work; WorkKeys for Education and Employers; and Employer Development.

### Adult Basic Education

The Bishop State Community College Adult Basic Education Program is a comprehensive educational program aimed at preparing adults age 16 and over for the American Council of Education's GED Tests (General Educational Development). The GED tests cover the academic knowledge and skills learned in four years of high school: reading, writing, social studies, science, and mathematics. The goal of the Bishop State Adult Education Program is to successfully prepare students for an alternative high school graduation certification.

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**Assessment Testing** (Free to applicants)

To enroll in the Bishop State Adult Basic Education Program, all individuals must take the TABE Assessment Test. The TABE (Tests of Adult Basic Education) is given to determine a student's grade level prior to enrolling in adult basic education classes.

- This assessment process usually takes between 4 to 5 hours.
- Students must have a picture I.D. when enrolling.

**Assessment Schedule**

Assessment testing will be held at the Bishop State Carver Campus, 414 Stanton Street, Mobile, AL 36617.

Mondays only – (20 openings available); no appointments; first come, first served

- Sign-up begins at 6 a.m.
- Numbers are handed out at the rear guard shack (located on the north entrance of the campus).
- Testing begins at 7:30 a.m.

The adult education sites are open for continuous enrollment to anyone sixteen (16) years of age or older who is not currently enrolled in the regular public school program. Sixteen (16) and seventeen (17)-year-old learners must bring a withdrawal form from their high schools at the time of enrollment.

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### Contract Training Programs
*Your Business Partner in Workforce Training*

**Cost-effective, Customized and Convenient**

Bishop State can design a training program that's right for you, your business, and your employees.

A recent National Workforce Development study showed that businesses are turning to community colleges for training because it is cost effective and offers customized training with quality instruction that is convenient for them and their employees. The study also showed that while big industry is still the largest customer of community college training programs, a growing number of other businesses – both large and small – are discovering the advantages contract training can offer. Bishop State is proud to be at the forefront of this national trend. We've been building partnerships with area businesses and industries for decades by offering training assistance that keeps our local economy growing and our local citizens working.

Today, when Mobile area businesses need assistance in training, they turn to Bishop State Community College's Division of Workforce Development and Lifelong Learning. The College has an extensive track record of successfully training industry employees to meet the workforce needs of such major Gulf Coast industries as shipbuilding, chemical and paper manufacturing, as well as many small and mid-sized businesses.

**We can Keep Your Employees on the Cutting Edge of Technology**

Training is an essential tool for success in any business. If a business is to succeed in today's globally competitive marketplace, workers must have the opportunity to upgrade their skills on an ongoing basis. Today's work environment demands that workers be lifelong learners. As technology changes, workers must learn new skills and update old skills. Employees need to be better trained to take advantage of the latest technology and make it work for your business.

That's why Bishop State has developed contract training programs that really work for business. When it comes to workforce training, one size doesn't fit all. The College realizes that your business has special needs, and our programs are specifically designed to meet your needs. Here are some of the qualities that set us apart:

- *Customized*. We assess and identify your specific needs and develop programs to meet them. We can even design a program around your long-range business plan.

- *Flexible*. Training can be offered on-site at your business or on one of our convenient campuses. We can work with new employees, current employees, or returning employees. Also, we can change with your business to continue to meet your needs.

- *Cost-effective*. You won't find better quality or a better deal. Many industries have found our program to be a great alternative to expensive in-house training programs.

- *Small business friend*. Our contract training programs aren't just for major industries. We are here to meet the needs of small and mid-sized companies.

## Distance Learning

**Goal of Distance Learning**

The goal of distance learning at Bishop State is to provide access to courses outside of the traditional classroom for all of our students. We know everyone cannot make it to class from 9:00 to 9:50 every week, so we provide access to a quality education with no time boundaries. Our classes are equal in quality to any course we host traditionally, and our instructors provide quality content in each course they teach.

**Expectations**

What should you expect from Bishop State Online courses? You should expect a high quality course that allows you to learn at your own pace, and instructors who will provide an atmosphere that is open to discussion, interaction, and discovery.

### Ed2Go

**Featured Departments:**

Grant Writing and Nonprofit Management          Web and Computer Programming

Basic Computer Literacy          Computer Troubleshooting and Networking

Start Your Own Business          More...

For more information, you can visit the Bishop State Distance Learning Web site at **http://www.bishop.edu** or visit **www.ed2go.com**.

**Technology Series and More**
The College offers the latest in technology training and hundreds of never-before-offered courses via on-line with excellent and effective instructor access.  Currently, these courses are available in the Ed2Go Program.  Access the site through the Bishop State Web site – **www.bishop.edu** – under Workforce Development.  Other categories are listed above in the Ed2Go Featured Departments list.

For more information or directions, please e-mail: **kbush@bishop.edu** or call 251-405-7082.

# Videoconferencing

Videoconferencing provides an effective means to conduct meetings with remote locations at a small fraction of the cost and time involved in travel. Companies, organizations, agencies, and individuals can hold meetings one-to-one (point-to-point) or involving multiple sites.

Each site participating in a videoconference is equipped with cameras, monitors, and other devices that enables it to make full use of this exciting, interactive technology.

**What is Videoconferencing?**
Videoconferencing is the transmission and reception of compressed audio and video between two or more geographically different locations using a dedicated high-speed line. With the advancements in Video Conferencing technology, people from all over the world can meet in real time much as if they were meeting face to face.

Typical Videoconferencing Applications Include:
- Distance Education
- General Meetings
- Board Meetings
- Leadership Meetings
- Interviews
- Workshops
- Professional Development
- Depositions

**Videoconferencing Facilities**
Bishop State Community College currently has a V-TEL ESA conferencing system, located on the Southwest Campus. The system is high-quality, state-of-the-art and dependable. This state-of-the-art video conferencing equipment is available at the Business Technology Center (BTC) on the Main Campus. To locate the BTC, please visit **www.bishop.edu/locations.html** and click on the "Campus Map" link for the main campus.

**Facility Information**
1. Videoconferencing in the Business Technology Center has two public-access video conferencing areas in Rooms 116 and 160 both on the first floor.  The Auditorium (Room 116) is the largest video conference room with Document view and interactive software which allows you to record sessions and with dropped microphones so that audiences can participate.  Room 116 has two cameras;  one has motion tracking to follow the presenter, and one allows access to the audience.  The room's total capacity is 120 people with two 100-inch screens.  In Room 160, the capacity is 20 people, depending on the use of computers. This set-up is designed for a more personal video conference and has a large 100-inch screen.
2. The <u>Southwest Campus</u> facility includes a V-TEL codec, wireless controls (both infrared and RF), tracking collar, whiteboard, document camera (Elmo), Numonics touch pad tablet, eight microphones, VCR, three TV monitors, and two TV cameras. The room seats 18-24 participants.

**Scheduling Information**

Scheduling is done through the Information Technology Support Services Department during office hours 8:00a.m.-4:30 p.m. Before scheduling a Videoconference, please be sure to have the following information:

- Conference start and end time (Central Standard Time)
- Expected number of participants
- Resources and services required
- Billing and contact information

**Pricing Information**

Upon request, a price quote will be sent to you via fax, email or postal address.  For more information regarding videoconferencing, please email Kimberly Bush at **kbush@bishop.edu,** or call the Divisional office at 251-405-7082.

## Ready-to-Work Program

Ready-to-Work (RTW) is a training program that prepares individuals to meet the demands of current and future Alabama employers.  RTW graduates who pass a final comprehensive examination earn an "Alabama Certified Worker Certificate" and an "Alabama Career Readiness Certificate" confirming that their proven work skills and abilities meet the requirements set by the Alabama Department of Postsecondary Education Division of Workforce Development in cooperation with the Alabama Industrial Development Training Institute (AIDT).

The RTW training program is available free of charge to all individuals that are unemployed and want to gain entry-level skills or those individuals who are under-employed and want to gain additional skills for advancement.  The Ready-to-Work Training Program classes begin every three months or more frequently based on demands.  Bishop State will provide training at: Bishop State Community College, Business Technology Center, 351 North Broad Street, Mobile, AL 36603. For more information, visit the Web site at **www.bishop.edu** under Workforce Development; or call 251-405-7082.

## WorkKeys® Solutions Provider

WorkKeys® is a job skills assessment system that measures real-world skills, and

- connects work skills, training, and testing for education and employers;
- makes it easier to meet the requirements of federal programs and legislation;
- supports economic and workforce development programs; and
- is the basis for the *National Career Readiness Certificate*[TM].

To learn more about WorkKeys® Solutions, please visit the WorkKeys® Web site at **www.workkeys.com.**

## WorkKeys® for Education

The WorkKeys® job skill assessment system is used in high schools and community and technical colleges across the country to measure real-world skills by:

- **Educators**  – to help students identify career interests and their skills or skill gaps in preparation for jobs.

- **Students** – to learn more about preparing for WorkKeys® and how to use WorkKeys® scores.

- **Parents** – to help your son or daughter prepare to enter the workforce.

## WorkKeys® for Employers

**Problem – High Turnover, Finding and Keeping Qualified Employees**

Does any of this sound familiar?

- Turnover level keeps you awake at night.
- Hiring qualified workers is an uphill battle.
- Your training efforts and training dollars don't show measurable results.
- Your staff is working overtime and double shifts to make up for staff shortages and high turnover.

WorkKeys®, ACT's workplace assessment tool, is the gold standard in skills testing and is used by thousands of companies worldwide. WorkKeys® uses the same scale to score tests and measure job skills, so you can make quick comparisons between a person's skill levels and the job requirements.

## WorkKeys® and Economic Development Using WorkKeys®

A growing number of states, communities, and organizations are choosing the WorkKeys® system as the foundation for career readiness initiatives that energize their economic development and workforce strategies. Many of these initiatives incorporate the principles of the *National Career Readiness Certificate™* by issuing state and local credentials that align with the national system.

Credentials that utilize three WorkKeys® assessments – Applied Mathematics, Locating Information, and Readiness for Information – share many of the benefits provided by the National Career Readiness System. State and national programs that use this framework can achieve even greater outcomes by fully adopting the *National Career Readiness Certificate$^{TM}$* as part of comprehensive workforce and economic development strategies. Broad use of WorkKeys® to empower state, regional, and local strategies demonstrates its capabilities to address a wide range of workforce and economic development objectives.

For more information, please email one of the following persons:

> **cporter@bishop.edu**
> **kbush@bishop.edusmitchell@bishop.edu**
> **aspears@bishop.edu**
> **grunderson@bishop.edu**

Or call the office at 251-405-7082.

## WorkKeys® and the National Career Readiness Certificate™

The **National Career Readiness Certificate™** (CRC) is based on the WorkKeys® job skills assessment system. The Career Readiness Certificate gives employers and career seekers a uniform measure of key workplace skills.

### Certificate Levels

Individuals who score at certain levels on three WorkKeys® assessments will qualify for a certificate. The three WorkKeys® assessments are as follows: Applied Mathematics, Reading for Information, and Locating Information.

| **Certificate** | **WorkKeys Scores** |
| --- | --- |
| Gold | 5s and above |
| Silver | 4s and above |
| Bronze | 3s and above |

**Which Certificate Is Needed?**
Access the **www.workkeys.com** Internet site and browse the <u>average WorkKeys® scores needed by job title</u> to find out the average scores needed for more than 400 occupations. Additional information is available at **www.bishop.edu** and **www.owd.alabama.gov/CRC/CRC.html.**

        **Gold Level** - Core employability skills for approximately 90% of the jobs

        <u>**Silver Level**</u> - Core employability skills for approximately 65% of the jobs

        <u>**Bronze Level**</u> - Core employability skills for approximately 30% of the jobs

## Employers – Stand Up for a Skilled Workforce

When you recommend or require the Career Readiness Certificate (CRC) for jobs in your workplace, you'll tap into the most qualified labor pool in your area. When an applicant walks in with a certificate, you'll have solid insight into that individual's foundational skills.

Use the certificate as a tool for:

- **Screening**–Save time by interviewing only applicants who have the skills required for your jobs.
- **Hiring and promotion**–A National Career Readiness Certificate can be used as a "plus" factor to help you make selection and promotion decisions.
- **Targeting employee training and development**–Save money by using your training budget on employees with skill gaps.

**NOTE**: At Bishop State Community College, the Career Readiness Certificate is offered to
- Business/Industry workers and members of the general public through the WSP (WorkKeys® Solutions Provider.)
  Call **251-405-7082** or **251-405-7114** or send an email to **cporter@bishop.edu**.

- Adult Basic Education/G.E.D. Participants.
  **Call 251-662-5368.**

- Technical students of Bishop State not enrolled in the Adult Basic Education program.
  **Call 251-662-5368** or **251-405-7082**.

## General Information – WorkKeys® 101

### What is WorkKeys®?
WorkKeys® is a job skills assessment system measuring "real-world" skills that employers believe are critical to job success. This is a WIN-WIN program for both employers and job seekers.

### What skills does WorkKeys® measure?
WorkKeys® assessments measure ten foundational workplace skills:

- Applied Mathematics
- Applied Technology
- Business Writing
- Listening
- Locating Information

- Observation
- Readiness
- Reading for Information
- Teamwork
- Writing

### What are the benefits of using WorkKeys®?
WorkKeys® enables the business/industry community and educators to identify gaps between skills and employment needs to improve the individual's success in entry-level and subsequent jobs. WorkKeys® enables businesses to reduce turnover, overtime, and waste (time, materials, training costs, etc.) while increasing morale through effective selection decisions and training processes.

**Must I use all components of the WorkKeys® system?**
You are not required to use all of the components of the WorkKeys® system. Though the components of the WorkKeys® system are designed to work together to provide the best information for job readiness, however, any of the components may be used independently as well. Individuals who score at certain levels on three WorkKeys® assessments qualify for a certificate (CRC) which can be used in jobs throughout the United States. The three assessments are as follows: Applied Mathematics, Reading for Information, and Locating Information.

**Who uses the WorkKeys® system?**
Hundreds of thousands of WorkKeys® assessments are administered each year to help individuals assess their current skill levels and to determine how improving their skills can lead to better-paying jobs. Students, businesses, and organizations use the WorkKeys® tests to improve skill levels and strengthen communication, problem-solving, and interpersonal skills.

**What is job profiling?**
The WorkKeys® job profiling component offers a concrete way for organizations to analyze the skills needed for specific jobs and to describe those needs to educators, students, and job applicants. Job profiling identifies the workplace skills and the WorkKeys® skill levels an individual must have to perform successfully. By comparing job profile information with individuals' scores on the WorkKeys® tests, organizations can make reliable decisions about hiring, training, and program development. See more information at **www.bishop.edu.**

## BANK TELLER TRAINING CURRICULUM

Achieving Teller Excellence for Educational Institutions is Bishop State's comprehensive off-the-shelf teller training program that prepares anyone to jump-start his or her new teller career. The program teaches the knowledge, skills, and attitude that make a teller successful. Following implementation of this program, students will be prepared to become tellers who are professional and who communicate well with customers. They will be knowledgeable about bank products and services, aware of compliance requirements, and well trained in how to perform teller duties.

## REAL ESTATE LICENSING

### Real Estate Pre-Licensing Course
Students interested in preparing to take the Alabama Real Estate Licensing exam are required to take this 60-hour course. The course provides the fundamental principles of real estate. Whether a student's interest is in pursuing a career as a licensed real estate professional; looking for specific guidance about buying a home, gaining information about how to acquire investment properties; or simply expanding ones knowledge and understanding about this fascinating field, this course will provide the student with tools and knowledge about real estate. The Real Estate Pre-Licensing Course may open the door to an exciting and profitable new career opportunity as a real estate professional.

### Real Estate Post-Licensing Course
The Real Estate Post-Licensing course is designed to enable the participants to perform the operations involved in the practice of real estate in a professional manner in accordance with real estate license law. This 30-hour course will focus on the following topics: Preparing a Business Plan; Working with Buyers; Working with Sellers; Negotiating Offers; Contract to Closing, and Avoiding Liability. This course is required of all real estate licensees who have recently passed the Alabama Real Estate License Exam.

For more information and pricing on either real estate courses, contact **kbush@bishop.edu** or 251-405-7082.

## HIGH-STAKES TESTING

The ACT Center is the Central area of testing also known as "high stakes testing," where the College proctors for 21 boards of certifications and oversees 154 different exams. The most common testing areas are ASWB, ABO, ADA, ASE, NASC, ABVM, and Compass testing. A comprehensive list of testing includes:

Listing of Tests – ABO (American Board of Ophthalmology), ABPM (American Board of Pain Medicine), ASE (National Institute for Automotive Service Excellence), ASWB (Association of Social Work Boards), BOC (Board of Certification) , BU (Boston University), CSA (Codes and Standards Assessments), CDR (Commission on Dietetic Registration), CIV (COMPASS Internet Version Remote Testing), CTS (Continental Testing Services), Comira, DevSquare, FSOT (Foreign Service Officer Test), Lawson, LSENP (Liebert Services, Emerson Network Power), McCann, NITC (National Inspection, Testing, and Certification Corporation), NMTCB (Nuclear Medicine Technology, Certification Board), PAHCOM (Professional Association of Health Care Office Management), ProExams, Rockwell Collins, RVIA (Recreational Vehicle Industry Association), TESC (Thomas Edison State College), and WorkKeys/Career Readiness Certificate

**Room 160** – This is the Video Conferencing Room and also the Verizon Testing Area. This is a three-year, pre-employment testing program for all non-management positions. Based on pre-qualifiers, the tests will range from 1.0 – 4.5 hours. An estimated volume is 38,000 – 50,000 participants test annually throughout the United States.

**Room 113** – Student Open Lab/ State of Alabama Insurance Testing

| TEST | TEST |
|---|---|
| Life and Health Combined | Auto |
| Life | Industrial (Debit)  Fire |
| Health | Bail Bonds |
| Property and Casualty | Variable Life and Variable Annuity |
| Personal Lines | |

**Room 157, 158 and 159**

Room 158 is the Proctor Station
Room 159 is the Sign-in and waiting area
Room 157 is Testing Area

# Wildcat Summer Camps

To request a registration form, please send an email to **grunderson@bishop.edu, smitchell@bishop.edu**, or **kbush@bishop.edu**. **Or call 251-405-7114.** Registration information can be mailed, faxed, or emailed to you at your request.

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## LEGO YOUTH CAMPS

**Junior LEGO Engineering 1**                                                        **Ages 5 – 7**
Using very advanced LEGO parts and pieces, this class is appropriate for the youngest engineer.  Students build and work with models to investigate fixed and movable pulleys, gears, and belt drives.

**LEGO Elementary Engineering 1**                                                **Ages 8 – 12**
Using very advanced LEGO® parts and pieces, this class is appropriate for children 8 years and up. Children will learn by doing. Course covers gears, levers, wheels, axles, structures, forces and simple machines.

**LEGO Vehicles**                                                                          **Ages 5 – 7**
Using very advanced LEGO® parts and pieces, this very exciting class has students building 14 different vehicles, capped off with a final project. Some of these vehicles haven't even been invented in the "real" world, yet!

**Battle Bots**                                                            **Ages 8 – 14**
Students learn to design and build their own motorized battle cars and other vehicles.  By using principles of simple and complex machines, gearing, and mechanical advantage, students then try to flip, push, or smash their opponent's battle vehicles.  *Brain over brawn* through applied physics.

**Junior Lego Engineering 2**                                              **Ages 5 – 7**
Using very advanced LEGO® parts and pieces, this class is appropriate for children ages 5, 6, and 7 years-old.  More great hands-on learning and building of projects of slightly higher complexity, using gears and motors.  A *must* for students who enjoyed Junior Engineering 1.  This is an integrated science and math class.

**Vehicles Made Using LEGO**                                               **Ages 8 – 12**
This class has students building 13 different vehicles capped off with a final project.  Some of these vehicles haven't even been invented in the "real" world yet!  Projects include Adjustable Crane, Bobcat, Flipper Car, Riding Mower, Space Cruiser, and Submarine.

**(On-Line) Video Game Making**                                            **Ages 10+**
Learn how to design and modify your own exciting arcade style video games.  You can learn how to control characters, object, and outcomes in your game then increase the difficulty level and add more features.  Graphics Design and Graphics animation will also be covered.  This course is instructor facilitated.

**(On-Line) Elementary Engineering**                                       **Ages 8+**
This class is an on-line version of the ever-popular on-site Elementary Engineering camp.  The class consists of engineering theory and instruction, plus 6 very complex building exercises.  This class is for the serious builder!

## WILDCAT YOUTH SUMMER SPORTS CAMPS

**Fast Pitch Softball Camp, Baseball Camp, Cheerleading, Dance/Gymnastics, and Swimming**
Snacks are served daily for all youth's and children's camps.

## WILDCAT ADULT SUMMER CAMPS

**Computers for Adults**
Basic computer training provided. Learn how to turn the computer on and off, how to use a mouse, and basic computer functions.  Learn the basic of computers beginning with the keyboard and mouse.  Course will also include basic Word.

**Advanced Computer**
Learn how to create documents and use Word and Excel.

**QuickBooks**
 Learn the basics of how to set up a company, how to pay bills, and write checks.

**Church Book**
Manage your church's financial information by learning to use Church Book.

## SUMMER YOUTH EMPOWERMENT AND ENRICHMENT COURSES

## Stay Safe and Drug Free Enrichment Courses

**Beginning Computers**                                                    **Youth**
Your child will learn the basics of computer in language they recognize**.**

**Reading Enrichment**                                   **Grades 1-3**
Designed to enhance students' reading level and improve comprehension.

**Reading Enrichment**                                   **Grades 4-5**
Designed to enhance students' reading level and improve comprehension.

**Math Enrichment**                                      **Grades 1- 3**
Course designed to help all students improve their math skills.

**Math Enrichment**                                      **Grades 4-5**
Course designed to help all students improve their math skills.

**ACT/SAT Preparation**                                  **Middle/High School**
Course designed to assist students in improving their test-taking skills.

**Exit Exam Preparation**                                **High School**
Course designed to assist students in improving their skills in math, science, reading, language, and social studies in order to pass the High School Exit Exams.

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# OFFICE OF WORKFORCE DEVELOPMENT

**Job Seekers**
Did you know there are funds available to help pay for workforce training? Training is the key to obtaining better job opportunities and higher wages. Students, if you are interested in developing the skills needed to succeed in a fulfilling career, consider Bishop State Community College. There are many programs and services offered through the College. Contact us at 251-476-4485 to begin your road to success.

**Financial Assistance**
Find out how we can assist you in a number of financial aid resources including: **Pell Grant, Workforce Investment Act, Scholarships and Veterans Assistance.** Contact the Financial Aid Office at 251-405-7020 or email **lwright@bishop.edu**. For Veterans Assistance, call 251-405-7019 or email **cperine@bishop.edu.**

**Business and Industry**
Through the Workforce Development Programs, Bishop State Community College provides a comprehensive, customer-driven process of developing highly qualified workers. This is accomplished through a seamless system of education and training. Partnerships may be developed with industry, which will increase company productivity and return on investment. Employers are provided highly qualified, dependable and competent workers by contacting Bishop State Community College immediately. For more information, call 251-476-4485.

# COURSE DESCRIPTIONS

## DEFINITION OF TERMS

**Auditing**: Registering for a course without getting credit or a grade for the course. Auditing a course requires prior approval from the Dean of the College in which the course is taught. **Pell Grants will not pay tuition for an audited course; additionally, certain scholarships and other tuition assistance agencies may not pay tuition for an audited course.**

**Co-requisite**: A course that must be taken either before OR at the same time as the course listed. Any student who registers for a course without already having or simultaneously registering for the appropriate co-requisites will be administratively removed from the course.

**Credit Hours**: The number of hours that a class will count toward a degree or certificate. This will not always match the number of actual hours spent in class each week. The number of credit hours will be indicated after the name of the course.

**Distance Education**: A course that is delivered either online or hybrid. See Appendix M for the *Rights and Responsibilities of Students Taking Online or Hybrid Courses*.

**Hybrid Course**:  A course that includes a combination of online assignments and face-to-face instruction. Final exams in the Hybrid classes are always proctored. If there are at least four face-to-face meetings for instructional purposes (and not just for testing), the section of the course is considered a hybrid class. Hybrid classes are designated with a "WH" in the class schedule.

**Online Course**: A course offered completely online, other than a mandatory proctored assessment (which is usually a final exam, but may be some other type of assessment such as a speech or essay). Some sections of an online course will have up to three (3) face-to-face meetings. Online sections are designated with "WW" in the class schedule.

**Prerequisite**: A course that must be taken and passed with the acceptable grade BEFORE the listed course may be taken. If more than one course is listed as a prerequisite, all courses must be taken before taking the listed course. Any student who registers for a course without having the appropriate prerequisites will be administratively removed from the course.

**Proctored**: Supervised:  A test taken in a classroom that is supervised by an instructor.

**Transitional Course**: Courses with designations 0 - 100 in the Class Schedule. If a student is placed into a Transitional Course through the College's required Placement Testing Service, the student must take the Transitional Course as a Prerequisite to other courses. The credit hours of Transitional Courses do not count toward degrees or certificates, but these hours are required as part of the program. Student enrolled in two or more Transitional Courses should not register for more than sixteen (16) credit hours in the semester.

# ACADEMIC COURSE DESCRIPTIONS

## ACCOUNTING TECHNOLOGY (ACT)

**ACT 115 INTRODUCTION TO ACCOUNTING COMPUTER RESOURCES:** 3 credits
This course introduces the student to the computer resources available for use with the accounting program. Emphasis is placed on accounting spreadsheets and financial accounting software packages. Upon completion of this course, the student will be able to use the computer resources in the accounting program.

**ACT 145 BASIC ACCOUNTING PROCEDURES:** 3 credits
This course focuses on basic bookkeeping procedures and elementary accounting principles. Emphasis is on analyzing and recording financial transactions, classifying and summarizing data, and preparing financial statements. Upon completion of this course, the student will be able to apply basic bookkeeping procedures and elementary accounting principles.

**ACT 246 MICROCOMPUTER ACCOUNTING:** 3 credits
**Prerequisite: 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.

**ACT 249 PAYROLL ACCOUNTING:** 3 credits
**Prerequisite: ACT 145 or BUS 241**
This course focuses on federal, state and local laws affecting payrolls. Emphasis is on accounting procedures and practices, and on payroll tax reports. Upon completion of this course, students will be able to apply knowledge of federal, state, and local laws affecting payrolls.

**ACT 253 INDIVIDUAL INCOME TAX:** 3 credits
**Prerequisite: BUS 242**
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.

## ANTHROPOLOGY (ANT)

**ANT 226 CULTURE and PERSONALITY:** 3 credits
This course explores the relationship between personality development and culture from a cross-cultural perspective.

## ART (ART)

**ART 100 ART APPRECIATION:** 3 credits
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 works of art. Upon completion, students should understand the fundamentals of art, the materials used, and possess a basic overview of the history of art.

**ART 113 DRAWING I:** 3 credits
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 203 ART HISTORY I:** 3 credits
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 knowledge of time period and chronological sequence, including knowledge of themes, styles, and the impact of society on the arts.

**ART 233 PAINTING I:** 3 credits
This course is designed to introduce students 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.

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**AMERICAN SIGN LANGUAGE STUDIES (ASL)**

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**ASL 101 AMERICAN SIGN LANGUAGE I:** 3 credits
This course is an introduction to American Sign Language. Students will learn the basics of nonverbal communication skills as a foundation for learning American Sign Language. Upon course completion, students should be able to introduce themselves, exchange personal information, discuss one's family activities, give directions, and describe others utilizing sign language.

**ASL 102 AMERICAN SIGN LANGUAGE II:** 3 credits
**Prerequisite: ASL 101 or program approval**
This course is part two of a five-part sequence, which allows students the opportunity to practice sign language skills. In addition, the course provides students with instructions on how to make requests and talk about family, occupation, and daily routines in sign language. Upon course completion, students should be able to conduct a basic conversation utilizing sign language.

**ASL 103 AMERICAN SIGN LANGUAGE III:** 3 credits
**Prerequisite: ASL 102 or program approval**
This course is part three of a five-part sequence, which allows students to continue improving their sign language skills. It provides students with instruction on locating items in the household, making suggestions, and communicating requests. Upon completion, students should be able to conduct an intermediate conversation utilizing sign language.

**ASL 104 AMERICAN SIGN LANGUAGE IV:** 3 credits
**Prerequisite: ASL 103 or program approval**
This course is part four of a five-part sequence, which allows students the opportunity to practice their sign language skills. It provides students with instruction on how to exchange personal information in American Sign Language.. Upon completion, students should be able to describe and identify items, use non-manual markers, and utilize correct topic-comment structure.

**ASL 105 AMERICAN SIGN LANGUAGE V:** 3 credits
**Prerequisite: ASL 104 or program approval**
This course is part five of a five-part sequence, which allows students the opportunity to increase their ability to accurately produce and comprehend ASL through narrative stories given by Deaf individuals. It allows students to gain insight into the culture and life experiences of persons who are Deaf/Hard of Hearing. Upon completion, students should be able to comprehend basic narrative stories presented in American Sign Language.

**ASL 120 CAREERS USING AMERICAN SIGN LANGUAGE:** 1 credit
**Prerequisite: ASL 103 or program approval**
This course will provide students with an awareness of various career options related to the field of sign language interpretation and deafness. Upon completion, students will be aware of various career choices related to the field.

**ASL 121 DEAF CULTURE:** 3 credits
This course will acquaint students with a basic cultural concept and understanding of the American Deaf Community and its language. Students will explore the similarities and differences between Hearing and Deaf communities and their culture. Upon completion, students will have an understanding of the American Deaf Community.

**ASL 122 INITIAL OBSERVATIONAL EXPERIENCES IN ASL:** 2 credits
**Prerequisite: ASL 105 or program approval**
This course will provide students with exposure to various situations where American Sign Language is utilized. Students will observe ASL usage at various functions. Upon completion, students will have an understanding of how the language is used by members of the Deaf community.

**ASL 201 LINGUISTIC STRUCTURE OF ASL:** 1 credit
**Prerequisite: ASL 104 or program approval**
This course will acquaint students with the analysis of the major structural features of American Sign Language. This includes phonology morphology, syntax, semantics, discourse, and variation/historical changes in ASL. Upon completion, students will be familiar with the major grammatical features of American Sign Language.

## BIOLOGY (BIO)

Note: For Biology courses, credit hours are indicated first, then contact hours are designated (in parentheses) in this order: theory, lab, clinical.

**BIO 101 INTRODUCTION TO BIOLOGY I:** 4 credits, (3, 2, 0)
This course is the first of a two-course sequence designed for non-science majors. It covers historical studies illustrating the scientific method, cellular structure, bioenergetics, cell reproduction, Mendelian, and molecular genetics, and a survey of human organ systems. A 120-minute laboratory is required.

**BIO 102 INTRODUCTION TO BIOLOGY II:** 4 credits, (3, 2, 0)
**Prerequisite: BIO 101**
This course is the second of a two-course sequence for non-science majors. It covers evolutionary principles and relationships, environmental and ecological topics, classification, and a survey of biodiversity. A 120-minute laboratory is required.

**BIO 103 PRINCIPLES OF BIOLOGY I:** 4 credits, (3, 2, 0)
This is an introductory course for science and non-science majors. It covers physical chemical and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protist. A 120-minute laboratory is required.

**BIO 104 PRINCIPLES OF BIOLOGY II:** 4 credits, (3, 3, 0)
**Prerequisite: BIO 103**
This course is an introduction to the basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity, including classification, morphology, physiology, and reproduction. A 180-minute laboratory is required.

**BIO 111 HUMAN BIOLOGY:** 4 credits (3, 2, 0)
**Prerequisite: Admission to the program**
This course for the non-science major covers the basic structure and function of the human body. It is currently open to Funeral Service majors only.

**BIO 120 MEDICAL TERMINOLOGY:** 3 credits, (3, 0, 0)
**Prerequisite: Regular Admission Status**
This course is a survey of words, terms, and descriptions commonly used in medical arts. Emphasis is placed on spelling, pronunciations, and meanings of prefixes, suffixes, and roots. No laboratory is required.

**BIO 201 HUMAN ANATOMY AND PHYSIOLOGY I:** 4 credits, (3, 2, 0)
**Prerequisite: BIO 103**
This course 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 tissue metabolism, joints, the integumentary, skeletal, muscular, and nervous systems, and the senses. Dissection, histological studies, physiological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required.

**BIO 202 HUMAN ANATOMY AND PHYSIOLOGY II:** 4 credits, (3, 2, 0)
**Prerequisites: BIO 201**
This course covers the structure and function of the human body. Included is a study of basic nutrition, basic principles of water, electrolyte, and acid-base balance, the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured 'in the laboratory experience.' A 120-minute laboratory is required.

**BIO 220 GENERAL MICROBIOLOGY:** 4 credits, (2, 4, 0)
**Prerequisites: BIO 103 OR BIO 201**
This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes micro-techniques, distribution, culture, identification, and control. Two 120-minute laboratories are required.

**BIO 230 PATHOPHYSIOLOGY:** 4 credits, (3, 2, 0)
**Prerequisites: BIO 201, BIO 202, AND BIO 220**
Human Pathophysiology covers the nature, etiology, prognosis, prevention, and therapeutics of human disease. A 120-minute laboratory is required.

**BIO 286 ECOLOGY:** 4 credits, (2, 4, 0)
**Prerequisite: BIO 103 or permission of instructor**
This course is an introduction to plants in selected communities. Identification, sampling, and collecting techniques are emphasized. This course consists of laboratory and field exercises, which expose students to unique ecosystems.

## BUSINESS (BUS)

**BUS 100 INTRODUCTION TO BUSINESS:** 3 credits
This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation.

**BUS 146 PERSONAL FINANCE:** 3 credits
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 purchasing, retirement planning, estate planning, investing, and consumer purchases.

**BUS 147 INTRODUCTION TO FINANCE:** 3 credits
This course is a survey of monetary and credit systems. Topics include the role of the Federal Reserve System, sources of capital, including forms of long-term corporate financing and consumer credit in the financial structure of our economy.

**BUS 150 BUSINESS MATH:** 3 credits
This course is a study of practical business mathematics. Topics include fundamental processes of arithmetic with emphasis on decimals and percentages, markup, discounts, bank reconciliation, simple and compound interest, discounting notes, depreciation methods, and present value.

**BUS 186 ELEMENTS OF SUPERVISION:** 3 credits
This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organizational structure, project management, and employee training and rating.

**BUS 188 PERSONAL DEVELOPMENT:** 3 credits
This course provides strategies for personal and professional development. Topics include business etiquette, personal appearance, interviewing techniques, and development of a self-concept necessary for business success.

**BUS 190 MANAGEMENT WORKSHOP:** 1 credit

This course is part of series of workshops presenting current topics of interest. They are offered upon demand and can be tailored for the needs of individuals, business and industry.

**BUS 193 BUSINESS CO-OP I:** 2 credits
**Prerequisite: Successful completion of two (2) business courses**

This course is part of a series of externships for students to work cooperatively in an accounting-related job. Emphasis is placed on students' work experience as it integrates academic knowledge with practical application through exposure to accounting practices in the business environment. The grade is based on the employer's evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract.

**BUS 210 INTRODUCTION TO ACCOUNTING:** 3 credits

This course is an introduction to accounting and financial reporting concepts and the use of accounting information for financial and managerial decisions. Information is presented from a financial statement user approach.

**BUS 215 BUSINESS COMMUNICATION:** 3 credits

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 credits

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 credits
**Prerequisite: BUS 241**

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 248 MANAGERIAL ACCOUNTING:** 3 credits

This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems.

**BUS 263 THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS:** 3 credits

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 credits

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 credits
**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 credits

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 credits
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 credits
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 284 ECONOMIC LABOR RELATIONS:** 3 credits
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 credits
This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior.

**BUS 286 LABOR LAW:** 3 credits
This course provides an overview of the laws related to labor and employment. Topics include the study of the various federal and state statutes, including significant court decisions relating to the rights and obligations of employers, employees, and unions.

**BUS 296 BUSINESS INTERNSHIP I:** 3 credits
**Prerequisite: Minimum 6 semester hours completed; minimum GPA 2.0**
This two-course sequence allows the student to work part-time at a job closely related to his or her academic major while attending classes on a full-time basis. Emphasis is placed on a student's work experience as it integrates academic knowledge with practical applications in the business environment. The grade is based on a term paper, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract.

**BUS 297 BUSINESS INTERNSHIP II:** 3 credits
**Prerequisite: Minimum 6 semester hours completed; minimum GPA 2.0**
This two-course sequence allows the student to work part-time at a job closely related to his or her academic major while attending classes on a full-time basis. Emphasis is placed on a student's work experience as it integrates academic knowledge with practical applications in the business environment. The grade is based on a term paper, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract.

**BUS 298 DIRECTED STUDIES:** 3 credits
This course offers independent study under faculty supervision. Emphasis is placed on subject relevancy, student interest, and program need.

## EARLY CHILDHOOD EDUCATION (CHD)

**CHD 100 INTRODUCTION TO EARLY CARE AND EDUCATION OF CHILDREN:** 3 credits
This course introduces students to the childcare profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through ages eight- to nine-years-old. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language. and physical). Course includes observations of the young child in early childhood settings. CORE

**CHD 201 CHILD GROWTH AND DEVELOPMENT PRINCIPLES:** 3 credits
This course is a systematic study of child growth and development from conception through early childhood. Emphasis is on principles underlying physical, mental, emotional, and social development, and methods of child study and practical implications. Upon completion, students will be able to use knowledge of how young children differ in development and approaches to learning to provide opportunities that supports physical, social, emotional, language, cognitive, and aesthetic development. CORE

**CHD 202 CHILDREN'S CREATIVE EXPERIENCES:** 3 credits (2-Theory; 1-Lab)
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, and math. Movement with observation and interaction with young children is required. On completion, students will be able to select and implement creative and age-appropriate experiences for young children.

**CHD 203 CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT:** 3 credits (2-Theory; 1-Lab)
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. Upon completion, students should be able to create, evaluate, and demonstrate activities, which support a language-rich environment for young children. CORE

**CHD 204 METHODS AND MATERIALS FOR TEACHING CHILDREN:** 3 credits (2-Theory; 1-Lab)
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. Upon completion, students will be able to demonstrate basic methods of creating learning experiences using appropriate techniques, materials, and realistic expectations. Course includes observations of young children in a variety of childcare environments. CORE

**CHD 205 PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN:** 3 credits
**Prerequisite: CHD 204**
This course provides students with knowledge to develop programs for early child development concepts and program contents. Upon completion, students will be able to develop and evaluate effective programs for the education of young children.

**CHD 206 CHILDREN'S HEALTH AND SAFETY:** 3 credits
This course introduces basic health, nutrition, and safety management practices for young children. Emphasis is placed on how to set up and maintain safe, healthy environments for young children, including specific procedures for infants and toddlers. Also included are procedures regarding childhood illnesses and communicable diseases. CORE

**CHD 208 ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS:** 3 credits
This course includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state, and federal regulations, budget planning; record keeping; personnel policies, and parent involvement. Upon completion, students should be able to identify elements of a sound business plan, develop familiarity with basic record-keeping techniques, and identify elements of a developmentally appropriate program.

**CHD 209 INFANT AND TODDLER EDUCATION PROGRAMS:** 3 credits
This course focuses on child development from infancy to thirty-five (35) months of age with emphasis on planning programs using developmentally-appropriate materials. Emphasis is placed on positive ways to support an infant or toddler's social, emotional, physical, and intellectual development. Upon completion, students should be able to plan an infant-toddler program and environment that is appropriate and supportive of both the children and their families.

**CHD 210 EDUCATING EXCEPTIONAL YOUNG CHILDREN:** 3 credits
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. Upon completion, students should be able to identify appropriate strategies for working with children.

**CHD 211 CHILD DEVELOPMENT SEMINAR:** 1 credit
This course provides students with knowledge of a variety of issues and trends related to the childcare profession. Subject matter will vary according to industry and student needs. Upon completion, students should be able to discuss special topics related to current trends and issues in child development.

**CHD 212 SPECIAL TOPICS IN CHILD DEVELOPMENT:** 3 credits
This course provides students with knowledge of a variety of issues and trends related to the childcare profession. Subject matter will vary according to industry and student needs. Upon completion, students should be able to discuss special topics related to current trends and issues in child development.

**CHD 214 FAMILIES AND COMMUNITIES IN EARLY CARE AND EDUCATION PROGRAMS:** 3 credits
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 members of society. Students will study and practice techniques for developing these important relationships and effective communication skills.

**CHD 215 SUPERVISED PRACTICAL EXPERIENCE:** 3 credits
**Prerequisites: CHD 100, CHD 201, CHD 202, CHD 203, CHD 204, CHD 205, CHD 206; CHD 208, CHD 209, CHD 210**
This course provides hands-on, supervised experience in an approved program for young children. Emphasis is placed on students' performance of daily duties, which are assessed by the college instructor and the cooperating teacher. Upon completion, students should be able to demonstrate competency in a childcare setting. Students will develop a portfolio documenting their experiences.

**CHD 220 PARENTING SKILLS:** 3 credits
This course introduces childcare providers to important issues in parenting education, beginning with prenatal concerns and continuing through childhood years. Emphasis is placed on using effective parenting and childrearing practices, including appropriate guidance methods. Students learn to apply parenting skills for diverse families. Upon completion, students will be more effective in working with families and young children.

**CHD 221 FAMILY CHILD CARE:** 3 credits
This course introduces methods for providing a developmentally-appropriate childcare program in a home setting to include organizing home environments; establishing a daily schedule with children of different ages; building partnerships with parents; and helping children learn through play; and other experiential activities. Special instruction addresses family care as a small business operation with emphasis being placed on budgeting and tax requirements.

**CHD 224 SCHOOL AGE CHILDCARE:** 3 credits
This course is designed for caregivers/teachers providing programs for children ages five- to twelve-year-old in their before- and after-school care needs. The course provides information on developmental profiles, discusses family concerns, and offers a variety of activities caregivers may choose to adopt.

**CHD 230 INTRODUCTION TO SCHOOL-AGE PROGRAM:** 3 credits
This course will introduce and discuss the unique aspects of quality school-age programs and the roles of the adult staff. Topics will include a brief view of child development, positive guidance techniques, administrative considerations, beginning program planning, and adaptations for a variety of program settings. Upon completion, students should be able to understand the staff's role, create and modify unique program settings, use positive guidance, and implement a quality program.

**CHD 231 SCHOOL-AGE PROGRAMMING:** 3 credits
This course focuses on the specialized variety of needs for a quality school-age program. Topics will include program planning and material considerations for a variety of quiet/active indoor/outdoor activities, health/safety/nutrition needs, and parent and community information and involvement. Upon completion, students should be able to select a variety of age-appropriate activities, implement a safe, healthy, quality program, and effectively communicate with parents and the community.

### CHEMISTRY (CHM)

Note: For Chemistry courses, credit hours are indicated first, then contact hours are designated (in parentheses) in this order: theory, lab, clinical.

**CHM 104 INTRODUCTION TO INORGANIC CHEMISTRY:** 4 credits, (3, 3, 0)
**Prerequisite: MTH 090 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 College Chemistry I (CHM111). Lecture will emphasize the facts, principles, and theories of general chemistry. It includes math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, and phases of matter, solutions, pH, and equilibrium reactions. Laboratory is required.

**CHM 105 INTRODUCTION TO ORGANIC CHEMISTRY:** 4 credits, (3, 3, 0)
**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.

**CHM 111 COLLEGE CHEMISTRY I:** 4 credits, (3, 3, 0)
**Prerequisite: MTH 112 or equivalent math placement score**
This is the first course in a two-semester sequence designed for the science or engineering major. A strong background in mathematics is expected. 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.

**CHM 112 COLLEGE CHEMISTRY II:** 4 credits, (3, 3, 0)
**Prerequisite: CHM 111**
This is the second course in a two-semester sequence designed primarily for the science or engineering student. A strong background in mathematics is expected. 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, and introduction to organic chemistry and biochemistry, and atmospheric chemistry. Selected topics in descriptive chemistry include metals, nonmetals, semimetals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required.

**CHM 220 QUANTITATIVE ANALYSIS:** 4 credits, (3, 3, 0)
**Prerequisite: CHM 112**
This course covers the theories, principles, and practices in standard gravimetric, volumetric, calorimetric, and electronic analysis with special emphasis on equilibrium in acid-base and oxidation-reduction reactions and stoichiometry of chemical equations. Laboratory is required and will include classic techniques in chemical analysis, modern methods of chemical separation, and basic instrumental techniques.

**CHM 221 ORGANIC CHEMISTRY I:** 4 credits, (3, 3, 0)
**Prerequisite: CHM 112**
This is the first course in a two-semester sequence. Course topics 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. Lab is required and includes the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

**CHM 222 ORGANIC CHEMISTRY II:** 4 credits, (3, 3, 0)
**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.

## COMPUTER INFORMATION SYSTEMS (CIS)

**CIS 110 INTRODUCTION TO COMPUTER LOGIC AND PROGRAMMING:** 3 credits
**Prerequisite: Permission of instructor**
This course includes logic, design, and problem-solving techniques used by programmers and analysts in addressing and solving common programming and computer problems. The most commonly used techniques of flowcharts, structure charts, and pseudo-code will be covered. Students will be expected to apply the techniques to designated situations and problems. CORE

**CIS 113 SPREADSHEET SOFTWARE APPLICATIONS:** 3 credits
**Prerequisite: Permission of instructor**
This course provides students with hands-on experience using spreadsheet software. Students will develop skills common to most spreadsheet software by developing a wide variety of spreadsheets. Emphasis is on planning, developing, and editing functions associated with spreadsheets.

**CIS 117 DATABASE MANAGEMENT SOFTWARE APPLICATIONS:** 3 credits
**Prerequisite: Permission of instructor**
This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management.

**CIS 146 MICROCOMPUTER APPLICATIONS:** 3 credits
**Prerequisite: Permission of instructor**
This course is an introduction to the most common software microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course will help prepare students for the MOS and IC3 certification. This course or an equivalent is CORE for the ATT and AAS CIS programs.

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

**CIS 201 INTRODUCTION TO COMPUTER PROGRAMMING CONCEPTS:** 3 credits
**Co-requisite: CIS202**
This course presents fundamental programming concepts. Included in this course are problem solving and algorithms, various design tools, programming structures, variable data types and definitions, modularization, and selected programming languages. Techniques are introduced to enable students to develop programs. As part of this course, students will apply programming concepts in CIS202, which is a co-requisite for this course. This course is a suitable substitution for the programming CORE of the AAT and AAS CIS programs.

**CIS 202 INTRODUCTION TO COMPUTER PROGRAMMING CONCEPTS LABORATORY:** 1 credit
**Co-requisite: CIS201**
This course presents opportunities for students to apply fundamental knowledge gained in CIS201. Students will develop a program using a specified programming language.

**CIS 207 INTRODUCTION TO WEB DEVELOPMENT:** 3 credits
**Prerequisite: Permission of instructor**
This course introduces basic Web page development techniques. Topics include HTML, scripting languages, and commercial software packages used in the development of Web pages. At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages.

**CIS 212 VISUAL BASIC PROGRAMMING:** 3 credits
**Prerequisite: CIS 211 or equivalent background**
This course emphasis is on BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics, such as advanced file handling techniques, simulation, and other selected areas. Upon completion, students will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

**CIS 268 SOFTWARE SUPPORT:** 3 credits
**Prerequisite: Permission of instructor**
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 Networking Software (CIS239).

**CIS 269 HARDWARE SUPPORT:** 3 credits
**Prerequisite: Permission of instructor**
This course provides students with hands-on practical experience in installing and trouble-shooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This is a suitable substitute for Networking Hardware (CIS240).

**CIS 273 INTRODUCTION TO NETWORK COMMUNICATIONS:** 3 credits
**Prerequisite: Permission of instructor**
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.

**CIS 276 SERVER ADMINISTRATION:** 3 credits
**Prerequisite: Permission of instructor**
This course introduces network operating system administration. Topics included in this course are network operating system software installation, administration, monitoring, and maintenance; user, group, and computer account management; shared resource management; and server hardware management. Students gain hands-on experience in managing and maintaining a network operating system environment.

## CRIMINAL JUSTICE (CRJ)

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

**CRJ 110 INTRODUCTION TO LAW ENFORCEMENT:** 3 credits
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 140 CRIMINAL LAW AND PROCEDURE:** 3 credits
This course examines both substantive and procedural law. The legal elements of various crimes are discussed with attention to the Alabama Criminal Code. Areas of criminal procedure essential to the criminal justice professional are covered.

**CRJ 146 CRIMINAL EVIDENCE:** 3 credits
This course considers the origin of the law of evidence and the current rules of evidence. Types of evidence, their definitions and uses are covered, as well as the functions of the courts regarding evidence.

**CRJ 147 CONSTITUTIONAL LAW:** 3 credits
This course involves constitutional law as it applies to criminal justice. It includes recent Supreme Court decisions affecting criminal justice professionals, such as right to counsel, search and seizure, due process, and civil rights.

**CRJ 150 INTRODUCTION TO CORRECTIONS:** 3 credits
This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered.

**CRJ 156 CORRECTIONAL INSTITUTIONS:** 3 credits
This course examines correctional institutions and their functions. Topics covered include prison facilities, programs, and the effects of incarceration.

**CRJ 157 COMMUNITY BASED CORRECTIONS:** 3 credits

This course examines various forms of community corrections and alternative sentences. Probation, parole, halfway houses, work release, community service, electronic monitoring, and camps are among the programs considered.

**CRJ 160 INTRODUCTION TO SECURITY:** 3 credits

This course surveys the operation, organization, and problems in providing safety and security to business enterprises. Private, retail, and industrial security is covered.

**CRJ 166 PRIVATE AND RETAIL SECURITY:** 3 credits

This course surveys the legal foundations, regulations, training, and other issues in private security. Typical offenses, laws, and law enforcement strategies common in the field are covered. Methods of loss prevention are examined.

**CRJ 216 POLICE ORGANIZATION AND ADMINISTRATION:** 3 credits

This course examines the principles of organization and administration of law enforcement agencies. Theories of management, budgeting, and various personnel issues are covered.

**CRJ 238 CRIME SCENE INVESTIGATION:** 3 credits

This course examines the fundamentals of crime scene investigation. Measuring and sketching the scene, photography, evidence collections and preservation, and courtroom procedures are considered.

**CRJ 280 INTERNSHIP IN CRIMINAL JUSTICE:** l credit

This course involves practical experience with a criminal justice agency under faculty supervision. Permission of the instructor is required. This course may be repeated with the approval of the department head.

## ECONOMICS (ECO)

**ECO 231 PRINCIPLES OF MACROECONOMICS:** 3 credits

This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems, including international trade.

**ECO 232 PRINCIPLES OF MICROECONOMICS:** 3 credits

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.

## EMERGENCY MEDICAL SERVICES (EMP AND EMS)

**EMP 191 PARAMEDIC PREPARATORY:** 2 credits
**Prerequisites: Admission to Program and approved Anatomy and Physiology course**

This course introduces issues related to the practice of pre-hospital advanced life support as a career with a focus on issues common to all healthcare professions. Content areas include paramedic roles and responsibilities, wellbeing of the paramedic, illness and injury prevention, medical-legal-ethical issues, therapeutic communications, and medical terminology. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

**EMP 192 PARAMEDIC OPERATIONS:** 3 credits
**Prerequisites: Admission to Program and approved Anatomy and Physiology Course**

This course focuses on the operational knowledge and skills needed for safe and effective patient care within the paramedic's scope of practice. Content areas include pathophysiology, life span development, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, crime scene awareness, and Alabama EMS laws and rules. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

**EMP 193 PATIENT ASSESSMENT AND MANAGEMENT: 3 credits**
**Prerequisites: Admission to Program and approved Anatomy and Physiology course**
This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and communicate assessment findings and patient care verbally and in writing. Content areas include airway management, history taking, techniques of the physical examination, patient assessment, clinical decision-making, communications, documentation, and assessment-based management. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

**EMP 194 PARAMEDIC GENERAL PHARMACOLOGY: 2 credits**
**Prerequisites: Admission to the EMT-Paramedic Program and approved Anatomy and Physiology course**
This course introduces basic pharmacological agents and concepts with an emphasis on drug classifications and the knowledge and skills required for safe, effective medication administration. Content areas include: general principles of pharmacology and pharmacologic pathophysiology; venous and intraosseous access techniques, the metric and apothecary system; computation of dosage and solution problems, administration of pharmacologic agents; and nasogastric tube placement. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

**EMP 195 ADVANCED TRAUMA MANAGEMENT-A: 6 credits**
**Prerequisites: Admission to the EMT-Paramedic Program and approved Anatomy and Physiology course (approved for clinical studies**
**NOTE: The combination of Advanced Trauma Management-B (EMP 196) and Clinical Competencies-I (EMP 197) will substitute for this course.**
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries; burns; and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma. Theory and skills are applied to a variety of patient situations in the clinical setting with a focus on patient assessment, trauma management, advanced airway management, I.V./I.O. initiation and medication administration. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health. CORE

**EMP 198 MEDICAL PATIENT MANAGEMENT I: 3 credits**
**Prerequisites: Admission to the EMT-Paramedic Program and approved Anatomy and Physiology course**
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. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health. CORE

**EMP 199 CARDIOVASCULAR ELECTROPHYSIOLOGY: 3 credits**
**Prerequisites: Admission to the EMT-Paramedic Program and approved Anatomy and Physiology course**
This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. Content areas include: cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and pre-hospital 12-lead electrocardiogram monitoring and interpretation. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health. CORE

**EMP 200 MEDICAL PATIENT MANAGEMENT IIA: 6 credits**
**Prerequisites: Admission to the EMT-Paramedic Program and approved Anatomy and Physiology course (approved for clinical studies)**
**NOTE: The combination of Medical Patient Management-IIB (EMP 201) and Clinical Competencies-II (EMP 202) will substitute for this course.**
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. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for EMT-Paramedic and requirements set forth by the Alabama Department of Public Health. CORE

**EMP 203 CARDIOVASCULAR PATIENT MANAGEMENT: 3 credits**
**Prerequisites: Admission to the EMT-Paramedic Program, Cardiovascular Electrophysiology (EMP 199) and approved Anatomy and Physiology course**
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include assessment of the cardiovascular patient, pathophysiology of cardiovascular disease, and techniques of management, including appropriate pharmacologic agents and electrical therapy. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health. CORE.

**EMP 204 TRANSITION TO PARAMEDIC PRACTICE: 3 credits**
**Prerequisites: Admission to the EMT-Paramedic Program and approved Anatomy and Physiology course**
This course is designed to meet additional state and local educational requirements for paramedic practice. Content may include: pre-hospital protocols, transfer medications, topics in critical care and transport, systems presentation, and/or national standard certification courses as dictated by local needs or state requirement. Upon course completion, students should have met all ancillary educational requirements set forth by the Alabama Department of Public Health and local employers.

**EMP 205 PARAMEDIC TERMINAL COMPETENCIES: 2 credits**
**Prerequisites: Admission to the EMT-Paramedic Program and approved Anatomy and Physiology course**
This course is designed to review the National Standard Curriculum for the EMT-Paramedic and to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, computer simulation, and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination. CORE

**EMP 206 PARAMEDIC FIELD PRECEPTORSHIP: 6 credits**
**Prerequisites: Admission to the EMT-Paramedic Program and approved Anatomy and Physiology course(s) (approved for clinical studies)**
This course provides field experiences in the pre-hospital setting with advanced life support EMS units. Under the direct supervision of a field preceptor, students synthesize cognitive knowledge and skills developed in the skills laboratory and hospital clinical to provide safe and effective patient care in the pre-hospital environment. Upon course completion, students should have refined and validated their patient care practices to provide safe and effective patient care over a broad spectrum of patient situations and issues. CORE

**EMP 207 PARAMEDIC TEAM LEADER PRECEPTORSHIP:** 1 credit
**Prerequisites: Admission to the EMT-Paramedic Program and approved Anatomy and Physiology course(s) (approved for clinical studies)**
This course is designed to evaluate students' ability to integrate didactic, psychomotor skills, clinical, and field internship instruction to serve as a competent entry-level paramedic. This final evaluative (rather than instructional) course focuses on students' professional attributes and integrative competence in clinical decision-making and team leadership in the pre-hospital 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. CORE.

**EMS 108 DIRECTED STUDIES: CLINICAL COMPONENT FOR EMS 273:** 1 credit
**Co-requisite: EMS 273**
This course provides the student with clinical education experiences to enhance knowledge and skills learned in EKG Interpretation (EMS 273).

**EMS 116 BASIC THEORY AND LAB:** 6 credits/3credits (9 credits)
**Prerequisite: Admission to the EMT Basic Program**
This course is required to apply for certification as an EMT basic. This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include: EMS preparatory, airway maintenance, patient assessment, treating trauma patients, various medical procedures, treating infants and children, and various EMS operations. This course is based on the Emergency Medical Technician-Basic National Standard Curriculum.

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

**EMS 273 EKG INTERPRETATION:** 2 credits
**Co-requisite: EMS 108 (clinical)**
This course is designed for students desiring knowledge to interpret singular lead electrocardiograms. This course provides concepts in the interpretation of electrocardiograms to include an overview of the electrical conduction of the heart and the identification of all categories of dysrhythmias. Upon course completion, students should be able to identify various types of cardiac rhythms.

## ENGLISH (ENG)

**ENG 092 BASIC ENGLISH I:** 3 credits
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 credits
**Prerequisite: A grade of C or higher in ENG 092 or a minimum score of 38 on the COMPASS**
This course is a review of composition skills and grammar. Emphasis is placed on coherence and 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 100 COMMUNICATION SKILLS:** 3 credits
**Prerequisite: Appropriate COMPASS 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 101 ENGLISH COMPOSITION I:** 3 credits
**Prerequisite: A grade of C or higher in Basic English II (ENG 093); or a score of 65 on the writing section of COMPASS; or a score of 20 on English section 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 may include instruction and practice in library usage.

**ENG 102 ENGLISH COMPOSITION II:** 3 credits
**Prerequisite: A grade of  C or higher in English Composition I (ENG 101) or equivalent**
English Composition II provides instruction and practice in the writing of six (6) formal essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides information in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage.

**ENG 130 TECHNICAL REPORT WRITING:** 3 credits
**Prerequisite: ENG 101 or equivalent**
This course provides instruction in the production of technical and/or scientific reports. Emphasis is placed on research, objectivity, organization, composition, documentation, and presentation of the report. Students will demonstrate the ability to produce a written technical or scientific report by following the prescribed process and format.

**ENG 131 APPLIED WRITING I:** 3 credits
**Prerequisite:  COMPASS score of 65 or higher or a grade of C or higher in ENG 093**
This course is a study of various types of written documents required in scientific, technical, and other specialized fields. Emphasis is placed on the production of such documents, including research, documentation, graphic elements, the abstract, appropriate diction, grammar, punctuation, and audience. Students will demonstrate the ability to produce effective reports, letters, memoranda, and similar documents.

**ENG 246-247 CREATIVE WRITING:** 3 credits/each
**Prerequisite: A grade of C or higher in ENG 101 or equivalent**
These courses provide 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 the 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 credits
**Prerequisite: A passing grade of D in 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. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 252 AMERICAN LITERATURE II:** 3 credits
**Prerequisite: A passing grade of D in 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. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 261 ENGLISH LITERATURE I:** 3 credits
**Prerequisite: A passing grade of D in ENG 102 or equivalent**
This course is a survey of English literature from its 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. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 262 ENGLISH LITERATURE II:** 3 credits
**Prerequisite: A passing grade of D in 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. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 271 WORLD LITERATURE I:** 3 credits
**Prerequisite: A passing grade of D in 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. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 272 WORLD LITERATURE II:** 3 credits
**Prerequisite: A passing grade of D in 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. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 297 AFRICAN AMERICAN LITERATURE:** 3 credits
**Prerequisite: A passing grade of D in ENG 102 or equivalent**
This course is a study of literature by representative African-Americans from the eighteenth century to the present. The course emphasizes the diversity of themes and techniques found in these works and examines the historical, cultural, literary, and philosophical forces that shaped these works and that are reflected in them. Students will demonstrate the ability to interpret the literature and to relate the works to their historical and literary contexts.

## FUNERAL SERVICE EDUCATION (FSE)

**FSE 101 FUNERAL DIRECTING:** 3 credits
This course is an introduction to the basic principles of funeral service. Major emphasis will be placed on the history of funeral and the ethical obligations of the funeral director. Students will be able to relate principles discussed in class to situations on the job.

**FSE 108 FUNERAL SERVICE LAW AND ETHICS**: 3 credits
This an introductory course designed to acquaint the student with the fundamentals and principles of business and funeral service law as they relate to funeral service providers and funeral service law. Major topics of will include the nature and source of laws, courts and courtroom procedures, contracts, legal status of the body, types of disposition of the body, right of duty of disposal, meaning of custody of the body, funeral expenses, terms of probate, liability of funeral expenses and interments, and the rights and duties of the funeral service provider. Students will be able to apply legal concepts discussed to actual practice.

**FSE 201 EMBALMING I:** 3 credits
This is an introductory course that outlines the basic skills, aptitudes, and personal qualifications needed to become a professional embalmer. Each of the primary phases of embalming will be covered in detail. Students will be able to demonstrate understanding of concepts by relating the concepts to the phenomenon of death.

**FSE 202 EMBALMING II:** 3 credits
**Prerequisite: FSE201**
This course is a continuation of FSE 201. Specific embalming problems and procedures will be discussed. Students will be able to apply principles learned in class to embalming case analyses.

**FSE 203 EMBALMING LABORATORY:** 3 credits
**Prerequisite: FSE201 and FSE202**
**NOTE: Transfer credit for this course is not accepted**.
This is a laboratory class in the application of embalming techniques and procedures. In this laboratory, students will apply the basic principles of embalming taught in the lecture classes. Students will be able to demonstrate proper practical embalming techniques.

**FSE 206 PRINCIPLES OF MORTUARY SCIENCES:** 3 credits
This course includes a survey of the basic principles of microbiology. It related these principles directly to sanitation, disinfection, public health, and embalming concerns as they relate to successful funeral home operation. The course further emphasizes pathological disease conditions and their effects on various parts of the body, including how those diseases affect the embalming and restorative art procedures.

**FSE 207 THANATOCHEMISTRY:** 3 credits
This course surveys the basic principles of chemistry as they relate to Funeral Service. Especially stressed are the chemical principles involved in sanitation, disinfection, public health, and embalming practice. The development and use of personal, professional, and community sanitation practices are explored as well as use and precautions related to potentially harmful chemicals currently used in the field of funeral service. The principles of biochemistry as they relate to aldehyde reaction to autolytic enzymes and body protein will be emphasized.

**FSE 213 RESTORATIVE ART:** 3 credits
This course covers general art principles as they are applied to funeral service. Major topics include: anatomical modeling, expression, tools, materials, and the use of color and cosmetics. Students will be able to utilize proper techniques in actual settings.

**FSE 214 ADVANCED RESTORATIVE ART:** 3 credits
**Prerequisite: FSE213**
This course is a continuation of FSE 213. Color theory is emphasized using special cosmetics and lighting. Students will be able to demonstrate proper restorative art techniques.

**FSE 223 FUNERAL SERVICE SOCIAL SCIENCE:** 3 credits
This course teaches the basic principles of general psychology and sociology as they relate to human mortality. Emphasis will be placed on the relationship of the funeral director to the bereaved and the general public. Students will be able to apply psychological theory to help bereaved survivors.

**FSE 225 FUNERAL SERVICE MANAGEMENT I:** 3 credits
This course is a study of funeral home operations and management. Major topics of discussion will include: site selection, financing, recruitment and training of personnel, establishment of management policies, selection-room planning, and merchandising. Students will be able to relate theories of funeral home management and merchandising to practical funeral home operations.

**FSE 226 FUNERAL SERVICE MANAGEMENT II:** 3 credits
This course is a study of the principles of funeral management. Major emphasis will be placed on marketing techniques and financial planning. Students will be able to discuss and apply financial principles of funeral home management.

**FSE 228 FUNERAL SERVICE INTERNSHIP:** 3 credits
**Prerequisite: FSE226, FSE202 and Apprentice under Funeral Director or Funeral Director Licensee**
This course is based upon experiences in funeral service under the direction of a licensed funeral director and college supervisor. Normal professional duties performed in the operation of a funeral home are emphasized. Students will be able to demonstrate proper techniques of funeral directing and funeral home operation.

**FSE 230 FUNERAL SERVICE COMPREHENSIVE REVIEW:** 3 credits
**Prerequisite: Student enrolled in the FSE program must take FSE230 in the last semester. If FSE230 is taken in the same semester with a course or courses required to complete the FSE program and if any or all of those courses are not completed with a grade of C or better, the grade in FSE230, even if a C or higher, will not be counted towards graduation and FSE230 must be repeated.**
**NOTE: Transfer credit for FSE230 is not accepted.**
This course is a survey of the professional expectations in each major area of Funeral Service Education. Emphasis is placed on specific problem areas and the requirements for licensure by state and national boards. This course is a requirement and must be taken the last semester before graduation. Students will demonstrate competency in theoretical knowledge by completing a battery of tests with a minimum proficiency of 75 percent.

## HOME ECONOMICS (HEC)

**HEC 140 PRINCIPLES OF NUTRITION:** 3 credits
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.

## HEALTH (HED)

**HED 224 PERSONAL AND COMMUNITY HEALTH:** 3 credits
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:** 3 credits
This course provides health-related education to those individuals seeking advancement in the area of personal wellness. This course has five (5) major components: (1) fitness and health assessment, (2) physical work capacity, (3) education, (4) reassessment and (5) retesting of fitness and health assessment.

**HED 231 FIRST AID:** 3 credits
This course provides instruction in the immediate, temporary care which should be given to the victims of accidents and sudden illnesses. It also includes standard and advanced requirements of the American Red Cross, and/or the American Heart Association. CPR training also is included.

**HED 232 CARE AND PREVENTION OF ATHLETIC INJURIES:** 3 credits
This course provides a study of specific athletic injuries, their treatment, and preventive measures.

**HED 266 INTRODUCTION TO HEALTH OCCUPATIONS:** 3 credits
This course is designed to give students a general introduction to health occupations. Major emphasis is on the specialization area of each student enrolled.

**HED 267 DRUG EDUCATION:** 3 credits
This course provides an examination of illegal drugs used today with emphasis on the pharmacological and sociological aspects of drug use.

## HISTORY (HIS)

**HIS 101 HISTORY OF WESTERN CIVILIZATION I:** 3 credits
This course is a survey of social, intellectual, economic, and political developments which have molded the modern Western world. This course covers the ancient and medieval periods and concludes in the era of the Renaissance and Reformation.

**HIS 102 HISTORY OF WESTERN CIVILIZATION II:** 3 credits
This course is a continuation of HIS 101; it surveys development of the modern Western world from the era of the Renaissance and Reformation to the present.

**HIS 201 UNITED STATES HISTORY I:** 3 credits

This course surveys United States history during colonial, Revolutionary, early national and antebellum periods. It concludes with the Civil War and Reconstruction.

**HIS 202 UNITED STATES HISTORY II:** 3 credits

This course is a continuation of HIS 201; it surveys United States history from Reconstruction to the present.

**HIS 256 AFRICAN-AMERICAN HISTORY:** 3 credits

This course focuses on the experience of Afro-American people in the western hemisphere, particularly in 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 credits

This course surveys the development of the state of Alabama from prehistoric times to the present. The course presents material on the discovery, exploration, colonization, territorial period, antebellum Alabama, reconstruction, and modern history.

## HEALTH INFORMATION TECHNOLOGY (HIT)

**HIT 110 MEDICAL TERMINOLOGY:** 3 credits

This course is an introduction to the language of medicine. Course emphasis is on terminology related to disease and treatment in correlation with anatomy and physiology of all anatomical body systems. Student competencies include word construction, definition, spelling, pronunciation, and use of correct abbreviations for numerous medical terms. CORE

**HIT 115 PATHOPHYSIOLOGY AND PHARMACOLOGY FOR HIT:** 4 credits
**Prerequisite: Admission to program**

This course is a detailed study of common pathological conditions and the drugs of choice used in their treatment. Course focus is on description of conditions and diseases of the organ systems, including etiology, signs and symptoms, methods of diagnosis, and treatment. Expected students' outcomes include ability to analyze signs and symptoms in identifying disease entities and ability to describe appropriate diagnostic and treatment modalities.

**HIT 117 PATHOLOGY AND PHARMACOLOGY I FOR HIT:** 3 credits
**Prerequisite: Admission to program**

This course provides a review of diseases and medical terminology of major organ systems. Emphasis is placed on etiology; signs and symptoms; complications; and treatment methods. Upon completion, students should be able to define, spell, and describe terms related to disease, procedures, drugs, and medical specialties.

**HIT 118 PATHOLOGY AND PHARMACOLOGY II FOR HIT:** 3 credits
**Prerequisite: Admission to program**

This course is a continuation of HIT 117 which provides a review of diseases and medical terminology of major organ systems. Emphasis is placed on etiology; signs and symptoms; complications; and treatment methods. Upon completion, students should be able to define, spell, and describe terms related to disease, procedures, drugs, and medical specialties.

**HIT 130 HIT CLASSIFICATION AND REIMBURSEMENT:** 3 credits
**Prerequisite: Admission to program**

This course includes study of the uses of coded data in reimbursement and payment systems appropriate to healthcare settings and managed care. Course instruction focuses on techniques of coding; elements of prospective payment systems; billing and insurance procedures; third party payers; peer review organizations; explanation of benefits; managed care/capitation; and charge master description. Student competency includes demonstration of reimbursement and payment system principles, coding skills and billing applications (manual and/or computer assisted).

**HIT 134 HIT LEGAL AND ETHICAL ISSUES:** 3 credits
**Prerequisite: Admission to program**

This course is a review of the legal and ethical aspects applicable to health information. This course focuses on the health record as a legal document; legal principles; patient rights/advocacy issues; definition and application of professional ethics; release of information and confidentiality of health information. Student outcomes include demonstration of the use of legal vocabulary and application of release of information guidelines. CORE

**HIT 151 HEALTH DATA CONTENT AND STRUCTURE: 3 credits**
**Prerequisite: Admission to program**
This course is an introduction to the health information technology (HIT) profession and its basic skill requirements. This course includes an introduction to the content, use and structure of healthcare data and data sets and how these components relate to primary and secondary record systems. Student outcomes include mastery of basic concepts and functions in HIT; including storage and retrieval systems; documentation requirements; abstracting quantitative and qualitative analysis; registries and indexes; and forms and screen design. CORE

**HIT 152 SKILLS DEVELOPMENT LABORATORY I: 1 credit**
**Prerequisite: Admission to program**
This course allows the student to demonstrate basic competencies acquired in coursework with on-campus laboratory experience. Emphasis is on development of basic HIT competencies. Student competency is demonstrated by application of basic skills covered in theory and laboratory classes.

**HIT 153 OPERATIONAL STANDARDS FOR HEALTH CARE DELIVERY SYSTEMS: 3 credits**
**Prerequisite: Admission to program**
This course includes a review of health care delivery systems. Course focus is on information management practices of agencies that provide health services in ambulatory care, home health care, hospice, long term care, mental health, and other alternate care systems. Students' competency includes the ability to describe and contrast the structure of health services in relation to operational and accrediting agency standards, and the role of the health information practitioner in each of these settings. CORE

**HIT 155 HEALTH CARE STATISTICS: 2 credits**
**Prerequisite: Admission to program**
This course covers the fundamental concepts of descriptive statistics in health care settings. Emphasis is on the effective use, collection, arrangement, presentation, and verification of health care data. Students' competency includes proficiency in the computation and interpretation of commonly computed health care statistics, report generation, data display, and data analysis. CORE

**HIT 156 CLINICAL CARE STATISTICS LABORATORY: 1 credit**
**Prerequisite: Admission to program**
This course includes development of skills presented in health care statistics theory classes. This course allows the student to demonstrate proficiency with fundamental concepts of descriptive health care statistics. Students' outcome is measured by demonstrated computation of commonly computed statistics, report generation, data display, and statistical analysis.

**HIT 160 HIT CLINICAL PRACTICE I: 1 credit**
**Prerequisite: Admission to program**
This course allows the student to demonstrate basic competencies acquired in previous course work with on-site and on-campus laboratory experience. This course requires student practice in health information technology in a health care facility. Students' competency is demonstrated by application of basic skills covered in theory and laboratory classes. CORE

**HIT 170 MEDICAL TRANSCRIPTION: 2 credits**
**Prerequisite: Admission to program**
This course introduces transcription equipment and typical medical dictation. Emphasis is placed on efficient use of equipment, use of reference materials, correct punctuation, capitalization, spelling, editing, proofreading, and various report formats. Upon completion, students should be able to demonstrate competence in transcribing physicians' dictation.

**HIT 221 HIT COMPUTER APPLICATIONS: 2 credits**
**Prerequisite: Admission to program**
This course is a survey of computer usage in health care facilities with emphasis on data security and integrity in health information systems (administrative, patient registration, etc.). Course instruction focuses on concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data. Upon completion, students should be able to demonstrate knowledge of and competence in the use of various health information specific software applications. CORE

**HIT 222 HIT COMPUTER APPLICATIONS LABORATORY:** 1 credit
**Prerequisite: Admission to program**
This course is designed to provide the opportunity to apply HIT computer applications skills in the on-campus laboratory. Emphasis includes concentration in the use of computer technology in collecting, storing, retrieving, reporting, and displaying health care data. Upon completion, students should be able to demonstrate specific computer skills in these areas. CORE

**HIT 230 MEDICAL CODING SYSTEMS I:** 3 credits
**Prerequisite: Admission to program; Completion of HIT 110 or MRT 113**
This course is intended to develop an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes. Instruction includes description of classification and nomenclature systems; coding diagnoses and procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; and validating coded clinical information. Students' competency includes demonstration of coding principles and applications (manual and/or computer assisted).

**HIT 231 MEDICAL CODING SKILLS LABORATORY I:** 1 credit
**Prerequisite: Admission to program**
This course provides laboratory practice in medical coding. This course allows students to become proficient at skills learned in classification and coding systems theory classes. Students' competency is demonstrated by accuracy in medical coding.

**HIT 232 MEDICAL CODING SYSTEMS II:** 3 credits
**Prerequisite: Admission to program**
This course is a continuation of Medical Coding Systems I which is intended to develop an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes. Instruction includes coding diagnoses and procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; validating coded clinical information, DRG assignment and case mix/severity of illness data. Students' competency includes demonstration of coding principles and applications (manual and/or computer assisted). CORE

**HIT 233 MEDICAL CODING SKILLS LABORATORY II:** 1 credit
**Prerequisite: Admission to program**
This course provides laboratory experience in medical coding. This course allows students to become proficient at skills learned in medical coding systems theory classes. Students' competency is demonstrated by accuracy and speed in medical coding simulation.

**HIT 254 ORGANIZATIONAL IMPROVEMENT:** 3 credits
**Prerequisite: Admission to program**
This course is a study of the purpose and principles of improving organizational performance through quality assessment and utilizational management. Topics include use of quality improvement tools; data collection, display, analysis, and reporting methods; resource and risk management techniques; clinical critical paths in case management; and application of accreditation and licensing standards. Students' outcomes include demonstrated proficiency in the use of quality improvement techniques and application of accrediting agency standards. CORE

**HIT 255 PRINCIPLES OF SUPERVISION IN HIT:** 3 credits
**Prerequisite: Admission to program**
This course is an introduction to principles of organization and supervision in a health information department. This course focuses on specific human resource management functions, including communication, motivation, team building, budgeting, and staff scheduling; productivity reporting, policy and procedure development; ergonomics; equipment selection; and marketing health information department services. Students' competency includes demonstration of knowledge of human resource functions and application of supervisory skills. CORE

**HIT 260 PRECEPTORSHIP FOR HIT:** 3 credits
**Prerequisite: Admission to program**
This course allows students to correlate the experience of previous courses with on-site and on-campus laboratory learning experience. Emphasis is placed on application of all previous coursework and orientation to all aspects of practice in a health information management department of a health care facility. Students' competency is demonstrated by application of skills covered in theory and laboratory classes.

**HIT 283 MEDICAL CODING PRECEPTORSHIP:** 2 credits
This course provides experience in medical coding. It allows students to demonstrate basic competencies acquired in previous medical coding course work with on-site and on-campus laboratory experience. Students' competency includes demonstrated medical coding proficiency.

**HIT 285 MEDICAL CODING WITH COMPUTERS:** 1 credit
This course is a survey of computer usage in medical coding and classification. Course emphasis is on applying coding techniques using computer technology. Upon completion, students' competency should be demonstrated by proficiency in use of the computer in medical coding.

**HIT 292 HIT EXAM REVIEW:** 2 credits
This course is an extensive review of health information technology skills. Coursework includes a review of various aspects of health information technology. Students' outcome includes demonstrated understanding of the topics covered in this course.

**HIT 294 SPECIAL TOPICS IN HIT II:** 2 credits
This course includes specialized study on current topics and issues in the field of health information technology. Health information topics discussed may include quality assessment, emergency technology, security and control programs, risk assessment, and/or data analysis techniques. Students' outcome includes demonstrated understanding of the topics covered in this course.

## INTERDISCIPLINARY STUDIES (IDS)

**IDS 230 PHI BETA LAMBDA LEADERSHIP:** 1 credit
This course offers preparation, practice, and participation in the Phi Beta Lambda Business Fraternity Leadership Program.

**IDS 231 PHI BETA LAMBDA LEADERSHIP:** 1 credit
This course is a continuation of IDS 230.

**IDS 232 PHI BETA LAMBDA LEADERSHIP:** 1 credit
This course is a continuation of IDS 231.

**IDS 299A-F HEALTH OCCUPATIONS STUDENTS OF AMERICA (HOSA):** 2 credits
This course provides training and experience in leadership techniques and practice. This leadership class enhances the delivery of compassionate, quality health care by providing opportunities for knowledge, skill, and leadership development of all health occupations students, thereby helping students to meet the needs of the heath care community. This course may be repeated for credit.

**IDS 299G-L AMBASSADORS CLASS:** 1 credit
This course provides training and experience in leadership techniques and practice. This leadership class allows students to serve in leadership positions and act as hosts/hostesses and recruiters for the College and other college-related functions. Student ambassadors must have a minimum grade point average of 2.0 and must complete an interview process before a selected body of the Student Activities Committee.

## INTERPRETER TRAINING PROGRAM (ITP)

**ITP 119 FINGERSPELLING AND NUMBERS:** 1 credit
**Prerequisite: ASL 104 or program approval**
This course is designed to help students develop and improve their expressive and receptive skills in fingerspelling and numbers. The course will focus on the development of reading numbers and fingerspelled words in a signed presentation. Upon completion, students will gain skills in reading, comprehending numbers, and fingerspelled words in a signed message.

**ITP 123 ARTISTIC INTERPRETING:** 1 credit
**Prerequisite: Eligibility for ITP 201 or program approval**
This course is designed to teach students the skills needed to interpret poetry, drama in a visually artistic manner, and music. Emphasis will be placed on the appropriate use of conceptually accurate signs, facial expression, movement, and rhythm. Upon completion, students will be able to understand how to conceptually interpret/transliterate poems, songs, and plays.

**ITP 201 INTERPRETING I:** 4 credits
**Prerequisite: ASL 105 or program approval**
This course is part one of a three-part sequence. This course will focus on the role and responsibilities of the interpreter; certification criteria/evaluations; skills and competencies needed; introduction into the variety of interpreting settings; history and terminology used in the field; and modes of communication used by the Deaf community. Upon completion, students will be able to understand the role and responsibility needed to become a professional sign language interpreter as well as build receptive and expressive skills in American Sign Language.

**ITP 202 INTERPRETING II:** 4 credits
**Prerequisite: ITP 201 or program approval**
This course is part two of a three-part sequence. This course will focus on the interpreting process, physical factors and positioning needed for interpreting in various settings; qualitative linguistic analysis; and probable miscues caused while interpreting. Upon completion, students will gain experience in interpreting appropriately in a variety of settings and build expressive and receptive skills in five major areas: education, rehabilitation, medical, paralegal, religion.

**ITP 203 INTERPRETING III:** 4 credits
**Prerequisite: ITP 202 or program approval**
This course is part three of a three-part sequence. This course will focus on interpreting/transliterating English colloquialism, conversational, expressions, gestures, and idioms unique to the Deaf and Hearing cultures. Transliterating techniques, working with Deaf-Blind consumers, and oral interpreting will be discussed. Upon completion, students will be able to successfully interpret/transliterate for Deaf/Hard of Hearing consumers who utilize various modes of communication.

**ITP 213 PRACTICUM I:** 2 credits
**Prerequisite: ITP 201 or program approval**
This course is part one of a two-part sequence. Students will receive beginning field study experience in various interpreting/transliterating situations with a weekly seminar. Upon completion, students will begin to understand the translation process, compensation, and the interpreter's role in the field.

**ITP 214 PRACTICUM II:** 2 credits
**Prerequisite: ITP 202 or program approval**
This is part two of a two-part sequence. Students will continue to receive field study experiences in a variety of settings. Voicing techniques will be discussed. Upon completion, students will have gained experiences in sign-to-voice assignments.

**ITP 225 PSYCHOLOGICAL/SOCIOLOGICAL ASPECTS OF DEAFNESS:** 3 credits
In this course, students will study the various causes of deafness, the psychosocial perspective of deafness, modes of communication among the Deaf community, and support services used. Upon completion, students will understand the psychosocial aspects of the Deaf community.

**ITP 226 ETYMOLOGY FOR INTERPRETERS:** 3 credits
**Prerequisite: ASL 104 or program approval**
This course provides students with the fundamentals of language building for interpreters/transliterators that include definitions and multiple meanings for words. Upon completion, students will have enhanced knowledge of the English language and its meaning of words.

**ITP 227 INTERPRETING IN THE MULTI-CULTURAL SETTING:** 3 credits
**Prerequisite: ITP 203 or program approval**
This course will provide students with information, knowledge, and skill-building exercises for improving interpreting/ transliterating skills within the diverse Deaf community. Focus will be on the major five (5) groups: African American/ Black, Native American, Hispanic/Latino/Puerto Rican/Mexican American, Euro-American, and Asian Pacific Islander American. Upon completion, students will enhance their interpreting skills within these diverse cultures of the Deaf community.

## MASS COMMUNICATIONS (MCM)

**MCM 100 INTRODUCTION TO MASS COMMUNICATIONS:** 3 credits
This course provides students with general study of mass communication and journalism. This course includes theory, development, regulation, operation, and effects upon society.

**MCM 113-114-115 STUDENT PUBLICATIONS:** 1-2 credits each
These courses offer practical experience in journalism skills through working on the staff of student publications.

**MCM 120 INTRODUCTION TO JOURNALISM:** 3 credits
A first writing course in journalism, this course features journalistic style, copy reading, story types, headlines, typography, and page make-up.

**MCM 213-214-215 STUDENT PUBLICATIONS:** 1-2 credits each
These courses offer practical experience in journalism skills through working on the staff of student publications.

**MCM 250 MASS COMMUNICATION PRACTICUM:** 1-3 credits
This course provides practical experience in media through supervised part-or full-time employment with a newspaper, radio or television station, or public relations/advertising agency.

## MATHEMATICS (MTH)

**Core and Transfer Courses:** MTH 110, 112, 113, 120, 125, 126, 227, 237, 238, 265
**Developmental Courses**: MTH 080, 090, 098, **Academic Support Discipline Courses:** MTH 100, 116, 118.

**MTH 080 MATHEMATICS LABORATORY:** 1 credit
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 students. This course does not meet the general core requirements for mathematics.

**MTH 090 BASIC MATHEMATICS:** 3 credits
This is a developmental course reviewing arithmetical principles and computations designed to help students' mathematical proficiency for selected curriculum entrance. There is a required computer component for this course. This course does not meet the general core requirements for mathematics.

**MTH 098 ELEMENTARY ALGEBRA:** 3 credits
**Prerequisite: A grade of C or higher in MTH 090 or appropriate placement score**
This course is a review of the fundamental arithmetic and algebraic skills designed to provide sufficient mathematical proficiency necessary for entry into Intermediate College Algebra. 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. There is a required computer component for this course. This course does not meet the general core requirements for mathematics.

**MTH 100 INTERMEDIATE ALGEBRA:** 3 credits
**Prerequisite: A Grade of C or higher in MTH 098 or appropriate placement score**
This course is a study of algebraic techniques applied to linear equations and inequalities; quadratic equations; systems of linear equations; and operations with exponents and radicals. Functions and relations are introduced with special emphasis on linear and quadratic functions. There is a required computer component for this course. This course does not meet the general core requirement for mathematics.

**MTH 110 FINITE MATHEMATICS:** 3 credits
**Prerequisite: High school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score, or a grade of C or higher in MTH 100**
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. A graphing calculator is required. Required computer component based on textbook. CORE

**MTH 112 PRECALCULUS ALGEBRA:** 3 credits
**Prerequisite: High school Algebra I, Geometry, Algebra II, or a mathematics ACT score of 20, or a grade of C or higher in MTH 100**
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. Emphasis throughout is on the use of current technology – graphics calculators and algebraic computing tools – in the study of functions. There is a required computer component for this course. A graphing calculator is required. CORE

**MTH 113 PRECALCULUS TRIGONOMETRY:** 3 credits
**Prerequisite: A grade of C or higher in MTH 112**
This course is a study of trigonometric (circular) functions and inverse trigonometric functions that includes extensive work with trigonometric identities and trigonometric equations. The course also covers vectors, complex numbers, Demoive's Theorem, and polar coordinates. Conic sections are also included. Current technology – graphic calculators and algebraic computing tools – is used throughout the course. There is a required computer component for this course. A graphing calculator is also required. CORE

**MTH 116 MATHEMATICAL APPLICATIONS:** 3 credits
**Prerequisite: MTH 090 or satisfactory placement score**
This course provides practical applications of mathematics and includes selected topics from consumer mathematics, algebra, and geometric measurement formulas. Typical problems include percent, interest, ratio and proportion, metric measures, linear equations, and problem solving. This course does not meet the general education core requirement for mathematics. Students may only receive credit in Area V for this technical course.

**MTH 118 TECHNICAL MATHEMATICS:** 3 credits
**Prerequisite: A grade of C or higher in MTH 100 or appropriate placement score**
This course is a survey of ideas and methods from algebra, analytic geometry, and trigonometry that routinely occur in engineering technology. Topics include variation, determinants, conic sections, exponential and logarithmic functions, and solutions of right triangles. This terminal course is designed for students seeking an AAS or AAT degree. A graphing calculator is required. This course does not meet the general core requirement for mathematics.

**MTH 120 CALCULUS and ITS APPLICATIONS:** 3 credits
**Prerequisite: A grade of C or higher in MTH 112**
This course is an overview of calculus for students majoring in business-related fields. The course includes the study of functions, along with differentiation and integration of algebraic, exponential, and logarithmic functions. Problems in business, economics, finance, science, and social science are emphasized. A graphing calculator is required. CORE

**MTH 125 CALCULUS I:** 4 credits
**Prerequisite: A grade of C or higher in MTH 113**
This course is the first course of a three-semester calculus sequence intended for students of science, engineering, and mathematics. Topics include limits and continuity of functions; derivatives of algebraic, trigonometric, exponential and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative to extreme, curve sketching, and approximation are covered in detail. A graphing calculator is required. CORE

**MTH 126 CALCULUS II:** 4 credits
**Prerequisite: A grade of C or higher in MTH 125**
This course is the second course of a three-semester calculus sequence. It includes applications of integration to work, mensuration, and average value; techniques of integration, polar coordinates, parametric equations; and infinite series. A graphing calculator is required. CORE

**MTH 227 CALCULUS III:** 4 credits
**Prerequisite: A grade of C or higher in MTH 126**
This course is the final course of a three-semester calculus sequence. Topics include vector valued functions; functions of two or more variables; partial derivatives and their applications; quadric surfaces; multiple integration; and the calculus of vector fields. A graphing calculator is required. CORE

**MTH 231 MATH FOR THE ELEMENTARY TEACHER I:** 3 credits
**Prerequisite: A grade of C or higher in MTH 100**
This is the first of a two-course sequence designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure their proficiency in 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. Upon completion, students are required to demonstrate proficiency in each topic studied and the application of teaching techniques that are grade level and subject matter appropriate, and test for mathematical proficiency and the learning of teaching concepts. This course does not meet the general core requirement for mathematics.

**MTH 232 MATH FOR THE ELEMENTARY TEACHER I:** 3 credits
**Prerequisite: A grade of C or higher in MTH 231**
This course is the second of a three-course sequence designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure their proficiency in performing basic arithmetic operations. Topics include numeration skills with fractions; decimals and percentage; elementary concepts of probability and statistics; and analytic geometry concepts associated with linear equations and inequalities. The use of manipulatives and calculators in the teaching and learning process is stressed. Upon completion, students will test for mathematical proficiency and the learning of teaching concepts. Students also will demonstrate an appropriate teaching technique by preparing a lesson and teaching it to the class for their final exam grade. This course does not meet the general core requirement for mathematics.

**MTH 237 LINEAR ALGEBRA:** 3 credits
**Prerequisite: A grade of C or higher in MTH 126**
This course is the third of a three-course sequence designed to provide an introduction to the basic theory of linear equations and matrices; real vector spaces; bases and dimensions; linear transformations; eigenvalues and eigenvectors; inner product spaces; and the diagonalization of symmetric matrices. A graphing calculator is required. CORE

**MTH 238 APPLIED DIFFERENTIAL EQUATIONS I:** 3 credits
**Co-requisite: MTH 227**
This course is an introduction to the analytical solution methods of selected separable first order differential equations; linear first order equations; the qualitative behavior of solutions of first order equations; and the numerical solution of such equations. Other topics included are techniques for solving higher order equations with constant coefficients, the qualitative behavior of such systems, and the use of Laplace transforms of differential equations to obtain solutions. Applications to kinematics, dynamics, chemical mixtures, population studies, and other physical and engineering systems are explored throughout the course. A graphing calculator is required. CORE

**MTH 265 ELEMENTARY STATISTICS:** 3 credits
**Prerequisite: A grade of C or higher in MTH 100**
This course is an introduction to methods of statistics. Topics include sampling, frequency distributions, measures of central tendency, reliability, hypothesis testing, confidence intervals, analysis of variance regression, estimation, and application. Probability, permutations, combinations, binomial theorem, random variables, and distributions are included. A graphing calculator is required. This course does not meet the general core requirement for mathematics.

# MEDICAL TRANSCRIPTION (MTR)

**MTR 270 ADVANCED MEDICAL TRANSCRIPTION:** 3 credits
**Prerequisite: Admission to MTR Program and permission of instructor**
This course involves word processing of highly complex medical reports common to acute care and other health care facilities. Emphasis is placed on speed and accuracy of medical transcription. Upon completion, students should be able to demonstrate speed and competence in transcribing a physician's dictation.

**MTR 271 CLINICAL MEDICAL TRANSCRIPTION:** 4 credits
**Prerequisite: Admission to MTR Program and permission of instructor**
This course includes laboratory or on-site medical transcription practice. This course allows the student to demonstrate advanced competencies acquired in previous medical transcription coursework. Student competency includes demonstrated medical transcription proficiency.

**MTR 275 INTRODUCTION TO COMPUTERS IN TRANSCRIPTION:** 2 credits
**Prerequisite: Admission to MTR Program**
This course is a survey of computer usage in transcription with emphasis on software applications and data security and integrity in health information systems. Course instruction focuses on concepts of computer usage in transcription with experience using various software packages. Upon completion, students should be able to demonstrate competence in the use of various transcription specific software applications.

# MILITARY SCIENCE (MSC)

**MSC 111 BASIC MILITARY SKILLS I:** 1 credit
This is an introductory course of instruction and participation in common task skills required to prepare cadets to perform as members of small military units. Contracted students are required to attend Physical Training (PT) Lab three (3) times per week for one-and-a-half (1.5) hours per session.

**MSC 112 BASIC MILITARY SKILLS II:** 1 credit
This is a continuing course of instruction and participation in individual common task skills required to prepare cadets to perform as members of small military units. Contracted students are required to attend Physical Training (PT) Lab three (3) times per week for one-and-a-half (1.5) hours per session.

**MSC 114 BASIC RAPPELLING/SURVIVAL TRAINING:** 1 credit
This is an introduction to basic rappelling applicable in a civilian or military environment. Survival skills are designed for basic survival in an austere, hostile environment.

**MSC 211 INTERMEDIATE MILITARY SKILLS I:** 2 credits
This is a further development of common task skills required to prepare cadets to lead small military units. Emphasis is placed on practical application of basic military skills and ability through development of leadership skills. Contracted students are required to attend Physical Training (PT) Lab three (3) times per week for one-and-a-half (1.5) hours per session.

**MSC 212 INTERMEDIATE MILITARY SKILLS II:** 2 credits
This is a further development of common task skills required to prepare cadets to lead small military units. Emphasis is placed on practical application of basic military skills and ability through development of leadership skills. Contracted students are required to attend Physical Training (PT) Lab three (3) times per week for one-and-half (1.5) hours per session.

**MSC 494 DIRECTED STUDIES:** 1-3 credits
Course credit is gained for directed study and research. It may be repeated in different subject areas not to exceed six credits. Prior to the beginning of the semester, the instructor will specify coursework. Studies may include, but are not limited to, research papers, special projects, and leadership seminars. Fee.

## MUSIC ENSEMBLE (MUL)

**CLASS PERFORMANCE INSTRUCTION:** 1 credit
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 knowledge of music fundamentals.

**MUL 101, 102, 201, 202 Piano I, II, III, IV MUSIC ENSEMBLES:** 1-2 credits
**Prerequisite: Permission of instructor**
These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing musical selections appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**MUL 180, 181, 280, 281 CHORUS II, III, IV**
**MUL 182, 183, 282, 283 VOCAL ENSEMBLE I, II, III, IV**
**MUL 192, 193, 292, 293 INSTRUMENTAL ENSEMBLE I, II, III, IV**

## MUSIC (MUS)

**MUS 101 MUSIC APPRECIATION:** 3 credits
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 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-Area II

**MUS 110 BASIC MUSICIANSHIP:** 3 credits
This course is designed to provide rudimentary music knowledge and skills for the student with a limited musical background. Topics include a study of notation, rhythm, scales, keys, intervals, chords, and basic sight singing, and ear training skills. Upon completion, students should be able to read and understand musical scores and demonstrate basic sight singing and ear training skills for rhythm, melody, and harmony.

**MUS 290 COMMERCIAL MUSIC:** 3 credits
This course provides an introduction to the commercial music industry and the types of careers in commercial available. Topics include music publishing, recording, contracts, agents and managers, copyrights, unions, music companies, and retailers. Upon completion, students should be able to demonstrate a basic knowledge and understanding of the different components of the commercial music industry and the various career options.

## NURSING COURSE DESCRIPTIONS

### (PN - Practical Nursing; AND - Registered Nursing)

**Note: For each Nursing course, credit hours are indicated first, then contact hours are designated (in parentheses) in this order: theory, lab, clinical.**

**NUR 101 BODY STRUCTURE AND FUNCTION:** 4 credits (4-0-0) (PN)
**Prerequisite: Admission to program**
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:** 6 credits (3-2-1) (PN/ADN)
**Prerequisite: Admission to program**
This course provides opportunities to develop nursing competencies necessary to meet patients' needs throughout their lives in a safe, legal, and ethical manner. 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; 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:** 1 credit (0-1-0) (PN/ADN)
**Prerequisite:  Admission to program**
This course is designed to provide students with opportunities to learn how to obtain patients' health history and perform physical examinations on individuals of all ages, especially adults. 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:** 1 credit (0-1-0) (PN/ADN)
**Prerequisite:  Admission to program**
This course provides opportunities to develop nursing competencies necessary to meet patients' needs throughout their lives in a safe, legal, and ethical manner. This course introduces students to basic principles of pharmacology and the knowledge necessary to safely administer medications. 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:** 8 credits (5-1-2) (PN/ADN)
**Prerequisite: BIO 201, NUR 102, NUR 103, NUR 104, MTH 116 or higher**
This course provides opportunities to develop nursing competencies necessary to meet patients' needs throughout their lives in a safe, legal, and ethical manner. Emphasis is placed on providing care to individuals undergoing surgery, fluid and electrolyte imbalance, and common alterations in respiratory; musculoskeletal; gastro-intestinal; cardiovascular; endocrine; and integumentary systems. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

**NUR 106 MATERNAL AND CHILD NURSING:** 5 credits (4-0-1) (PN/ADN)
**Prerequisite: BIO 201, MTH 116 or higher, NUR 102, NUR 103, NUR 104**
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:** 8 credits (5-0-3) (PN**)**
**Prerequisite: ENG 101, BIO 202, NUR 105, NUR 106**
This course provides students with opportunities to develop nursing competencies necessary to meet patients' needs of individuals throughout their lives in a safe, legal, and ethical manner 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;  and impacts on maternal and child clients are integrated throughout the course.

**NUR 108 PSYCHOSOCIAL NURSING:** 3 credits (2-0-1) (PN)
**Prerequisite: ENG 101, BIO 202, NUR 105, NUR 106**
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:** 3 credits (2-1-0) (PN)
**Prerequisite: ENG 101, BIO 202, NUR 102, NUR 103, NUR 104**
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:** 6 credits (3-3-0) (ADN)
**Prerequisite: ENG 101, MTH 116 or higher, BIO 103, BIO 201, BIO 202, NUR 105, NUR 106**
This course is designed to provide LPN mobility students the opportunities for self-directed study as they 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. This course is designed for LPN students who are not graduates of the Alabama College System Standardized Curriculum implemented in Fall 2005.

**NUR 201 NURSING THROUGH THE LIFESPAN I:** 5 credits (3-0-2) (ADN)
**Prerequisite: ENG 101, BIO 201, NUR 105, NUR 106, MTH 116 or higher**
This course provides opportunities to develop nursing competencies necessary to meet patients' needs throughout their life in a safe, legal, and ethical manner. 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:** 6 credits (3-0-3) (ADN)
**Prerequisite: PSY 200, BIO 201, BIO 202, BIO 220, NUR 105, NUR 201**
This course builds upon previous instruction and provides additional opportunities to develop nursing competencies necessary to meet patients' needs throughout their life in a safe, legal, and ethical manner. 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:** 6 credits (4-0-2) (ADN)
**Prerequisite: SPH 106 or 107, PSY 210, NUR 202**
This course builds upon previous instruction and provides additional opportunities to develop nursing competencies necessary to meet the patients' needs throughout their life in a safe, legal, and ethical manner. 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 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 TRANSITIION FOR THE REGISTERED NURSE:** 3 credits (2-0-2) (ADN)
**Prerequisite: SPH 106 or 107, PSY 210, NUR 202**
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.

Students graduating with a major in Office Administration must achieve a minimum keyboarding speed of 50 CWPM (Correct Words per Minute).

**OAD 100 INTRODUCTION TO KEYBOARDING and TECHNOLOGY: 3 credits \*\***
This course is designed to enable students to develop navigating Windows and touch keyboarding skills for efficient use of the microcomputer through classroom instruction and lab exercises. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information. Upon completion, students should be able to demonstrate proper technique while keying on a typewriter or microcomputer keyboard.
**\*\*<u>Students may take and pass a proficiency test for OAD100 and/or OAD101. Permission of Instructor and Chair of the Division is required</u>**.

**OAD 101 BEGINNING KEYBOARDING: 3 credits \*\***
This course is designed to enable students to use the touch method keyboarding through classroom instruction and lab exercises. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using the typewriter or microcomputer keyboard. Upon completion, students should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memoranda, letters, reports, and other business documents.  CORE.
**\*\*<u>Students may take and pass a proficiency test for OAD100 and/or OAD101. Permission of instructor and Chair of the Division is required</u>**.

**OAD 103 INTERMEDIATE KEYBOARDING: 3 credits**
**Prerequisite: OAD 100/101 or permission of instructor**
This course is designed to assist students 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, students should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of high-quality business documents. CORE.

**OAD 104 ADVANCED KEYBOARDING: 3 credits**
**Prerequisite: OAD 103 or permission of instructor**
This course is designed to assist students in continuing to develop speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents using decision-making skills. Upon completion, students should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of high-quality business documents. CORE.

**OAD 125 WORD PROCESSING I: 3 credits**
**Prerequisite: OAD 101**
This course is designed to provide students with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit, and print common office documents. Upon completion, students should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memo, letters, and reports. CORE.

**OAD 126 ADVANCED WORD PROCESSING: 3 credits**
**Prerequisite: OAD 125**
This course is designed to increase students' proficiency in using the advanced word processing functions through classroom instruction and outside lab. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, students should be able to demonstrate the ability to generate advanced business documents.

**OAD 130 ELECTRONIC CALCULATIONS: 3 credits**
This course is designed to teach the numeric touch system and problem-solving techniques. Emphasis is on basic mathematical functions. Upon completion, students should be able to demonstrate an acceptable rate of speed and accuracy, as defined by the course syllabus, to solve problems based on typical business applications.

**OAD 131 BUSINESS ENGLISH:** 3 credits
This course is designed to develop students' ability to use proper English. Emphasis is on grammar, spelling, vocabulary, punctuation, word usage, word division, and proofreading. Upon completion, students should be able to write and communicate effectively.

**OAD 135 FINANCIAL RECORD KEEPING:** 3 credits
This course is designed to provide students with an understanding of the accounting concepts, principles, and terminology. Emphasis is on the accounting cycle and equation as they relate to different types of business ownership. Upon completion, students should be able to demonstrate accounting procedures used in a proprietorship, partnership, and corporation. CORE.

**OAD 136 ADVANCED FINANCIAL RECORD KEEPING:** 3 credits
**Prerequisite: OAD 135**
This course is designed to provide more in-depth principles and practices of the accounting cycle. Emphasis is on the preparation of financial records such as payroll records, vouchers, accruals and deferrals, and related documents. Upon completion, the student should be able to demonstrate the ability to prepare and manage financial records and information.

**OAD 138 RECORDS/INFORMATION MANAGEMENT:** 3 credits
This course is designed to give students' 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 credits
**Prerequisite: OAD 100/101 or equivalent skill level**
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, students should be able to accurately transcribe documents from dictated recordings.

**OAD 201 LEGAL TERMINOLOGY:** 3 credits
This course is designed to familiarize students with legal terminology. Emphasis is on the spelling, definition, pronunciation, and usage of legal terms. Upon completion, students should be able to communicate effectively using legal terminology.

**OAD 202 LEGAL TRANSCRIPTION:** 3 credits
**Prerequisite: OAD 201**
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 experiences. 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 and error free.

**OAD 211 MEDICAL TERMINOLOGY:** 3 credits
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, students should be able to communicate effectively using medical terminology.

**OAD 212 MEDICAL TRANSCRIPTION:** 3 credits
**Prerequisite: OAD 211**
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, students should be able to accurately transcribe medical documents from dictated recordings.

**OAD 217 OFFICE MANAGEMENT:** 3 credits

This course is designed to develop skills necessary for supervision of office functions. Emphasis is on issues relating to the combination of people and technology in achieving the goals of business in a culturally diverse workplace. Included are the importance of office organization, teamwork, workplace ethics, office politics, and conflict-resolution skills. Upon completion, students should be able to demonstrate effective supervision in the modern office. CORE.

**OAD 218 OFFICE PROCEDURES:** 3 credits

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, students should be able to demonstrate the ability to effectively function in an office support role.

**OAD 230 COMPUTERIZED DESKTOP PUBLISHING**: 3 credits
**Prerequisite: Permission of instructor**

This course is designed to introduce students to the elements and techniques of page design, layout, and typography through classroom instruction and lab exercises. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, students should be able to utilize proper layout and design concepts in the production of attractive desktop-published documents.

**OAD 231 OFFICE APPLICATIONS:** 3 credits
**Prerequisite: Permission of instructor**

This course is designed to provide students with a foundation in the use of computerized equipment and application software as tools in the performance of a variety of office tasks through classroom instruction and lab exercises. Emphasis is on the role of the office professional in the selection and application of appropriate technology to the specific task or combination of tasks. Upon completion, students should be able to demonstrate proficiency in the selection of appropriate computerized tools to complete designated tasks.

**OAD 241 OFFICE CO-OP:** 3 credits (Lab)
**Prerequisite: Permission of instructor**

This course is designed to provide students with an opportunity to work in an office environment. Emphasis is on the integration of classroom learning with on-the-job experiences that relate meaningfully to office careers. Upon completion, students should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to an actual work situation.

**OAD 242 OFFICE INTERNSHIP**: 3 credits
**Prerequisite: Permission of instructor**

This course is designed to provide students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, students should be able to demonstrate successful performance of skills required in an office support position.

## PHYSICAL EDUCATION AND RECREATION (PED)

**PED 103 WEIGHT TRAINING (BEGINNING):** 1 credit

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):** 1 credit

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:** 1 credit

This course is designed to provide students 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:** 1 credit
This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength and flexibility, and safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program.

**PED 140 SWIMMING (BEGINNING):** 1 credit
This course is designed for non-swimmers and beginning swimmers. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary swimming strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, backfloat, and use the crawl stroke for twenty (20) yards.

**PED 141 SWIMMING (INTERMEDIATE):** 1 credit
This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic swimming strokes: the scissor kick, the underwater swim, and other related skills.

**PED 142 SWIMMING (ADVANCED):** 1 credit
This course introduces lap swimming, aquacises, water activities, and games. Emphasis is placed on increasing cardiovascular efficiency through aquatic exercise. Upon completion, students should be able to develop an individualized aquatic fitness program. Laboratory is required. CORE.

**PED 143 AQUATIC EXERCISE:** 1 credit
This course introduces rhythmic aerobic activities and aquatic exercises performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program.

**PED 217 BASIC BASKETBALL RULES and OFFICIATING TECHNIQUES:** 3 credits
This course introduces the rules and techniques for sports officiating in high school basketball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in basketball.

**PED 219 BASIC BASEBALL and SOFTBALL RULES and OFFICIATING TECHNIQUES:** 3 credits
This course introduces the rules and techniques for sports officiating in baseball and softball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in baseball and softball.

**PED 251 A-F VARSITY BASKETBALL M*:** 1 credit
**It is recommended that students be a member (player or manager) of the Varsity Basketball Program.**
This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to demonstrate the proper knowledge of organizing and playing competitive basketball. *This course may be repeated for credit.* **\*Men**

**PED 251 A-F VARSITY BASKETBALL W*:** 1 credit
**It is recommended that students be a member (player or manager) of the Varsity Basketball Program.**
This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to demonstrate the proper knowledge of organizing and playing competitive basketball. *This course may be repeated for credit.* **\*Women**

**PED 252 A-F VARSITY BASEBALL:** 1 credit
**It is recommended that students be a member (player or manager) of the Varsity Baseball Program.**
This course covers advanced fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to demonstrate the proper knowledge of organizing and playing competitive baseball. *This course may be repeated for credit.*

**PED 254 A-F VARSITY SOFTBALL:** 1 credit
**It is recommended that students be a member (player or manager) of the Varsity Softball Program.**
This course covers advanced fundamentals of softball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to demonstrate the proper knowledge of organizing and playing competitive softball. *This course may be repeated for credit.*

**PED 257A-F VARSITY CHEERLEADING:** 1 credit
**It is recommended that students be a member of the Varsity Cheerleading Team.**

## PHILOSOPHY

**PHL 206 ETHICS AND SOCIETY:** 3 credits
This course involves the study of ethical issues which confront individuals daily. The focus is on the fundamental questions of right and wrong, human rights, and personal conflicting obligations. Students should be able to understand and be prepared to make decisions in life regarding ethical issues.

## PHYSICAL SCIENCE

Note: For Physical Sciences courses, credit hours are indicated first, then contact hours are designated (in parentheses) in this order: theory, lab, clinical.

**PHS 111 PHYSICAL SCIENCE:** 4 credits, (3, 2, 0)
This course provides non-technical students with an introduction to the basic principles of geology, oceanography, meteorology, and astronomy. Laboratory is required. CORE.

**PHS 112 PHYSICAL SCIENCE II:** 4 credits, (3, 2, 0)
**Prerequisite: MATH 098 or higher or adequate placement test scores**
This course provides non-technical students with an introduction to the basic principles of chemistry and physics. Laboratory is required. CORE.

## PHYSICS

Note: For Physics courses, credit hours are indicated first, then contact hours are designated (in parentheses) in this order: theory, lab, clinical.

**PHY 120 INTRODUCTION TO PHYSICS:** 4 credits, (3, 2, 0)
**Prerequisite: MTH 098 or higher or adequate placement test scores**
This course provides an introduction to general physics for non-science majors. Topics in fundamental of mechanics, properties of matter, heat, and temperature, electricity and magnetism, optics, and modern physics are included. Laboratory is required.

**PHY 201 GENERAL PHYSICS I - TRIG BASED:** 4 credits, (3, 2, 0)
**Prerequisite: MTH 113 or equivalent**
This course is designed to cover general physics at a level that assures previous exposures to college algebra, basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. Laboratory is required.

**PHY 202 GENERAL PHYSICS II - TRIG BASED:** 4 credits, (3, 2, 0)
**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, electrostatic, circuits, magnetism, and modern physics. Laboratory is required.

**PHY 205 RECITATIONS IN PHYSICS I - TRIG BASED:** 1 credit   One hour weekly purely for problem solving.

**PHY 206 RECITATIONS IN PHYSICS II - TRIG BASED:** 1 credit   One hour weekly purely for problem solving.

**PHY 213 GENERAL PHYSICS WITH CALCULUS I:** 4 credits, (3, 2, 0)
**Prerequisite: MTH 125**
This course provides a calculus-based treatment of the principle subdivision of classical physics, mechanics, and energy. Laboratory is required.

**PHY 214 GENERAL PHYSICS WITH CALCULUS II:** 4 credits, (3, 2, 0)
**Prerequisite: PHY 213**
This course provides a calculus-based study in classical physics. Topics include simple harmonic motion, waves, sound, light, optics, electricity, and magnetism. Laboratory is required.

**PHY 216 RECITATIONS IN PHYSICS WITH CALCULUS I:** 1 credit   One hour weekly purely for problem solving.

**PHY 217 RECITATIONS IN PHYSICS WITH CALCULUS II:** 1 credit   One hour weekly purely for problem solving.

## POLITICAL SCIENCE (POL)

**POL 211 AMERICAN NATIONAL GOVERNMENT:** 3 credits
**Prerequisite: permission of the instructor**
This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U.S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants.

**POL 220 STATE AND LOCAL GOVERNMENT:** 3 credits
This course is a study of the forms, functions, institutions, and operation of American state and local governments. Emphasis is placed on the variety of forms and functions of state and local governments with particular attention to those in Alabama and to the interactions between state and local government and the national government. Upon completion, students should be able to identify elements and explain relationships among the state, local, and national governments of the U.S. and function as more informed participants or state and local political systems.

## PSYCHOLOGY (PSY)

**PSY 100 ORIENTATION:**  1 credit
This orientation class is designed to acquaint students with college life, including the academic environment, advisement process, policies and procedures, student services, and extracurricular activities available on campus. All beginning freshmen are encouraged to enroll in this course.

**PSY 106 CAREER EXPLORATION:** 1 credit
This course is designed for students to explore potential career fields. The course includes an assessment through testing of personal strengths and weaknesses, general information about job skills for potential careers, value and decision-making techniques, and a career research.

**PSY 110 PERSONAL DEVELOPMENT:** 3 credits
This is a structured group experience that emphasizes effective living through developing one's own internal resources. Topics included are self control, relaxation training, and interpersonal skills. The course is designed to translate other life skills into successful college adjustment. Study skills, library skills, and life planning are also discussed. This course may not transfer to some four year institutions.

**PSY 200 GENERAL PSYCHOLOGY:** 3 credits
This course is a survey of behavior with emphasis upon psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality.

**PSY 210 HUMAN GROWTH AND DEVELOPMENT:** 3 credits
**Prerequisite: PSY 200**
This course is a study of the psychological, social, and physical factors that affect human behavior from conception to death.

**PSY 230 ABNORMAL PSYCHOLOGY:** 3 credits
**Prerequisite: PSY 200**
This course is a survey of abnormal behavior and its social and biological origins. Anxiety-related disorders, psychoses, personality disorders, and mental deficiencies will be covered.

**PSY 250 SOCIAL PSYCHOLOGY:** 3 credits
**Prerequisite: PSY 200**
This course is a study of social factors and their influence on individual behavior.

**PSY 270 BUSINESS AND INDUSTRIAL PSYCHOLOGY:** 3 credits
This course is a study of interpersonal relations in the working environment, interpersonal communications, and techniques for selection and supervision of personnel.

## PHYSICAL THERAPIST ASSISTANT (PTA)

**PTA 180 MEDICAL TERMINOLOGY:** 1 credit
**Prerequisite: Admission to program**
This course is an introduction to the language of medicine with emphasis on its use in physical therapy. Emphasis is on terminology of anatomical systems, root forms, prefixes and suffixes, surgery, symptomatology, psychiatric terms, pharmaceutical terms, anesthetic terms, and abbreviation. Upon completion, students should be able to recognize this terminology as it is used in physical therapy (PT).

**PTA 200 PT ISSUES AND TRENDS:** 2 credits
**Prerequisite: Admission to program**
This is an introductory course to the trends and issues in PT. Emphasis are placed on areas such as history, practice issues, psychosocial aspects of illness and cultural diversity. Upon completion, students should be able to discuss trends and issues relevant to physical therapy. CORE.

**PTA 201 PTA SEMINAR:** 2 credits
**Prerequisite: PTA 200**
This course is a continuing study of issues and trends in PT practice. Emphasis is placed on issues such as licensure, job skills, board exam review, practitioners' roles, legal and ethical issues. Upon completion, students should have acquired necessary skills for transition from students to practitioner. CORE.

**PTA 202 PTA COMMUNICATION SKILLS:** 2 credits
**Prerequisite: Admission to program**
This course is the study of verbal and nonverbal communication and documentation in health care. Emphasis will be placed on terminology, forma, computer usage, reimbursement, interpersonal communication, and legal issues. Upon completion, students should be able to discuss and demonstrate communication methods for achieving effective interaction with patients, families, the public, and other health care providers.

**PTA 220 FUNCTIONAL ANATOMY AND KINESIOLOGY:** 3 credits
**Prerequisite: Admission to program**
This course is an in-depth, clinically oriented study of functional anatomy. Emphasis is placed on the musculoskeletal system, the nervous system, and study of human movement. Upon completion, students should be able to identify specific anatomical structures and analyze human movements. CORE.

**PTA 222 KINESIOLOGY AND THERAPEUTIC EXERCISE LABORATORY:** 2 credits
**Prerequisite: Admission to program**
This laboratory course allows for a-hands-on appreciation of anatomical structures and kinesiological concepts as they relate to therapeutic exercises. Emphasis includes muscle and joint function, testing applications and therapeutic exercise. Upon completion, students should be able to integrate content areas into an understanding of normal human movement.

**PTA 230 NEUROSCIENCE:** 2 credits
**Prerequisite: Admission to program**
This course provides an overview of the neuroanatomy of the CNS and PNS as it relates to the treatment necessary for patients with dysfunctions of these systems. Emphasis includes the structure and function of the nervous system, neurophysiological concepts, human growth and development, and neurologic dysfunctions. Upon completion, students

should be able to identify and discuss specific anatomical structures and function of the nervous system and basic concepts of human growth and development and identify neurological pathologies. CORE.

### PTA 231 REHABILITATION TECHNIQUES: 2 credits
**Prerequisite: Admission to program and permission of the instructor**
This course allows for hands-on appreciation of advanced rehabilitation techniques. Emphasis is placed on orthopedic and neurologic treatment techniques, therapeutic exercise procedures and analysis and treatment of pathologic gait. Upon completion, students should be able to demonstrate an understanding of advanced rehabilitation techniques appropriate to orthopedic and neurologic dysfunctions. CORE.

### PTA 232 ORTHOPEDICS FOR PTA: 2 credits
**Prerequisite: Admission to program**
This course provides students with an overview of orthopedic conditions observed in physical therapy. Emphasis is on the study of orthopedic conditions, determination of appropriate physical therapy intervention, and a review of related anatomical structures. Upon completion of the course, students should be able to discuss PT interventions for common orthopedic conditions.

### PTA 240 PHYSICAL DISABILITIES I: 2 credits
**Prerequisite: Admission to program**
This course presents students with a body systems approach to the etiology, pathology, signs/symptoms, and treatment of conditions seen in PT. Emphasis may include conditions most commonly treated in physical therapy. Upon completion, students should be able to discuss basic pathological processes, treatment options, and prognoses of conditions studied. CORE.

### PTA 241 PHYSICAL DISABILITIES II: 2 credits
**Prerequisite: PTA 240**
This course continues a body systems study of common PT pathologies. Emphasis may include various neurological pathologies with additional focus on the needs of special populations. Upon completion, students should be able to discuss the PT intervention appropriate to a variety of diagnoses.

### PTA 250 THERAPEUTIC PROCEDURES I: 4 credits
**Prerequisite: Admission to program**
This laboratory course provides hands-on introduction to the principles and procedures of therapeutic physical therapy intervention. Emphasis is on basic patient care skills and procedures utilized in physical therapy. Upon completion, students should be able to demonstrate safe and effective delivery of those procedures with an in-depth understanding of the rationale for each treatment. CORE.

### PTA 251 THERAPEUTIC PROCEDURES II: 4 credits
**Prerequisite: PTA 250 and permission of instructor**
This laboratory course is a continued study of the principles and procedures of therapeutic PT intervention. Emphasis is on advanced physical therapy interventions and procedures and their rationale. Upon completion, students should be able to demonstrate safe and effective delivery with an in-depth understanding of each. CORE.

### PTA 260 CLINICAL EDUCATION I: 1 credit
**Prerequisite: Admission to program and permission of instructor**
This clinical experience is designed to introduce the student to the practice of physical therapy through interaction in the health care environment. The course entails on-going communication between the clinical instructor, students, and course coordinator. Upon completion, students should be able to safely and effectively apply procedures and techniques previously attained in the classroom. CORE.

### PTA 266 CLINICAL FIELD WORK I: 2 credits
**Prerequisite: Admission to program and permission of instructor**
This clinical class will provide an intensive and extended clinical interaction in the health care environment. The course entails on-going communication between the clinical instructor, students, and course coordinator. Students will safely and effectively apply procedures and techniques previously attained in the classroom. CORE.

**PTA 268 CLINICAL PRACTICUM:** 5 credits
**Prerequisite: Admission to program and permission of instructor**
This clinical education experience allows the student to practice in the health care environment, using entry level skills attained in previous classroom instruction. The course entails on-going communication between the clinical instructor, students, and course coordinator. Upon completion, students should be able to demonstrate entry level competency in those skills necessary for functioning as a physical therapist assistant. CORE.

**PTA 293 DIRECTED STUDY FOR PTA:** 1 credit
**Prerequisite: Admission to program permission of instructor**
This course is designed to increase the opportunity for exploring, reading, and reporting on specific topics related to the field of physical therapy. Emphasis is placed on the development of knowledge in an area of interest to students. Students should be able to meet the objectives of the course as approved by the instructor.

## READING (RDG)

**RDG 083 DEVELOPMENTAL READING I:** 3 credits
This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

**RDG 084 DEVELOPMENTAL READING II:** 3 credits
**Prerequisite: RDG 083 or equivalent placement score**
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 credits
**Prerequisite: College test score placement or permission of instructor**
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 respond effectively to material across disciplines.

## RELIGION (REL)

**REL 120 LIFE AND TEACHINGS OF JESUS:** 3 credits
This course is a study of the teachings of Jesus as recorded in the Gospels, covering an examination of major events in his life in light of modern Biblical and historical scholarship. Students should have knowledge of Jesus' life and the application of his teachings to modern life. Emphasis in the course is given to the reading and interpretation of the Gospels and on other ancient and modern source material.

**REL 151 SURVEY OF THE OLD TESTAMENT:** 3 credits
This course is an introduction to the content of the Old Testament with emphasis on its historical content and contemporary theological and cultural significance. Students will gain an understanding of the significance of the Old Testament writings upon completion of this course.

**REL 152 SURVEY OF THE NEW TESTAMENT:** 3 credits
This course is a survey of books of the New Testament with special attention focused on the historical and geographical setting. The student will gain an understanding of the books of the New Testament based on cultural and historical events.

## SOCIOLOGY (SOC)

**SOC 200 INTRODUCTION TO SOCIOLOGY:** 3 credits
This course is an introduction to vocabulary, concepts, and theory of sociological perspectives of human behavior.

**SOC 208 INTRODUCTION TO CRIMINOLOGY:** 3 credits
**Prerequisite: SOC 200**
This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. The study includes criminal personalities, principles of prevention, control, and treatment.

**SOC 209 JUVENILE DELINQUENCY:** 3 credits
**Prerequisite: SOC 200**
This course examines the causes of delinquency. It also reviews program prevention and control of juvenile delinquency as well as the role of the courts.

**SOC 210 SOCIAL PROBLEMS:** 3 credits
**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.

**SOC 247 MARRIAGE AND THE FAMILY:** 3 credits
**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.

## SPEECH COMMUNICATION (SPH)

**SPH 106 FUNDAMENTALS OF ORAL COMMUNICATION:** 3 credits
This 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 - Area II.

**SPH 107 FUNDAMENTALS OF PUBLIC SPEAKING:** 3 credits
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 students' performances are emphasized. CORE - Area II.

## THEATER ARTS (THR)

**THR 113, 114, 115 THEATER WORKSHOP I, II, III:** 2 credits each
This is the first in a six-course sequence which provides practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theatre production.

# TECHNICAL SCHOOL COURSE DESCRIPTIONS

For technical course descriptions, credit hours are indicated first; then total contact hours; then contact hours are classified (in parenthesis) in this order: theory, experimental 2:1 lab, manipulative 3:1 lab.

## AUTOMOTIVE BODY REPAIR (ABR)

**ABR 111 NON-STRUCTURAL REPAIR:** 3 credits, 6 hours (1-2-3)
Students are introduced to basic principles of non-structural 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:** 3 credits, 6 hours (1-2-3)
Students are introduced to basic principles of non-structural panel replacement. Topics include replacement and alignment of bolt-on panels, full and partial panel replacement procedures, and attachment methods. CORE.

**ABR 122 SURFACE PREPARATION:** 3 credits, 6 hours (1-2-3)
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 AND EQUIPMENT:** 3 credits, 6 hours (1-2-3)
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 AND ENVIRONMENTAL PRACTICES:** 3 credits, 6 hours (1-2-3)
This course is designed to instruct the student in safe work practices. Topics include OSHA requirements, right-to-know laws, EPA regulations, and state and local laws. CORE.

**ABR 154 AUTOMOTIVE GLASS AND TRIM:** 3 credits, 6 hours (1-2-3)
This course is a study of automotive glass and trim. Emphasis is placed on removal and replacement of structural glass and non-structural glass and auto trim. Upon completion, students should be able to remove and replace automotive trim and glass. CORE.

**ABR 156 AUTOMOTIVE CUTTING AND WELDING:** 3 credits, 6 hours (1-2-3)
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:** 3 credits, 6 hours (1-2-3)
This course provides instruction in automotive plastic repairs. Topics include plastic welding (both hot and chemical), use of flexible repair fillers, primers and paint additives, identification of types of plastics, and determining the correct repair procedures for each. Upon completion, students should be able to identify and repair correctly the different types of automotive plastics.

**ABR 213 AUTOMOTIVE STRUCTURAL ANALYSIS:** 3 credits, 6 hours (1-2-3)
Students learn methods of determining structural misalignment. Topics include methods of inspection, types of measuring equipment, data sheets, and identifying types of structural damages. CORE.

**ABR 214 AUTOMOTIVE STRUCTURAL REPAIR:** 3 credits, 6 hours (1-2-3)
This course provides instruction in the correction of structural damage. Topics include types and use of alignment equipment, anchoring and pulling methods, and repair/replacement of structural components. CORE.

**ABR 223 AUTOMOTIVE MECHANICAL COMPONENTS:** 3 credits, 6 hours (1-2-3)
This course provides instruction in collision-related mechanical repairs. Emphasis is placed on diagnosis and repairs to drivetrains, steering/suspension components and various other mechanical repairs. CORE.

**ABR 224 AUTOMOTIVE ELECTRICAL COMPONENTS:** 3 credits, 6 hours (1-2-3)
This course provides instruction in collision related electrical repairs. Topics include basic DC theory, types of diagnostic equipment, circuit protection, wire repair, use of wiring diagrams, airbag modules, and impact sensors. CORE.

**ABR 255 STEERING AND SUSPENSION:** 3 credits, 6 hours (1-2-3)
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 effects of body/frame alignment on these components and angles. CORE.

**ABR 258 HEATING AND A/C IN COLLISION REPAIR:** 3 credits, 6 hours (1-2-3)
This course is a study of automotive air conditioning, heating, and cooling systems. Topics include automotive air conditioning, heating, and cooling theory, component replacement and system services. CORE.

**ABR 261 RESTRAINT SYSTEMS:** 3 credits, 6 hours (1-2-3)
Both the function and design of various restraints and passive restraints systems, including seat belts, seat belt tensioners and airbags, will be discussed. Topics include airbag modules and impact sensors for both front and side airbag systems. Students learn about using service manuals, flow charts, and wiring diagrams during the diagnosis and repair process. CORE.

**ABR 265 PAINT DEFECTS AND FINAL REPAIR:** 3 credits, 6 hours (1-2-3)
This course introduces students to methods of identifying paint defects, causes, cures, and final detailing. Students learn to trouble shoot and correct paint imperfections. CORE

**ABR 181-2, 281-3 SPECIAL TOPICS IN ABR:** 1-3 credits
**Prerequisite:  Permission of instructor**
These courses are guided independent study in special projects to give students additional training in a specific area selected by the instructor. Emphasis is placed on individual students' needs to improve or expand skills. Upon course completion, students should be able to demonstrate skills to meet specific needs.

## AIR CONDITIONING/REFRIGERATION TECHNOLOGY (ACR)

**ACR 111 REFRIGERATION PRINCIPLES:** 3 credits, 6 hours (1-2-3)
This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVACR system components, common and specialty tools for HVACR, 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 HVACR tools, and maintain components of a basic compression refrigeration system. CORE.

**ACR 112 HVACR SERVICE PROCEDURES:** 3 credits, 6 hours (1-2-3)
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:** 3 credits, 6 hours (1-2-3)
**Prerequisite: ACR121, 122 and 123 or permission of instructor**
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:** 3 credits, 6 hours (1-2-3)
**Prerequisite: ACR121, 122 and123 or permission of instructor**
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:** 3 credits, 6 hours (1-2-3)
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 HVACR:** 3 credits, 6 hours (1-2-3)
This course is designed to provide students with the basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. This course emphasizes safety, definitions, symbols, laws, circuits, and electrical test instruments. Upon completion, students should understand and be able to apply the basic principles of HVACR circuits and circuit components. CORE.

**ACR 122 HVACR ELECTRICAL CIRCUITS:** 3 credits, 6 hours (1-2-3)
This course introduces students 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 HVACR ELECTRICAL COMPONENTS:** 3 credits, 6 hours (1-2-3)
This course introduces students to electrical components and controls. Emphasis is placed on the operations of motors, relays, contactors, starters, and other HVAC controls. Upon completion, students should be able to install electrical components and determine their proper operation. CORE.

**ACR 132 RESIDENTIAL AIR CONDITIONING:** 3 credits, 5 hours (1-4-0)
**Prerequisites: ACR111, 112, 121, 122, 123 or permission of instructor**
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 will be able to service and repair residential air conditioning systems.

**ACR 134 ICE MACHINES:** 3 credits, 5 hours (1-4-0)
**Prerequisites: ACR111, 112, 121, 122, 123 or permission of instructor**
This course introduces students to ice machine types and their operation, emphasizing function, installation, maintenance, and troubleshooting. Upon completion, students will be able to perform installation and maintenance procedures.

**ACR 147 REFRIGERANT TRANSITION AND RECOVERY THEORY:** 3 credits, 3 hours (3-0-0)
This course is EPA-approved and covers material relating to the requirements necessary for type I, II, and III universal certification. Upon completion, students should be prepared to take the EPA 608 Certification Examination.

**ACR 148 HEAT PUMP SYSTEMS I:** 3 credits, 5 hours (1-4-0)
**Prerequisites: ACR111, 112, 121, 122, 123 or permission of instructor**
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 149 HEAT PUMP SYSTEMS II:** 3 credits, 5 hours (1-4-0)
**Prerequisites: ACR111, 112, 121, 122, 123 or permission of instructor**
This course is a continuation of the basic theory and applications of heat pump systems. Topics include the electrical components of heat pumps and their function. Upon completion, students should be able to install and service heat pumps.

**ACR 150 BASIC SHEET METAL PROCESSES:** 3 credits, 5 hours (1-2-3)
This course provides instruction in sheet metal hand processes. Topics include the use of bench tools and hand brake with an emphasis on bending, heating, and notching. The course also includes the principles of layout and design.

**ACR 181-2 SPECIAL TOPICS IN ACR:** 1 - 3 credits
**Prerequisite: Permission of instructor**
These courses provide specialized instruction in various areas related to the air conditioning and refrigeration industry. Emphasis is placed on meeting students' needs.

**ACR 203 COMMERCIAL REFRIGERATION:** 3 credits, 6 hours (1-2-3)
**Prerequisites: ACR 111, 112, 121, 122, 123 or permission of instructor**
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:** 3 credits, 6 hours (1-2-3)
**Prerequisite: ACR 111, 112, 121, 122, 123 or permission of instructor**
This course focuses on servicing and maintaining commercial and residential HVACR systems. Topics include system component installation and removal and service techniques. Upon course completion, students should be able to troubleshoot and perform general maintenance on commercial and residential HVACR systems.

**ACR 210 TROUBLESHOOTING HVACR Systems:** 3 credits, 5 hours (1-2-3)
**Prerequisite: ACR 111, 112, 121, 122, 123 or permission of instructor**
This course provides instruction in the use of various meters and gauges used in the HVACR industry. Emphasis is placed on general service procedures, system diagnoses and corrective measures, methods of leak detection, and system evacuation, charging, and performance checks. Upon completion, students should be able to perform basic troubleshooting of HVACR.

## AUTOMOTIVE MECHANICS (AUM)

**AUM 101 FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY:** 3 credits, 6 hours (1-2-3)
This course provides a study of safety rules and procedures based on OSHA standards. Topics include the use of shop tools and equipment, measuring devices, preventive maintenance, light duty service procedures, and the use of shop manuals. Upon completion, students should be able to use basic tools and equipment safely and in observance of OSHA standards. CORE.

**AUM 110 ELECTRICAL AND ELECTRONIC SYSTEMS I:** 3 credits, 6 hours (1-2-3).
This is an introductory course in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components. CORE.

**AUM 121 BRAKING SYSTEMS:** 3 credits, 5 hours (1-4-0)
This course provides instruction in automotive technology. Emphasis is placed on the practical application of brakes. CORE.

**AUM 122 SUSPENSION AND STEERING:** 3 credits, 5 hours (1-4-0)
This course provides instruction in automotive technology. Emphasis is placed on the practical application of steering and suspension.

**AUM 124 ENGINE REPAIR I:** 3 credits, 6 hours (1-2-3)
This course provides instruction in the operation, design, and repair of automotive engines. Emphasis is placed on understanding the four-stroke cycle, intake and exhaust manifolds and related parts, engine mechanical timing components, engine cooling and lubrication system principles and repairs, and basic fuel and ignition operation. CORE.

**AUM 130 DRIVE TRAIN AND AXLES:** 3 credits, 5 hours (1-4-0)
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 drivability. CORE.

**AUM 133 MOTOR VEHICLE AIR CONDITIONING:** 3 credits, 6 hours (1-2-3)
This course provides basic instruction in theory, operation, and repair of automotive heating and air conditioning systems. Emphasis is placed on the understanding and repair of vehicle air conditioning and heating systems, including, but not limited to, air management, electrical and vacuum controls, refrigerant recovery, and component replacement.

**AUM 210 ELECTRICAL/ELECTRONIC SYSTEMS II:** 3 credits, 6 hours (1-2-3)
This course provides instruction in advanced automotive electrical and electronic systems. Emphasis is placed on advanced troubleshooting and repair of electrical systems, subsystems, and components. CORE.

**AUM 220 ENGINE REPAIR II:** 3 credits, 6 hours (1-2-3)
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 and replacement of pistons, connecting rods, piston rings, bearings, lubrication system components, gaskets, and oil seals.

**AUM 224 MANUAL TRANSMISSIONS:** 3 credits, 5 hours (1-4-0)
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 drivability.

**AUM 230 AUTOMATIC TRANSMISSIONS:** 3 credits, 6 hours (1-2-3)
This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and powerflow of automatic transmissions and repairing or replacing internal and external components. CORE.

**AUM 239 ENGINE PERFORMANCE I:** 3 credits, 6 hours (1-2-3)
This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation. CORE.

**AUM 244 ENGINE PERFORMANCE II:** 3 credits, 6 hours (1-2-3)
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 drivability. CORE.

**AUM 246 AUTOMOTIVE EMISSIONS:** 3 credits, 6 hours (1-2-3)
This is an introductory course in automotive emission systems. Emphasis is placed on trouble-shooting and repair of systems, subsystems, and components.

**AUM 192, AUM 291 CO-OP:** 1 to 3 credits
**Prerequisite: Permission of instructor**
These courses constitute a series wherein students work on a part-time basis in a job directly related to automotive mechanics. In these courses, the employer evaluates the students' productivity, and the students submit a descriptive report of his or her work experiences. Upon completion, students will demonstrate skills learned in an employment setting.

**AUM 247 DYNAMIC TESTING:** 3 credits, 6 hours (1-2-3)
 **Prerequisite: AUM 111, AUM 211 or permission of instructor**
This course includes a study and practical use of advanced diagnostic tools and equipment. Emphasis is placed on the use of Tech I, OTC Enhanced 4000, and the use of breakout boxes. Upon completion, students should be able to perform advanced testing and repair on the latest microprocessors.

**AUM 181-281 Special Topics:** 1 - 3 credits
**Prerequisite: Permission of instructor**
This course is designed to allow students to specialize in a particular area of study with minimum instruction in automotive mechanics application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that students are interested in and may include any area of automotive mechanics. Upon completion, students should be able to work with minimum instruction and execute the necessary techniques to finish an authentic work project.

## BARBERING AND HAIR STYLING (BAR)

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

**BAR 111 SCIENCE OF BARBERING:** 3 credits, 6 hours (1-2-3)
This course introduces students to the basic science of barber-styling. Topics include anatomy/physiology, disorders and treatments of the skin, scalp and hair, and theory of facial and scalp massage. Upon completion, students should be familiar with the anatomical structures as well as the disorders and treatments of the skin, scalp, and hair.

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

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

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

**BAR 120 PROPERTIES OF CHEMISTRY:** 3 credits, 3 hours (3-0-0)
This course provides students 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, students should understand the proper use of implements and chemicals to treat hair and skin.

**BAR 121 CHEMICAL HAIR PROCESSING:** 3 credits, 9 hours (0-0-9)
This course provides students 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, students should be competent in the use of chemicals to produce desired structure changes to the hair.

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

**BAR 124 HAIR COLORING METHODOLOGY LABORATORY:** 3 credits, 9 hours (0-0-9)
This course provides students 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. Upon completion, students will demonstrate proficiency in classifying hair and correct use of hair coloring procedures.

**BAR 130 MARKETING AND BUSINESS MANAGEMENT:** 3 credits, 3 hours (3-0-0)
This course provides students 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, students should be aware of marketing and business management requirements for a successful salon.

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

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

**BAR 140 PRACTICUM:** 2 credits, 10 hours (0-0-10)
This course provides the student an opportunity to combine knowledge and skill covering all aspects of barber-styling in a professional setting or school lab with minimal supervision. Emphasis is placed on utilization of the knowledge and technical skill covered in the barbering-styling curriculum. Upon completion, students should be able to function in a professional setting with minimal assistance.

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

## CABINETMAKING (CAB)

**CAB 101 INTRODUCTION TO CABINETMAKING:** 3 credits, 5 hours (1-4-0)
This is a beginning woodworking course which deals with basic materials and processes. Topics include introduction to tools and equipment and safety. Upon course completion, students should be able to perform techniques for building small projects, techniques of gluing, clamping, nailing, and screwing.

**CAB 102 INTRODUCTION TO LUMBER:** 3 credits, 7 hours (1-0-6)
This is an introductory course to lumber, including grades, sizes, characteristics, and uses. Also included in the course are the operation, care, and sharpening of woodworking equipment. Upon course completion, students should be able to construct and finish a furniture project and demonstrate the characteristics and methods of sawing lumber.

**CAB 103 SIZES, DIMENSIONS AND JOINTS:** 3 credits, 5 hours (1-4-0)
This course includes the study of cutting lumber to dimensions and materials to size with power tools. Emphasis is on job planning and the construction of all types of joints made with hand and power tools. Upon course completion, students should be able to plan jobs, make shop drawings, job layouts, and patterns.

**CAB 104 CABINET SHOP OPERATIONS:** 3 credits, 3 hours (3-0-0)
This course covers establishing and maintaining a custom cabinet shop. Topics include financing, equipment acquisition, maintenance, inventory techniques, OSHA requirements, shop organization, and safety and delivery systems. Upon completion, students should be able to organize and maintain a custom cabinet business.

**CAB 140 WOODFINISHING FUNDAMENTALS:** 2 credits, 4 hours (0-4-0)
This is an introductory woodfinishing course. Topics include sanding, filling, staining, brushing, and spraying. Upon course completion, students should be able to perform basic woodfinishing procedures.

**CAB 141 WOODFINISHING:** 2 credits, 4 hours (0-4-0)   **Prerequisite: CAB 140**
This course is a continuation of CAB 140. Emphasis is on filling, rubbing, spraying, and building up finishes. Upon course completion, students should be able to perform advanced woodfinishing procedures.

**CAB 145 REFINISHING FURNITURE AND ANTIQUES:** 2 credits, 4 hours (0-4-0)
This course offers instruction in refinishing furniture and restoring antiques. Emphasis is on the removal of old finish by stripping, washing, and sanding furniture; repair of broken pieces; and the use of veneers in patching. Upon course completion, students should be able to refinish furniture and antiques.

**CAB 204 CABINETMAKING AND MILLWORK:** 5 credits, 11 hours (1-4-6)
**Prerequisite: CAB 102 or permission of instructor**
This course focuses on design and construction of casework. Topics include study of designs, construction, and installation of kitchen cabinets, vanities, shelves, and other casework, and the use and installation of cabinet hardware. Upon course completion, students should be able to design, construct, and install basic interior casework.

**CAB 205 FURNITURE CONSTRUCTION:** 5 credits, 11 hours (1-4-6)
**Prerequisite: CAB 102**
This course covers design and construction of fine furniture. Emphasis is on the development of highly advanced woodworking skills, such as turning duplicate parts, joinery, building jigs, and fixtures. Upon course completion, students should be able to perform basic skills necessary to construct fine furniture.

**CAB 206 SPECIAL PROJECTS IN FURNITURE CONSTRUCTION:** 3 credits, 8 hours (0-2-6)
**Prerequisite: CAB 205**
This course is a continuation of the study and performance of advanced furniture projects that began in CAB 205. Emphasis is on shaping, routing, and carving. Upon course completion, students should be able to perform advanced skills necessary to construct fine furniture.

**CAB 242 SPECIAL FINISHES:** 3 credits, 7 hours (1-0-6)
**Prerequisite: CAB 141**
This course is a continuation of CAB 141. Emphasis is on spraying and hand rubbing with lubricants. Upon course completion, students should be able to apply special finishes to wooden surfaces.

**CAB 260 WOODTURNING:** 5 credits, 11 hours (1-4-6)
**Prerequisite: CAB 205 or permission of instructor**
This course focuses on turning components for fine furniture projects. Emphasis is on operation and maintenance of wood lathes and tools. Upon course completion, students should be able to turn duplicate posts and table legs.

## CARPENTRY (CAR)

**CAR 111 CONSTRUCTION BASICS:** 3 credits, 3 hours (3-0-0)
This course introduces students to the opportunities in and requirements of the construction industry. Topics include economic outlook for construction, employment outlook, job opportunities, training, apprenticeship, entrepreneurship, construction tools, materials, and equipment, and job safety. Upon course completion, students should be able to identify the job market, types of training, knowledge of apprenticeship opportunities, construction tools, materials, equipment, and safety procedures.

**CAR 112 FLOORS, WALLS, SITE PREP:** 3 credits, 3 hours (3-0-0)
**Prerequisite: CAR 111 or permission of instructor**
This course introduces students to floor and wall layout and construction. Topics include methods of house framing, components of floor framing, layouts, sub-flooring, connectors and fasteners, and site preparation. Upon course completion, students will be able to identify various types of floor framing systems, select the sizes of floor joists, identify types of house framing, list types of fasteners, and identify property lines, set backs, and demonstrate a working knowledge of terrain and batter boards.

**CAR 113 FLOORS, WALLS, SITE PREP LABORATORY:** 3 credits, 9 hours (0-0-9)
**Prerequisite: CAR 111 or permission of instructor (Co-requisite: CAR 112)**
The student will engage in applications of floor and wall construction, application of required tools, use of the builder transit, level rod, tape measure and grade stakes. Emphasis is placed on cutting sill plates, floor joists, girders, header bridging, sub-flooring, stud wall partitions, door and window headers, wall bracing, leveling instruments, and batter boards. Upon course completion, students should be able to lay out and construct a floor, including the sill, joist bridging and openings, install sub-flooring, construct interior and exterior walls, and lay out property stakes of site plans.

**CAR 114 INTRODUCTION TO CARPENTRY TOOLS AND MATERIALS:** 3 credits, 9 hours (0-0-9)
This course provides practical and safe application of hand, portable power, stationary and pneumatic tools, use of building materials, fasteners and adhesives, and job site safety. Emphasis is placed on the safe use of hand, power, and pneumatic tools, proper selection of lumber, plywood, byproducts, nails, bolts, screws, adhesives, fasteners, and other construction materials, and job safety. Upon course completion, the student should be able to identify hand, power, stationary, and pneumatic tools and demonstrate their safe use; identify and properly select wood and non-wood building products, and properly use nails, fasteners, and adhesives.

**CAR 131 ROOF AND CEILING SYSTEMS:** 3 credits, 3 hours (3-0-0)
**Prerequisite: CAR 111 or permission of instructor**
This course focuses on the design and installation of roof and ceiling systems. Emphasis is placed on rafters, trusses, ceiling joists, roof decking, and roofing materials. Upon completion, students should be able to design a roof and ceiling system, identify proper installation methods of roofing materials, and describe applicable safety rules.

**CAR 132 INTERIOR AND EXTERIOR FINISHING:** 3 credits, 6 hours (1-2-3)
**Prerequisite: CAR 111 permission of instructor**
This course introduces students to interior and exterior finishing materials and techniques. Topics include interior trim of windows and doors, ceilings, and wall moldings, exterior sidings, trim work, painting, and masonry finishes. Upon completion, students should be able to identify different types of doors, windows, and moldings, describe the uses of each, identify types of exterior sidings and trim, and describe the different types of paint and their proper application.

**CAR 133 ROOF AND CEILING SYSTEMS LABORATORY:** 3 credits, 9 hours (0-0-9)
 **Prerequisite: CAR 111 or permission of instructor (Co-requisite: CAR 131)**
The course provides students with practical experience in building and installing roof and ceiling systems. Emphasis is placed on job site safety, layout and cutting of rafters and joists, cutting and building trusses, installing roof decking and roofing materials. Upon completion, students should be able to cut and install rafters, joists and trusses, cut and apply roof decking and roofing materials, and apply safety rules for job site.

**CAR 202 AND CAR 205 SPECIAL TOPICS:** 2 - 3 credits
This course allows for specialized, in-depth study. Emphasis is placed on individualized instruction.

**CAR 204 SPECIAL PROJECTS IN CARPENTRY:**  3 credits, 6 hours (1-2-3)
This course allows students to plan, execute, and present results of individual projects in carpentry. Emphasis is placed on enhancing skill attainment in the carpentry field. This culminating course allows students to independently apply skills attained in previous courses.

**CAR 224 FLOOR, WALL AND CEILING SPECIALTIES:** 3 credits, 7 hours (1-0-6)
**Prerequisite:  Permission of instructor**
This course focuses on advanced interior applications for floors, walls, and ceilings. Topics may include paneling, hard wood floors, drop ceilings, acoustical ceilings, tray ceilings, and box ceilings. Upon completion, students should have a working knowledge of the specialties covered. This is an advanced course and supports CIP code 46.0201.

## CIVIL ENGINEERING TECHNOLOGY (CET)

**CET 101 INTRODUCTION TO ENGINEERING TECHNOLOGY:** 3 credits, 3 hours (3-0-0)
This course introduces students to vocabulary and math used in engineering technology. Topics include engineering terminology and technical mathematics as it applies to engineering technology. Upon completion, students should be able to solve problems in engineering technology and use engineering technology terminology.

**CET 111 FUNDAMENTALS OF SURVEYING:** 3 credits, 5 hours (1-4-0)
This course introduces the theory and practice of plane surveying and presents the basics associated with measuring angles and distances. Topics include care and use of instruments, taping, differential and profile leveling, transit, stadia, and transit-tape surveys. Upon completion, students will be able to apply the theory and practice of plane surveying to determine boundaries, areas, and volumes of land measurements.

**CET 112 INTERMEDIATE SURVEYING:** 3 credits, 4 hours (2-2-0)
**Prerequisite: CET 111 or permission of instructor**
This course is a continuation of CET 111 with an emphasis on route surveying. Topics include design and layout of horizontal and vertical curves, super elevation, and site distances. Upon completion, students will be able to design and lay out roadways.

**CET 121 ENGINEERING MATERIALS:** 3 credits, 3 hours (3-0-0)
This course introduces students to the applications and characteristics of materials commonly used in engineering design. Topics include wood, steel, concrete, and asphalt. Upon completion, students will be able to identify and explain the characteristics and uses of the various building materials and complete basic design or inspection of these materials.

**CET 131 HIGHWAY DESIGN AND CONSTRUCTION:** 3 credits, 3 hours (3-0-0)
This course presents an overview of street and highway design from concept to construction. Topics include highway planning, financing, design, and construction as well as driver, vehicle, and traffic characteristics, highway capacity, sight distances, design of cross section and grade line, and drainage. Upon completion, students will be able to determine the best and most economical highway routes and construction.

**CET 181 SPECIAL TOPICS IN CIVIL ENGINEERING TECHNOLOGY:** (1to 3 credits)
**Prerequisite: Adviser approval**
This course provides specialized instruction in various areas related to civil engineering technology. Emphasis is placed on meeting students' needs.

**CET 213 TOPOGRAPHICAL SURVEYING AND DRAWING:** 3 credits, 5 hours (1-4-0)
This course introduces students to the application of surveying and drafting principles to accurately depict a section of terrain with respect to elevations, distance, and contour lines. Topics include cross sections, contour lines, and stadia. Upon completion, students will be able to complete a topographic survey of a piece of property and draw a contour map of the property.

**CET 214 HYDRAULICS:** 3 credits, 3 hours (3-0-0)
This course introduces fluid mechanics with primary emphasis on water and sewer. Topics include water at rest, open channel flow, and head losses in piping systems. Upon completion, students will be able to design a sanitary sewer and storm water system.

**CET 215 STATICS:** 3 credits, 3 hours (3-0-0)
**Prerequisite: CET 101 or permission of instructor**
This course is an overview of the principles of mechanics-statics whereby the external and internal forces acting on a body may be analyzed and their effects ascertained. Topics such as coplanar and non-coplanar systems, parallel and non-parallel, and concurrent and non-concurrent forces will be examined. Upon completion, students will be able to analyze simple to moderately complex structures and to determine the effects of these forces on the members of various systems.

**CET 216 ADVANCED SURVEYING:** 3 credits, 6 hours (0-6-0)
**Prerequisite: CET 111 and CET 112 or permission of instructor**
This course presents some of the more complex principles and practices now used in surveying of high precision civil engineering projects. Topics include Alabama law as applied to modern surveying, minimum technical standards, use of electronic surveying equipment, and Global Positioning Systems (GPS). Upon completion of the course, students should be able to complete a survey using minimum technical standards to 1:10,000 accuracy.

**CET 217 STRENGTH OF MATERIALS:** 3 credits, 3 hours (3-0-0)
**Prerequisite: CET 215 or permission of instructor**
This course presents a look at the techniques used in the analysis and design of structural elements in systems with a view toward equipping students to select structural members that are safe and economical. Topics include the study of stress strain curves, material properties and uses, and both bolted and welded connections. Upon completion of this course, students should be able to design simple to moderately complex structural members.

**CET 218 STRUCTURAL ANALYSIS:** 3 credits, 3 hours (3-0-0)   **Prerequisite: CET 215 or instructor approval**
This course introduces students to several methods of analysis of structural systems. Topics include tension members, beams, columns, base plates, and connection. Upon completion, students should be able to analyze and design simple structural systems.

**CET 219 SOILS AND FOUNDATION DESIGN:** 3 credits, 6 hours (0-6-0)
This course introduces the student to the study of soil mechanics as it relates to foundation design and other engineering applications. Topics include soil classification, sieve analysis, compaction, atterberg limits, and percolation. Upon completion, students should be able to classify various soils, test for physical properties, and design a shallow foundation.

**CET 220 COST ESTIMATING:** 3 credits, 5 hours (1-4-0)
This course covers material and quantity estimating for construction projects along with bidding. Topics include earth work, concrete, lumber, steel, unit price bid, lump sum bid, bonding, using computer software in estimating, overhead and profit. Upon completion, students should be able to estimate and bid construction projects.

**CET 221 CONSTRUCTION EQUIPMENT:** 3 credits, 5 hours (1-4-0)
This course is a study in the use and economics of various types of construction equipment. Topics include owning and operating costs, rental rates, application, production maintenance, and equipment safety. Upon completion, students should be able to evaluate the most economical and efficient uses of construction equipment.

**CET 222 RESIDENTIAL LAND DEVELOPMENT:** 3 credits, 5 hours (1-4-0)
This course is an overview of engineering principles concerning various types of land development for residential use. Topics include single family, garden home, and multi-family development master planning. Upon completion of this course, students will be able to design various types of residential developments.

**CET 223 SITE PLANNING AND DEVELOPMENT:** 3 credits, 5 hours (1-4-0)
This course is an overview of the engineering principles of site grading and development. Topics include building orientation, parking, traffic flow, drainage, site grading, and earthwork. Upon completion of this course, students will be able to design a site to include grading, drainage, parking, and building orientation.

**CET 232 HIGHWAY DESIGN AND CONSTRUCTION II:** 3 credits, 5 hours (1-4-0)
**Prerequisite: CET 131**
This course is a continuation of CET 131 with an emphasis on construction plan development. Topics are alignment, drainage, and sanitary sewer design performed on a PC. Upon completion of this course, students will design and develop a set of construction plans that include roadway, drainage, and sanitary sewer improvements.

**CET 281 SPECIAL TOPICS IN CIVIL ENGINEERING TECHNOLOGY:** (1to 3 credits)
**Prerequisite: Adviser approval**
This course provides specialized instruction in various areas related to civil engineering technology. Emphasis is placed on meeting students' needs.

**CET 284 COOPERATIVE EDUCATION:** 1 - 3 credits
**Prerequisite: Permission of instructor**
This course is designed to provide paid cooperative work experience directly related to the civil engineering technology field. The average hours worked each week will determine the number of credit hours allowed. Grades are based on the successful completion of the work experience as judged by the students' work supervisor, and the faculty coordinator.

## COMMERCIAL FOOD SERVICE (CFS)

**CFS 101 ORIENTATION TO THE FOOD SERVICE INDUSTRY:** 1 credit, 1 hour (1-0-0)
This course is an introduction to the food service industry and employment opportunities. This course focuses on the different types of food service/hospitality outlets. Upon completion of this course, students will be knowledgeable of business and career opportunities within the food service industry.

**CFS 102 CATERING:** 2 credits, 2 hours (2-0-0)
This course includes the theory and practice of operating a catering business. Topics include food production and management related to catering and other special services. Upon completion, students will have a working knowledge of the principles involved in operating a catering business.

**CFS 110 BASIC FOOD PREPARATION:** 3 credits, 5 hours (2-0-3)
**Prerequisite: CFS 101, 111, 114**
This course introduces the fundamental concepts, skills, and techniques involved in basic cookery. Topics include scientific principles of food preparation and the relationship of food composition and structure to food preparation. Students will develop competencies in food preparation as it relates to the food service industry.

**CFS 111 FOUNDATIONS IN NUTRITION:** 3 credits, 3 hours (3-0-0)
This course focuses on nutrition and meal planning in relation to the food preparation industry. Topics include the science of food and nutrition, essential nutrients and their relation to the growth, maintenance and functioning of the body, nutritional requirements of different age levels, and economic and cultural influences on food selection. Upon completion of this course, students will be able to apply the basic principles of meal planning.

**CFS 112 SANITATION, SAFETY AND FOOD SERVICE:** 2 credits, 2 hours (2-0-0)

This course introduces the basic principles of sanitation and safety to food handling including purchasing, storing, preparing, and serving. Topics include the scientific principles of food sanitation, food spoilage, food-borne disease, personal health and hygiene, and the sanitary care of the physical plant and equipment. Upon completion of this course, students will be able to demonstrate an understanding of sanitation and safety procedures related to H.A.C.C.P. regulations and the implementation of H.A.C.C.P. systems.

**CFS 114 MEAL MANAGEMENT:** 3 credits, 5 hours (2-0-3)
**Prerequisites: CFS 101, 110, 111, 112**

This course covers the principles of meal management. Topics include menu planning, food selection, recipe standardization, food preparation, and meal service for all phases of food service. Upon completion of this course, students will be able to apply efficient work habits, sanitation, and safety in the kitchen.

**CFS 115 ADVANCED FOOD PREPARATION:** 3 credits, 5 hours (2-0-3)
**Prerequisites: CFS 101, 110, 111, 112, 114**

In this course, students apply food preparation and meal management skills in all areas of food service. Emphasis is placed on management and technical skills needed to operate a restaurant. Upon completion, students will have developed advanced skills in food preparation and meal management.

**CFS 201 MEAT PREPARATION AND PROCESSING:** 2 credits, 4 hours (1-0-3)

This course focuses on meat preparation and processing. Students will be responsible for the preparing of meats, including beef, pork, poultry, fish, and seafood used for final preparations in the other stations of the kitchen. Upon completion, students will be able to demonstrate an understanding of the principles in meat preparation and process.

**CFS 204 FOUNDATIONS OF BAKING:** 3 credits, 5 hours (2-0-3)

This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate fillings and finishing techniques. Upon completion, students should be able to prepare and evaluate baked products.

**CFS 222 DIETARY MANAGEMENT:** 3 credits, 5 hours (2-0-3)

This course includes the basic methods of modifying diets by changing consistency, energy value, or nutrient content to meet a specific need. Topics include special diets such as liquid, soft, regular, and light. Upon completion, students will be able to demonstrate an understanding of the principles of dietary management in food preparation and service.

**CFS 251 MENU DESIGN:** 2 credits, 2 hours (2-0-0)

This course introduces menu design. Topics include development of standardized recipes, layout, nutritional concerns, product utilization, demographics, and customer needs. Upon completion, students should be able to write, lay out, and produce effective menus for a variety of hospitality settings.

**CFS 260 INTERNSHIP FOR COMMERCIAL FOOD SERVICE:** 1 - 3 credits
**Prerequisite: Permission of instructor**

This course is designed to give students practical, on-the-job experiences in all phases of food service operations under the supervision of a qualified food service professional.

**CFS 281 SPECIAL TOPICS IN COMMERCIAL FOOD PREPARATION:** 1 - 3 credits
**Prerequisite: Permission of instructor**

This course provides instruction in special topics in commercial food preparation. Emphasis is placed on timely topics related to commercial food preparation and service, and the course may be repeated as subject matter varies. Upon completion, students will have an understanding of timely topics related to the commercial food preparation industry.

# COSMETOLOGY INSTRUCTOR TRAINING (CIT)

**CIT 211 TEACHING AND CURRICULUM:** 3 credits, 3 hours (3-0-0)
**Prerequisite: Licensed managing cosmetologist (1 year of experience)**
This course focuses on principles of teaching, teaching maturity, personality conduct, and the development of cosmetology curriculum. Emphasis is placed on teacher roles, teaching styles, teacher challenges, aspects of curriculum development, and designing individual courses. Upon completion, students should be able to describe the role of teacher, identify means of motivating students, develop a course outline, and develop lesson plans.

**CIT 212 TEACHER MENTORSHIP:** 3 credits, 9 hours (0-0-9)
**Prerequisite: Licensed managing cosmetologist (1 year of experience)**
**Co-requisite: 211 or permission of instructor**
This course is designed to provide practice through working with a cosmetology instructor in a mentoring relationship. Emphasis is placed on communication, students' 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.

**CIT 213 LESSON PLAN DEVELOPMENT:** 3 credits, 3 hours (3-0-0)
**Prerequisite: Licensed managing cosmetologist (1 year of experience)**
**Co-requisite: CIT 211, CIT 212 or permission of instructor**
The course introduces students to methods for developing lesson plans. Emphasis is placed on writing lesson plans and on the four-step teaching plan. Upon completion, students should be able to write daily lesson plans and demonstrate the four-step teaching method.

**CIT 221 LESSON PLAN IMPLEMENTATION:** 3 credits, 9 hours (0-0-9)
**Prerequisite: Licensed managing cosmetologist (1 year of experience)**
This course is designed to provide practice in preparing and using lesson plans. Emphasis is placed on organizing, writing, and presenting lesson plans using the four-step teaching method. Upon completion, students should be able to prepare and present a lesson using the four-step teaching method.

**CIT 222 INSTRUCTIONAL MATERIALS and METHODS:** 3 credits, 3 hours (3-0-0)
**Prerequisite: Licensed managing cosmetologist (1 year of experience)**
**Co-requisite: CIT 223 or permission of instructor**
This course focuses on visual and audio aids and materials. Emphasis is placed on the use and characteristics of instructional aids. Upon completion, students should be able to prepare teaching aids and determine their most effective use.

**CIT 223 INSTRUCTIONAL MATERIALS AND METHODS APPLICATIONS:** 3 credits, 9 hours (0-0-9)
**Prerequisite: Licensed managing cosmetologist (1 year of experience)**
**Co-requisite: CIT 222 or permission of instructor**
This course is designed to provide practice in preparing and using visual and audio aids and materials. Emphasis is placed on the preparation and use of different categories of instructional aids. Upon completion, students should be able to prepare and effectively present different types of aids for use with a four-step lesson plan.

# COSMETOLOGY (COS)

**COS 111 COSMETOLOGY SCIENCE AND ART:** 3 credits, 3 hours (3-0-0)
**Co-requisite: COS 112 or permission of instructor**
In this course, students are provided a study of personal and professional image, ethical conduct, sanitation, hair styling, and nail care. Topics include personal and professional development, bacteriology, decontamination, infection control, draping, shampooing, conditioning, hair shaping, and hair styling. Upon completion, students should be able to apply safety rules and regulations for skills identified in this course.

**COS 112 COSMETOLOGY SCIENCE AND ART LABORATORY:** 3 credits, 9 hours (0-0-9)
**Co-requisite: COS 111 or permission of instructor**
In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, hairstyling, and nail care. Emphasis is placed on sterilization, shampooing, hair shaping, hair styling, manicuring, and pedicuring. Upon completion, students should be able to perform safety and sanitary precautions, shampooing, hair shaping, hair styling, and nail care procedures.

**COS 113 CHEMICAL METHODOLOGY:** 3 credits, 3 hours (3-0-0)
**Co-requisite: COS 114 or permission of instructor**
This course focuses on the theory of hair and scalp disorders, permanent waving, chemical relaxers, and the composition of the hair. Topics include disorders and analysis of the scalp and hair, permanent waving, chemical hair relaxing, and soft curling. Upon completion, students should be able to write procedures for permanent waving and chemical relaxing, identify the composition of the hair, safety and sanitary precautions and steps for scalp and hair analysis as well as disorders.

**COS 114 CHEMICAL METHODOLOGY LABORATORY:** 3 credits, 6 hours (0-6-0)
**Co-requisite: COS 113 or permission of instructor**
In this course, students are provided practical experiences in permanent waving, chemical relaxing, and analysis. Topics include permanent waving, chemical relaxing, soft curl, and scalp and hair analysis. Upon completion, students should be able to analyze the scalp and hair and perform these chemical services using safety and sanitary precautions.

**COS 121 COLORIMETRY:** 3 credits, 3 hours (3-0-0)
**Co-requisite: COS 122 or permission of instructor**
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, students should be able to identify all phases of hair coloring and the effects on the hair.

**COS 122 COLORIMETRY APPLICATIONS:** 3 credits, 9 hours (0-0-9)
**Co-requisite: COS 121 or permission of instructor**
In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin tests and procedures, and applications of all phases of hair coloring and lightening. Upon completion, the student should be able to perform procedures for hair coloring and hair lightening.

**COS 131 AESTHETICS:** 3 credits, 3 hours (3-0-0)
**Co-requisite: COS 132 or permission of instructor**
This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structures and functions of various systems of the body. Topics include massage, skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, and hair removal. Upon completion, students should be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, and disorders of the skin.

**COS 132 AESTHETICS APPLICATIONS:** 3 credits, 9 hours (0-0-9)
**Co-requisite: COS 131 or permission of instructor**
This course provides practical applications related to the care of the skin and related structures. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial make-up, and hair removal. Upon completion, students should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, and demonstrate facial massage movements, cosmetic application, and hair removal using safety and sanitary precautions.

**COS 133 SALON MANAGEMENT TECHNOLOGY:** 3 credits, 5 hours (1-4-0)
In this course, students develop entry-level management skills for the beauty industry. Topics include job-seeking, leadership and entrepreneurship development, business principles, business laws, insurance, marketing, and technology issues in the workplace. Upon completion, students should be able to demonstrate job-seeking and management skills and the technology that is available for use in the salon.

**COS 141 APPLIED CHEMISTRY FOR COSMETOLOGY:** 3 credits, 3 hours (3-0-0)
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 144 HAIR SHAPING:** 3 credits, 6 hours (1-2-3)
In this course, students learn the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, students should be able to demonstrate the techniques and procedures for creating hair designs.

**COS 145 HAIR SHAPING LABORATORY:** 3 credits, 6 hours (0-6-0)
**Co-requisite COS 144 or permission of instructor**
This course 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, students should be able to demonstrate the techniques and procedures for creating hair designs using safety and sanitary precautions.

**COS 151 NAIL CARE:** 3 credits, 3 hours (3-0-0)
This course focuses on all aspects of nail care. Topics include salon conduct, professional ethics, sanitation, nail structure, manicuring, pedicuring, nail disorders, and anatomy and physiology of the arm and hand. Upon completion, students should be able to demonstrate professional conduct, recognize nail disorders and diseases, and identify procedures for sanitation and nail care services.

**COS 152 NAIL CARE APPLICATIONS:** 3 credits, 9 hours (0-0-9)
**Co-requisite: COS 151 or permission of instructor**
This course provides practice in all aspects of nail care. Topics include salon conduct, professional ethics, bacteriology, sanitation and safety, manicuring, and pedicuring. Upon completion, students should be able to perform nail care procedures.

**COS 153 NAIL ART:** 3 credits, 3 hours (3-0-0)
**Co-requisite: COS 154 or permission of instructor**
This course focuses on advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, students should be able to identify the different types of sculptured nails and recognize the different techniques of nail art.

**COS 154 NAIL ART APPLICATIONS:** 3 credits, 9 hours (0-0-9)
**Co-requisite: COS 153 or permission of instructor**
This course provides practice in advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, students should be able to perform the procedures for nail sculpturing and nail art.

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

**COS 161-2 SPECIAL TOPICS IN COSMETOLOGY:** 1 - 3 credits
**Prerequisite: Permission of instructor**
This course is designed to survey current trends and developing technology for the cosmetology. Emphasis is placed on but not limited to dependability, attitude, professional judgment, emerging trends, new styling techniques, and practical cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

**COS 167 STATE BOARD REVIEW:** 3 credits, 6 hours (0-6-0)
Students are provided a complete review of all procedures and practical skills pertaining to their training in the program. Upon completion, students should be able to demonstrate the practical skills necessary to complete successfully the required State Board of Cosmetology examination and gain entry-level employment.

**COS 168 BACTERIOLOGY AND SANITATION:** 3 credits, 3 hours (3-0-0)
In this skin care course, emphasis is placed on the decontamination, infection control, and safety practiced in the esthetics facility. Topics covered include demonstration of sanitation, sterilization methods, and bacterial prevention. Upon completion, students will be able to properly sanitize facial implements and identify non-reusable items.

**COS 190 INTERNSHIP IN COSMETOLOGY:** 1 - 3 credits
**Prerequisite: Permission of instructor**
This course is designed to provide exposure to cosmetology practices in non-employment situations. Emphasis is on dependability, attitudes, professional judgment, and practical cosmetology skills. Upon completion, students should have gained skills necessary for entry-level employment.

**COS 191 COSMETOLOGY CO-OP:** 1 - 3 credits

**COS 291 COSMETOLOGY CO-OP:** 1 - 3 credits
**Prerequisite: Permission of instructor**
This course provides work experience with a college-approved employer in an area related to the students' 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.

## CULINARY ARTS/CHEF TRAINING (CUA)

**CUA 122 FUNDAMENTALS OF QUANTITY COOKING:** 3 credits, 3 hours (3-0-0)
This course covers the principles and methods of quality cooking. Topics include weights and measures, costing and converting of recipes, vocabulary and standard abbreviations, health department regulations and inspections, and food production forms and records. Upon completion of this course, students will have a basic knowledge of the principles of quantity food production.

**CUA 150 BASIC CULINARY LAB I:** 2 credits, 6 hours (0-0-6)
**Prerequisite: Program approval**
In this course, students apply food preparation techniques through hands-on experiences. Emphasis is placed on manipulative skills under direct supervision.

**CUA 173 CULINARY ARTS APPRENTICESHIP:** 1 - 3 credits, 5-15 hours
This course provides students with hands-on experience in a selected (approved) commercial food operation establishment under direct supervision. This course may be repeated for credit.

**CUA 205 INTRODUCTION TO GARDE MANGER:** 2 credits, 4 hours (1-0-3)
**Prerequisites: CFS 110, 111, 114**
This course is designed to develop skills in the art of Garde Manger. Topics include pates, terrines, galantines, ice and tallow carvings, chaud-froid/aspic work, charcuterie, smoking, canapés, hors d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering function to include a classical cold buffet with appropriate show pieces.

**CUA 208 ADVANCED BAKING:** 2 credits, 4 hours (1-0-3)
**Prerequisite: CFS 204**
This course is a continuation of Foundations of Baking (CFS 204). Topics include specialty breads, pastillage, marzipan, chocolate, pulled-sugar, confections, classic desserts, pastries, and cake decorating. Upon completion, students should be able to demonstrate pastry preparation and plating, cake decorating, and show piece production skills.

**CUA 210 BEVERAGE MANAGEMENT:** 2 credits, 2 hours (2-0-0)
This is a survey course of basic alcoholic and non-alcoholic beverages as they relate to food service. Topics include wine and food appreciation and laws related to alcohol services. Upon completion, students should be able to determine what beverages complement various cuisines and particular tastes.

**CUA 213 FOOD PURCHASING AND COST CONTROL:** 3 credits, 3 hours (3-0-0)
Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and food service ethics. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.

**CUA 217 INTRODUCTION TO PASTRIES:** 2 credits, 4 hours (1-0-3)
**Prerequisite: CFS 204**
This course focuses on preparing cakes and tortes. Emphasis is on the techniques necessary for Bavarian cremes, ganache, butter cream, whipped cream, marzipan, chocolate, and production mignardises and petit fours. Upon completion, student should be able to plan, execute and evaluate dessert plates, individual plated desserts, and show pieces.

**CUA 241 BASIC CULINARY LAB II**: 2 credits, 6 hours (0-0-6)
**Prerequisite: Program approval**
This course provides students the opportunity to have hands-on experience with direct supervision. Emphasis is placed on techniques, production, presentation, safety, and sanitation. Upon completion, students should be able to demonstrate skills in food preparation.

**CUA 262 RESTAURANT MANAGEMENT AND SUPERVISION:** 3 credits, 3 hours (3-0-0)
**Prerequisite: Permission of instructor**
This course introduces restaurant and food service information systems. Topics include planning, cost controls, forecasting, inventory control, recipe control, production control, and nutritional analysis. Upon completion, students should be able to demonstrate competence in utilizing contemporary information application systems in a restaurant setting.

**CUA 181-2 SPECIAL TOPICS IN CULINARY ARTS:** 1 - 3 credits
**Prerequisite: Permission of instructor**
These courses provide specialized instruction in various areas related to the culinary arts industry. Emphasis is placed on meeting students' needs.

## DRAFTING AND DESIGN TECHNOLOGY (DDT)

**DDT 104 INTRODUCTION TO COMPUTER AIDED DRAFTING/DESIGN:** 3 credits, 5 hours (1-4-0)
This course provides an introduction to basic Computer-Aided Design and Drafting (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:** 3 credits, 5 hours (1-4-0)
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. CORE.

**DDT 124 TECHNICAL DRAWING I:** 3 credits, 5 hours (1-4-0)
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 127 INTERMEDIATE COMPUTER AIDED DRAFTING AND DESIGN:** 3 credits, 5 hours (1-4-0)
**Prerequisite: DDT 104, DDT 111, DDT 124 or permission of instructor**
This course covers intermediate-level concepts and applications of CADD. Emphasis will be placed on intermediate-level features, commands, and applications of CADD software. CORE.

**DDT 128 TECHNICAL DRAWING II:** 3 credits, 5 hours (1-4-0)
**Prerequisite: DDT 111, DDT 124 or permission of instructor**
This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include dimensioning concepts and pictorial drawings. CORE.

**DDT 131 BASIC MACHINE DRAFTING:** 3 credits, 5 hours (1-4-0)
**Prerequisites: DDT 104, DDT 111, DDT 124 or permission of instructor**
This course in machine drafting and design provides instruction in the largest specialty 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, lay out, and produce industrial-type working drawings, including the application of title blocks, parts lists, assemblies, details, dimensions, and engineering controls.

**DDT 132 ARCHITECTURAL DRAFTING:** 3 credits, 5 hours (1-4-0)
**Prerequisite: DDT 104, DDT 111, DDT 124 or permission of instructor**
This initial 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 212 INTERMEDIATE ARCHITECTURAL DRAFTING:** 3 credits, 5 hours (1-4-0)
**Prerequisite: As required by program**
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 application. Upon completion, students should be able to draw and specify advanced-level plans, including various architectural details.

**DDT 134 DESCRIPTIVE GEOMETRY:** 3 credits, 5 hours (1-4-0)
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 191-3 DRAFTING INTERNSHIP:** 1 - 3 credits, (5-15 hours)
**Prerequisite: Permission of instructor**
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. Students must spend as least five (5) hours per week per credit hour in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, students will have gained valuable work experience in a well-planned, coordinated training/work situation.

**DDT 214 PIPE DRAFTING:** 3 credits, 5 hours (1-4-0)
**Prerequisite: DDT 104, DDT 111, DDT 124 or permission of instructor**
This course covers the theory and practical application needed to understand piping fundamentals 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 to prepare working drawings used in refineries and the petrochemical industrial environment.

**DDT 224 STRUCTURAL CONCRETE DRAFTING:** 3 credits, 5 hours (1-4-0)
**Prerequisite: DDT 104, DDT 111, DDT 124 or permission of instructor**
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 construct engineering and shop drawings of concrete beams, column, floor, rood, and wall framing plans using the A.I.S.C. Manual and incorporating safety practices.

**DDT 225 STRUCTURAL STEEL DRAFTING:** 3 credits, 5 hours (1-4-0)
**Prerequisite: DDT 104, DDT 111, DDT 124 or permission of instructor**
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 231 ADVANCED CAD:** 3 credits, 5 hours (1-4-0)
**Prerequisite: DDT127 or permission of instructor**
This course covers the application of advanced 3D modeling as it relates to modern CAD software and current industry practices. Topics include 3D modeling visualization, coordinate system creation, wireframe modeling, surface modeling, solid modeling, 3D modeling output, and introduction to rendering. Upon completion, students should be able to apply advanced 3D modeling CAD techniques to a number of architectural and engineering applications.

**DDT 232 CAD CUSTOMIZATION:** 3 credits, 5 hours (1-4-0)
**Prerequisite: DDT 127 or permission of instructor**
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 239 INDEPENDENT STUDIES:** 1 - 4 credits, 2 to 8 hours
**Prerequisite: DDT131 or permission of instructor**
This course provides practical application of prior attained skills and experiences as selected by the instructor for individual students. Emphasis is placed on applying knowledge from prior courses toward the solution of individual drafting and design problems. With completion of this course, students will demonstrate the application of previously attained skills and knowledge in the solution of typical drafting applications and problems.

**DDT 267-8 CO-OP ELECTIVE:** 1 - 2 credits
**Prerequisite: Permission of instructor**
These courses allow students to work in a job closely related to the student's major while attending college. The grade is based on the employer's evaluation of the students' productivity, an evaluation work report submitted by students, and the students' learning contract.

## DIESEL MECHANICS (DEM)

**DEM 104 BASIC ENGINES:** 3 credits, 5 hours (1-4-0)
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:** 3 credits, 5 hours (1-4-0)
,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 credit, 1 hour (1-0-0)
This course introduces students 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 110 DIESEL POWERED AUXILIARY EQUIPMENT:** 3 credits, 6 hours (1-2-3)
This course provides instruction in diesel-powered auxiliary equipment. Topics covered include the application of diesel engines to generators, pumps, refrigeration, drilling, boring machines, and marine power units. Upon completion, students should be able to test, troubleshoot, diagnose, and repair diesel powered auxiliary equipment.

**DEM 114 FLUID POWER COMPONENTS:** 3 credits, 6 hours (1-2-3)
This course is designed to provide the fundamental knowledge of hydraulic and pneumatic components currently in use on mobile as well as stationary equipment. Instruction is provided in the identification and repair of various pumps, motor, valves, heat exchangers, and cylinders. Upon completion, students should be able to diagnose, service, and repair hydraulic and pneumatic components.

**DEM 117 DIESEL AND GAS TUNE-UP:** 3 credits, 5 hours (1-4-0)

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 120 MEDIUM AND HEAVY VEHICLE CAB SYSTEMS:** 3 credits, 5 hours (1-4-0)

This course provides instruction in the diagnosis and repair of medium and heavy vehicle cab and cargo systems. Topics include hydraulics, HVAC, and other systems of control. Upon completion, students should be able to identify, repair, and adjust medium and heavy cab and cargo systems.

**DEM 122 HEAVY VEHICLE BRAKES:** 3 credits, 5 hours (1-4-0)

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.

**DEM 123 PNEUMATICS AND HYDRAULICS:** 3 credits, 5 hours (2-0-3)

This course provides instruction in the identification and repair of components found in hydraulic systems. Topics include schematics, circuits, 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 system components.

**DEM 124 ELECTRONIC ENGINE SYSTEMS:** 3 credits, 5 hours (2-0-3)

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:** 3 credits, 5 hours (2-0-3)

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, friction clutches, mechanical transmission power components, and hydraulics. Upon completion, students should be able to diagnose, inspect, and repair mechanical transmissions.

**DEM 126 ADVANCED ENGINE ANALYSIS:** 3 credits, 5 hours (2-0-3)

This course provides instruction in the disassembly, inspection, and rebuilding of diesel and heavy-duty gas engines. Emphasis is placed on the manufacturers' 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.

**DEM 127 FUEL SYSTEMS:** 3 credits, 6 hours (1-2-3)

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 131 COMPUTER APPLICATIONS FOR DIESEL MECHANICS:** 2 credits, 4 hours (0-4-0)

This course introduces students to the use of microcomputers. It includes keyboarding exercises, disk operating systems, formatting, and diagnostic applications for internal combustion engines. Upon completion, students should be able to perform simple operations on the microcomputer, such as use of DOS, Windows 95, and word processing operations, and use the microcomputer with diesel engine diagnostic software to identify and correct engine malfunctions.

**DEM 132 BASIC REPAIR WELDING FOR DIESEL MECHANICS:** 3 credits, 6 hours (1-2-3)

This course is a study of the principles and procedures of the basic welding processes commonly used for diesel and heavy equipment repair. It includes safety procedures and the various types of welding and cutting apparatus and procedures used for diesel and heavy equipment repair. Upon completion, students will be able to safely demonstrate the use of welding and cutting equipment and applications.

**DEM 135 HEAVY VEHICLE STEERING AND SUSPENSION:** 3 credits, 6 hours (1-2-3)

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.

**DEM 190 SELECTED TOPICS:** 3 credits, 5 hours (2-0-3)

This course covers selected topics in the diesel mechanics field. Emphasis is placed on topics which keep students informed about the latest changes in diesel technology.

**DEM 191 SPECIAL PROJECTS IN DIESEL MECHANICS:** 1 to 3 credits, 3 to 9 hours

This course provides information on current trends in diesel mechanics as they relate to employment responsibilities. Topics may vary by term to reflect relevant training needs by the industry.

**DEM 291-3 COOPERATIVE EDUCATION IN DIESEL MECHANICS:** 1 to 3 credits, 5 to 15 hours
**Prerequisite: Approval of adviser**

This course provides work experience with a college-approved employer in an area related to the students' 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.

## ELECTRONICS ENGINEERING TECHNOLOGY (EET)

**EET 103 DC FUNDAMENTALS:** 3 credits, 5 hours (1-4-0)

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 circuit variables, and use basic electronic test equipment. This course also provides hands-on laboratory exercises to analyze, construct, test, and troubleshoot direct current circuits. Emphasis is placed on the use of the scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC circuits and to prove the theories taught during classroom instruction. CORE.

**EET 104 AC FUNDAMENTALS:** 3 credits, 5 hours (1-4-0)
**Prerequisite: EET103 or Co-requisite**

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

**EET 105 SOLID STATE FUNDAMENTALS:** 3 credits, 5 hours (1-4-0)
**Prerequisite: EET103, EET113 or permission of instructor**

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

**EET 109 ELECTRICAL BLUEPRINT READING:** 3 credits, 3 hours (3-0-0)

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 drawings, and the ability to visualize the entire building structure in relationship to the electrical system. CORE.

**EET 119 CIRCUIT FABRICATION:** 1 credit, 2 hours (0-2-0)
This course provides instruction in fabrication of functional circuits and is an introduction to device construction and fabrication. Utilizing discrete components, students will fabricate functional circuits. Topics include soldering, cable construction, coaxial cable connection and termination, component mounting, cases and chassis, printed circuit board design, layout, fabrication and repair, as well as soldering techniques, care of tools, wire splicing, wire wrapping, connector maintenance, and related shop safety. Upon completion of this course, students should be able to perform basic circuit and project construction. CORE.

**EET 186 MICROPROCESSOR BASICS:** 3 credits, 3 hours (3-0-0**)**
**Prerequisite: Permission of instructor**
This course is an introduction to the organization and interconnection of microprocessor system components. Topics include machine architecture, arithmetic logic, data handling operations, bus concepts, interrupt concepts, subroutines, stack operations, and elementary programming. Upon completion of this course, students will be able to program a simple microprocessor system.

**EET 203 ELECTRONIC CIRCUITS:** 3 credits, 5 hours (1-4-0)
**Prerequisite: EET105 or permission of instructor**
This course covers the commonly utilized circuits found in all areas of electronics. These include the various rectifiers, filters, voltage regulating circuits, and linear solid-state amplifier circuits. The entire course emphasizes the typical circuits, their principles of operation, and troubleshooting defective circuits. This course has an embedded lab with laboratory exercises designed to develop the skills listed in the industry competencies. CORE.

**EET 206 DIGITAL FUNDAMENTALS:** 3 credits, 7 hours (1-0-6)
**Prerequisite: EET105**
This course provides instruction on basic logic gates, flip-flops, registers, counters, microprocessor/computer fundamentals, analog to digital conversion, and digital to 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 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; diagnose and troubleshoot electronic components; and demonstrate knowledge of microprocessor and computer circuits. CORE.

**EET 230 COMMUNICATIONS BASICS:** 3 credits, 3 hours (3-0-0)
**Prerequisite: EET203**
This course is an introduction to electronic communication. Topics include AM and FM modulation and demodulation, RF amplifiers, mixers, heterodyning and frequency shifting, and oscillators. Upon completion of this course and EET 231, students should be able to describe, operate, and troubleshoot basic communication circuits.

**EET 231 COMMUNICATIONS BASICS LABORATORY:** 1 credit, 3 hours (0-0-3)
**Co-requisite: EET230**
This is a companion course to EET230. Topics include RF amplifiers, oscillators, mixers, AM and FM modulation and demodulation. Upon completion of this course and EET230, students should be able to describe, operate, and troubleshoot basic communication circuits.

**EET 234 ROBOTIC SYSTEMS:** 3 credits, 3 hours (3-0-0)
**Co-requisite: EET239**
This course introduces students to elements that make up a robotic system. The fundamental parts of the robotic system are studied in detail as to their function, components, and integration into a robotic system. Upon completion of this course and EET239, students will be able to program and operate a simple robot.

**EET 239 ROBOTIC SYSTEMS LAB:** 2 credits, 4 hours (0-4-0)
**Co-requisite EET234**
This is a companion course to EET234. The course emphasizes hands-on experience in the basics of a robotic system in the laboratory. Upon completion of this course and EET234, students will be able to program and operate a simple robot.

**EET 254 MICROCOMPUTER SYSTEMS BASICS:** 3 credits, 3 hours (3-0-0)
**Co-requisite: EET255**
This course is a fundamental study of the systems and subsystems in a microcomputer and covers the core hardware requirements for A+ certification.

**EET 255 MICROCOMPUTER SYSTEMS BASICS LAB:** 2 credits, 4 hours (0-4-0)
**Co-requisite: EET254**
This course is a practical application of the techniques learned in EET254. Upon completion, students should have the core computer hardware skills necessary for acquiring A+ certification.

**EET 256 MICROCOMPUTER SYSTEMS ADVANCED:** 3 credits, 3 hours (3-0-0)
**Prerequisites: EET254, EET255; Co-requisite: EET257**
This course is a continuation of EET254 and EET255. Topics covered in this course include operating systems and networking. Students are prepared to acquire A+ certification after completion of this course.

**EET 257 MICROCOMPUTER SYSTEMS ADVANCED LAB:** 2 credits, 4 hours (0-4-0)
**Prerequisites: EET254, EET255; Co-requisite: EET256**
This course provides opportunities for practical application of the techniques learned in EET256. Upon completion, students are prepared to acquire A+ certification.

**EET 281 SPECIAL TOPICS IN EET:** 1 - 3 credits
**Prerequisite: Permission of instructor**
This course provides specialized instruction in various areas related to electronic engineering technology. Emphasis is placed on meeting students' needs.

**EET 290 ELECTRONICS PROJECT:** 1 - 3 credits, 2 to 6 hours
**Prerequisite: Permission of instructor**
This course integrates skills and knowledge from other courses. Upon course completion, students will be able to design, fabricate, analyze, program, and/or operate an electronic system under faculty supervision. Emphasis will be placed on skills identified by the instructor.

**EET 294 CO-OP EDUCATION:** 1 - 4 credits 5-20 hours
**Prerequisite: Permission of instructor**
This course provides work experience with a college-approved employer in an area related to students' 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.

## ELECTRICAL TECHNOLOGY (ELT)

**ELT 104 DISTRIBUTION SYSTEM:** 3 credits, 5 hours (2-0-3)
This course involves the theory, applications, calculations, and connections associated with transformers and power distribution systems used in the electrical field.

**ELT 108 DC FUNDAMENTALS:** 3 credits, 5 hours (2-0-3)
**Prerequisite: MTH090 or permission of instructor**
This course provides a study of atomic structure, 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 circuit variables, and use basic electronic test equipment. This course also provides hands-on laboratory exercises to analyze, construct, test, and troubleshoot direct current circuits. Emphasis is placed on the use of the scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC circuits and to prove the theories taught during classroom instruction. CORE.

**ELT 109 AC FUNDAMENTALS:** 3 credits, 5 hours (2-0-3)
**Prerequisite: ELT108 or permission of instructor**
This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistors, capacitors, and inductors in series and parallet combinations. Upon completion, students should be able to describe AC circuits and explain the function of AC such as RLC, impedance, phase relationships and power factors. This course also provides hands-on laboratory exercises to analyze alternating current using a variety of circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Emphasis is placed on the operation of common test equipment used to analyze and troubleshoot AC circuits to prove the theories taught. CORE.

**ELT 110 WIRING METHODS:** 3 credits, 5 hours (2-0-3)
This course is a study of various tasks, wiring methods, materials, and associated National Electric Code (NEC) requirements that students will be required to work with in residential and commercial wiring courses. CORE.

**ELT 116 RESIDENTIAL WIRING:** 6 credits, 10 hours (4-0-6)
**Prerequisites: ELT108, ELT109 or permission of instructor**
This course is a study of residential wiring practices and methods, NEC requirements, and residential blueprint interpretations.

**ELT 117 AC/DC MACHINES:** 3 credits, 5 hours (2-0-3)
**Prerequisites: ELT108, ELT109 or permission of instructor**
This course covers the theory and operation of DC motors and single and three phase AC motors; 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 I:** 3 credits, 5 hours (2-0-3)
**Prerequisites: ELT109 or permission of instructor**
This course focuses on principles and applications of commercial and industrial wiring. Topics include electrical safety practices, an overview of NEC requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gears, and generation principles.

**ELT 122 ADVANCED AC/DC MACHINES:** 3 credits, 5 hours (2-0-3)
**Prerequisites: ELT108, ELT121 or permission of instructor**
This course focuses on single and three phase motors and introduces students to DC motors. Emphasis is placed on field wiring, various types of AC and DC motors, troubleshooting AC and DC motors and using test instruments. Upon completion, students should be able to explain, wire, troubleshoot, and test almost all types of AC and DC electric motors.

**ELT 132 COMMERCIAL/INDUSTRIAL WIRING II:** 3 credits, 5 hours (2-0-3)
**Prerequisites: ELT109, ELT118 or permission of instructor**
This course is a continuation of ELT118 and includes the study of branch circuits, installation requirements for services, feeders and special equipment, including NEC code requirements. Emphasis is placed on load calculations, conductors, service sizing, installation requirements, NEC code requirements, transformers, lighting, HVAC, and special equipment considerations. Upon completion, students should be able to size complete electrical commercial/industrial systems and know NEC requirements for each system.

**ELT 181-2 SPECIAL TOPICS IN ELECTRICAL TECHNOLOGY:** (1 to 3 credits)
**Prerequisite: Permission of instructor**
These courses provide specialized instruction in various areas related to electrical technology. Emphasis is placed on meeting students' needs.

**ELT 200 SPECIAL PROJECTS:** (1 - 3 credits)
**Prerequisite: Permission of instructor**
This course provides additional time and/or practice for the electrical technology major on a project which will enhance his or her abilities to perform required tasks. Emphasis is placed on the upgrading of students' skills and abilities. Upon completion, students should be able to perform at a higher ability within his or her chosen field of study.

**ELT 209 MOTOR CONTROLS I:** 3 credits, 5 hours (2-0-3)
**Prerequisites: ELT108, ELT109 or permission of instructor**
This course covers the use of motor control symbols, magnetic motor starters, running overload protection, push-button stations, sizing of magnetic motor starters and overload protection, and complex ladder diagrams of motor control circuits. Topics include sizing magnetic starters and overload protection, the use of push-button stations, ladder diagrams, and magnetic motor starters in control of electric motors, wye-delta starting, part start winding, resistor starting, and electric starting devices. Upon completion, students should be able to understand the operation of magnetic motor starters and overload protection, interpret ladder diagrams using push-button stations, and understand complex motor control diagrams. CORE.

**ELT 212 MOTOR CONTROLS II:** 3 credits, 5 hours (2-0-3)
**Prerequisites: ELT108, ELT 109, ELT209 or permission of instructor**
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. Upon completion, students should be able to understand and interpret the more complex motor control diagrams and understand the different starting techniques of electrical motors.

**ELT 221 ELECTRONICS FOR ELECTRICIANS I:** 3 credits, 5 hours (2-0-3)
**Prerequisite: ELT109 comparable competencies or permission of instructor**
This course introduces the basic principles of solid state 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. Upon completion, students should be able to explain the basic operation of these basic solid state components and perform basic troubleshooting tasks.

**ELT 224 SECURITY AND ALARM SYSTEMS:** 3 credits, 5 hours (2-0-3)
**Prerequisite: Permission of instructor**
This course introduces the basic operation and installation of home and business security and fire alarm systems as well as low voltage (under 30v) systems such as lighting, door chimes, and intercom systems. Emphasis is placed on installation of home and business security and fire alarm systems. Upon completion, students should be able to install residential and commercial security systems in accordance with code and directives.

**ELT 231 PROGRAMMABLE CONTROLS I:** 3 credits, 5 hours (2-0-3)
**Prerequisite: ELT 102 or instructor approval**
This course includes the fundamental principles of PLCs, including hardware and programming. Emphasis is placed on, but not limited to, the following: hardwiring associated with the PLC, different options available with most PLCs, and basic ladder logic programming. Upon completion, students must demonstrate their ability by developing programs, loading programs into real world PLCs, and troubleshooting the system, if necessary.

**ELT 232 PROGRAMMABLE CONTROLS II:** 3 credits, 5 hours (2-0-3)
**Prerequisite: ELT 102 or instructor approval; Co-requisite ELT 231**
This course includes the principles of PLCs, including hardware, programming, and program design. Emphasis is placed on, but not limited to, the following: developing working programs, timers, counters, different special functions, and designing programs from existing hardwired systems. Upon completion, students must demonstrate their ability by developing programs, loading programs into real world PLCs, and troubleshooting the system, if necessary.

**ELT 242 JOURNEYMAN-MASTER PREP EXAM:** 3 credits, 3 hours (3-0-0)
**Prerequisite: Permission of instructor**
This course is designed to help prepare students to take either the Journeyman or Master Certification Exam. Emphasis is placed on review of electrical concepts and principles, practice tests, and test-taking procedures. Upon completion, students should be able to pass the Journeyman/Masters Certifying Exam.

## GRAPHIC COMMUNICATIONS TECHNOLOGY (GPO)

**GPO 110 INTRODUCTION TO COMPUTERS IN GRAPHICS and PRINTING:** 2 credits, 2 hours (2-0-0)
This course introduces students to the use of computers in graphics and printing. Emphasis is placed on creating folders, filing systems, networking, and working within the current operating system. Upon completion, students should be able to utilize a computer to produce graphics and text using various software programs.

**GPO 111 GRAPHICS APPLICATIONS:** 2 credits, 2 hours (2-0-0)
This course introduces the different creative processes involved in the graphic arts industries. Topics include the use of desktop publishing, illustration, and photo manipulation software, screen printing techniques, and offset printing principles. Upon completion, students should be able to understand the various creative processes involved in graphic arts.

**GPO 112 PAGE DESIGN:** 4 credits, 5 hours (3-2-0)
**Prerequisite: GPO 110 or permission of instructor**
This course covers the use of a software program for page design. Emphasis is placed on using the various tools within the program to develop page layouts to be produced for offset print production. Upon completion, students should be able to successfully lay out various page designs using design software.

**GPO 114 ILLUSTRATION GRAPHICS:** 4 credits, 5 hours (3-2-0)
**Prerequisite: GPO 110 or permission of instructor**
This course covers the use of software for preparing illustrations for output using form, balance, repetition, proportion, and color theory. Emphasis is placed on creating and preparing illustrations to be mass produced by means of offset printing. Upon completion, students should be able to successfully prepare artwork for offset printing projects.

**GPO 160 INTRODUCTION TO LITHOGRAPHY:** 3 credits, 7 hours (1-0-6)
**Prerequisite: GPO 110 or permission of instructor**
This course introduces the production of offset printing. Students are introduced to camera work, platemaking, stripping and offset presswork. Upon completion, students should be able to set up and operate an offset press.

**GPO 165 ADVANCED LITHOGRAPHY SKILLS:** 3 credits, 7 hours (1-0-6)
**Prerequisite: GPO 110 or permission of instructor**
This course emphasizes offset printing procedures. Emphasis is placed on camera work, platemaking, stripping, and offset presswork. Upon completion, students should be able to set up and operate an offset press.

**GPO 212 PAGE LAYOUT:** 4 credits, 5 hours (3-2-0)
**Prerequisite: GPO 110 or permission of instructor**
This course covers the use of software programs for page layout. Emphasis is placed on using the various tools within the programs to develop page layouts to be produced for offset print production. Upon completion, students should be able to successfully lay out various page designs using software.

**GPO 214 GRAPHICS SOFTWARE FOR PRINTING:** 4 credits, 5 hours (3-2-0)
**Prerequisite: GPO 110 or permission of instructor**
This course covers the use of computer software for preparing illustrations. Emphasis is placed on the preparation of thumbnail sketches, rough layouts, and comprehensives. Upon completion, students should be able to create and prepare artwork for printing projects.

**GPO 220 PORTFOLIO PREPARATION:** 3 credits, 3 hours (3-0-0)
**Prerequisite: GPO 110 or permission of instructor**
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 a portfolio for presentation.

**GPO 230 BASIC MULTIMEDIA PRODUCTION:** 4 credits, 5 hours (3-2-0)
**Prerequisite: Permission of instructor**
This course covers basic desktop electronic imaging technology and multimedia presentation development and production. Emphasis is placed on preparation and production of multimedia presentations with a variety of computer hardware and software. Upon completion, students should be able to prepare and produce multimedia presentations.

**GPO 250 WEB GRAPHICS:** 4 credits, 5 hours (3-2-0)
**Prerequisite: Permission of instructor**
This course introduces students to the development and production of website graphics. Emphasis is placed on using graphic software applications to produce image files capable of being displayed on a web page. Upon completion, students should be able to design and produce graphics for a working web page.

**GPO 291 APPLIED GRAPHIC ARTS:** 3 credits, 7 hours (1-0-6)
**Prerequisite: Permission of instructor**
This course is designed for the student to apply skills learned in previous classes to produce real projects for the college or community. Emphasis is placed on skills application in the production of projects. Upon completion, students should be able to design and produce a variety of graphics arts projects.

**GPO 292-4 PRACTICUM/CO-OP:** 3 credits
**Prerequisite: Permission of instructor**
This course is designed for the student to obtain real work experience in the graphic arts industry. Emphasis is placed on instruction by a qualified graphic artist in a work situation and are producing printable assignments using current technology. Upon completion, students should be able to work in a graphic arts environment with little or no supervision.

**GPO 295 GRAPHIC TRENDS:** 4 credits, 5 hours (3-2-0)
**Prerequisite: Permission of instructor**
This course covers current trends and practices in the graphic arts industry. Emphasis is placed on software programs that are currently being used by professionals. Upon completion, students should be able to use applicable current software.

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**INDUSTRIAL MAINTENANCE TECHNOLOGY (INT)**

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**INT105 INTRODUCTION TO PROCESS CONTROL TECHNOLOGY:** 3 credits, 5 hours (2-0-3)
This course is designed to provide students with an introduction to process control technology and various instruments used to control processes. Upon completion, students should be able to comprehend principles of process control technology and the application of various instruments used to control processes in an industrial setting.

**INT 113 FUNDAMENTALS OF INDUSTRIAL HYDRAULICS:** 3 credits, 5 hours (2-0-3)
**Prerequisite: Permission of instructor**
This course includes the fundamental concepts and theories for the safe operation of hydraulic components and systems used with industrial production equipment. Topics include the physical concepts, theories, laws, and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic systems.

**INT 117 PRINCIPLES OF INDUSTRIAL MECHANICS:** 3 credits, 5 hours (1-4-0)
This course provides instruction in basic physics concepts applicable to the mechanics of industrial production equipment. Topics include the 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:** 3 credits, 5 hours (1-4-0)
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; and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems.

**INT 122 PREVENTIVE AND PREDICTIVE MAINTENANCE:** 3 credits, 5 hours (2-0-3**)**
**Prerequisite: Permission of instructor**
This course focuses on the concepts and applications of preventive and predictive maintenance. Topics include the introduction to optic alignment equipment; vibration testing and analysis; data collection; job safety; tool safety; systems analysis; preventive maintenance procedures and tasks; and predictive maintenance concepts. Upon course completion, students will demonstrate the ability to apply the planning process for proper preventive and predictive maintenance.

**INT 123 INDUSTRIAL PUMPS AND PIPING SYSTEMS:** 3 credits, 5 hours (1-4-0)
**Prerequisite: Permission of instructor**
This course provides instruction in the fundamental concepts of industrial pumps and piping systems. Topics include pump identification, operation, and installation, maintenance and troubleshooting. Also included are piping systems and their installation. Upon course completion, students will be able to install, maintain, and troubleshoot industrial pumps and piping systems.

**INT 124 PRODUCTION EQUIPMENT LAYOUT/INSTALLATION:** 3 credits, 7 hours (1-0-6)
**Prerequisite: Permission of instructor**
This course provides instruction in the layout and installation of production equipment and the use of rigging and installation tools. Topics include the use of wire rope, chain and metal-mesh, fiber rope, and webbing slings, industrial hoists and cranes, crane operation, scaffolds and ladders, machine anchoring for vibration control, moving and setting new equipment, leveling and alignment, preparing equipment for test run, test run guidelines, and safety precautions. Upon course completion, students will be able to install production equipment.

**INT 129 INDUSTRIAL SAFETY AND MAINTENANCE TECHNIQUES:** 3 credits, 5 hours (1-4-0)
This course provides instruction in basic maintenance techniques and safety. Topics include drawing, sketching, hand tools, portable power tools, stationary power tools, measurement, screw threads, mechanical fasteners, machinery and equipment installation, rigging, and their proper safe operations.

**INT 233 INDUSTRIAL MAINTENANCE, METAL WELDING AND CUTTING TECHNIQUES:**
3 credits, 7 hours (1-0-6)
**Prerequisite: Permission of instructor**
This course provides instruction in the fundamentals of acetylene cutting and the basics of SMAW welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety; choice of cutting equipment; proper cutting angles; equipment setup; cutting plate and pipe; hand tools; types of metal welding machines; rod and welding joints; and common welding passes and beads. Upon completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing industrial production equipment.

**INT 242 FUNDAMENTALS OF INDUSTRIAL PNEUMATICS:** 3 credits, 5 hours (2-0-3)
**Prerequisite: Permission of instructor**
This course provides instruction in fundamental concepts and theories for the safe operation of pneumatic components and systems used with industrial production equipment. Topics include the physical concepts, theories, laws, and the application of these concepts to perform work. Also included are air flow characteristics; actuators; valves; accumulators; symbols and circuitry; filters; servicing safety; and preventive maintenance. Upon course completion, students will be able to troubleshoot, repair, and maintain industrial pneumatic systems.

## MASONRY (MAS)

**MAS 111 MASONRY FUNDAMENTALS:** 3 credits, 6 hours (1-2-3)
**Co-requisite: MAS 151**
This course is designed as an introduction and orientation to masonry construction, specifically to brick and block construction. Topics include the identification and safe use of tools, equipment, and masonry materials. Upon completion, students should be able to apply masonry techniques properly.

**MAS 121 BRICK/BLOCK MASONRY:** 3 credits, 6 hours (1-2-3)
**Prerequisite: MAS 111**
This course is designed to provide students with a working knowledge of the various concrete block and brick sizes and types of joints. Emphasis is placed on understanding the modular system, wall types, joints, and wall insulation. Upon completion of this course, students should be able to identify methods of brick and block reinforcements, wall supports, and wall types, joints, insulation, and sample panels and prisms.

**MAS 131 RESIDENTIAL/COMMERCIAL:** 3 credits, 6 hours (1-2-3)
**Prerequisite: MAS 111; Co-requisite: MAS 171**
This course introduces students to residential and commercial construction, plans and layouts, and reinforced masonry. Emphasis is placed on home building, shopping centers and high rise buildings, residential and commercial drawings and specifications, job costing, job preparation, as well as brick and block moisture control. Upon completion, students should be able to read full-scale construction drawings, estimate job costs, specify job preparation techniques, and identify methods for veneering a wall, constructing a composite wall, installing expansion joints, setting coping, and moisture control.

**MAS 151 MASONRY FUNDAMENTALS LABORATORY:** 3 credits, 6 hours (1-2-3)
**Co-requisite: MAS 111**
This course provides a practical application of introductory brick and block construction. Emphasis is placed on mixing mortar, using masonry equipment and tools, job preparation, spreading and furrowing mortar, and dry bonding. Upon completion, students should be able to demonstrate appropriate practices, including safety in brick and block construction to entry-level standards.

**MAS 152 MASONRY FUNDAMENTALS LABORATORY:** 3 credits, 9 hours (0-0-9)
This course provides a practical application of introductory brick and block construction. Emphasis is placed on spreading mortar and laying bricks, coursing bricks, laying bricks in a running bond, building course pyramids, building stretcher, wall common, Flemish, English, and stack bonds. Upon completion, the student should be able to demonstrate appropriate practices, including safety, in brick and block construction to entry-level standards.

**MAS 153 SPECIAL TOPICS/PROJECTS:** 3 credits, 7 hours (1-0-6)
**Prerequisite: Permission of instructor**
A selection of topics/projects related to the masonry profession is addressed in this course. Subject matter and projects will vary according to industry and student needs. The course may be repeated for credit within institutional policy. Upon completion, students will demonstrate competencies designed to assess course objectives.

**MAS 171 RESIDENTIAL/COMMERCIAL LABORATORY:** 3 credits, 6 hours (1-2-3)
**Prerequisite: MAS 111; Co-requisite: MAS 131**
This course provides application of residential and commercial techniques for plans and layouts, as well as brick veneer, composite walls, expansion joints, and moisture control. Emphasis is placed on developing skill in reading residential and commercial drawings and applying specifications to acceptable code standards, job costing, job preparation, and brick and block moisture control. Upon completion, students should be able to demonstrate use of the scaling rule for a set of plans; identify and sketch standard symbols for walls, openings, floors, and materials; estimate job costs according to plan; utilize appropriate methods to ensure moisture control; lay brick and block to the line; and build brick and block foundations to entry-level standards.

**MAS 181-281 SPECIAL TOPICS IN MASONRY:** 1 - 3 credits
**Prerequisite: Permission of instructor**
These courses provide specialized instruction in various areas related to the industry. Emphasis is placed on meeting students' needs.

**MAS 211 STONE MASONRY:** 3 credits, 3 hours (3-0-0)
**Prerequisites: MAS 131, MAS 171; Co-requisite: MAS 251**
This course provides an introduction to stone and decorative masonry techniques, fireplace construction, and repair and restoration of brick structures. Topics include brick arches; fireplace construction; stone materials; laying techniques; moisture control; wall supports; joints; coping; sample panels; and cultured stone. Upon completion, students should be able to identify appropriate materials and techniques for the stated topics.

**MAS 221 SPECIALIZED MASONRY:** 3 credits, 3 hours (3-0-0)
**Prerequisites: MAS 211, 251, 252; Co-requisite: MAS 261**
This course provides an introduction to geographically specific masonry techniques. Topics include panel construction, acid brick, refractories, structural glazed tile, glass block, passive solar design, barrier walls, and hollow metal frames. Upon completion, students should be able to define and recognize types and applications of specialized techniques and materials as well as identify proper installation and laying techniques.

**MAS 231 BASIC CEMENT MASONRY:** 3 credits, 3 hours (3-0-0)
**Co-requisite: MAS 271**
This course is designed to introduce the various types of cement masonry, concrete requirements, flat work, estimating, and finishing methods. Emphasis is placed on estimating concrete for small to medium size projects, flat work, form work, footings, and the correct tools and methods of finishing and placing.

**MAS 251 STONE MASONRY LABORATORY:** 3 credits, 9 hours (0-0-9)
**Prerequisites: MAS 131, MAS 171; Co-requisite: MAS 211**
This course provides practical application of stone and decorative masonry techniques, repair and restoration of brick structures, and brick arches. Emphasis is placed on developing skill in doing these techniques. Upon completion, students should be able to lay stone, repair and restore brick structures, and build brick arches to entry-level standards.

**MAS 252 FIREPLACE CONSTRUCTION:** 3 credits, 9 hours (0-0-9)
**Prerequisites: MAS 131, 171; Co-requisite: MAS 211**
This course provides practical application of techniques for constructing fireplaces and other decorative work. Emphasis is placed on developing skill in constructing decorative masonry techniques. Upon completion, students should be able to construct a variety of fireplaces to entry-level standards.

**MAS 253 BRICK ARCHES LABORATORY:** 3 credits, 9 hours (0-0-9)
**Prerequisite: MAS 131, 171; Co-requisite: MAS 211**
This course provides practical application of techniques of constructing brick arches and other decorative work. Emphasis is placed on developing skill in constructing decorative masonry techniques. Upon completion, students should be able to construct brick arches and other decorative masonry techniques to entry-level standards.

**MAS 261 SPECIALIZED MASONRY:** 3 credits, 9 hours (0-0-9)
**Prerequisites: MAS 211, 251, 252**
This course provides practical application of geographically specific masonry techniques. Emphasis is placed on developing skill in laying and installing panel construction, acid brick, refractories, structural glazed tile, glass block, passive solar design, barrier walls, and hollow metal frames. Upon completion, students should be able to perform, to entry-level standards, appropriate techniques for selection, laying, and installation of geographically specific masonry applications.

**MAS 271 BASIC CEMENT MASONRY LABORATORY:** 3 credits, 9 hours (0-0-9)
This course introduces students to basic concrete masonry, including the use of various tools, estimating, and placing concrete. Emphasis is placed on correct methods used in placing concrete, finishing concrete, placing forms, and proper care of concrete tools. Upon completion, students should demonstrate entry-level skills for placing, finishing, estimating, and curing concrete.

**MAS 272 ADVANCED CEMENT MASONRY:** 3 credits, 9 hours (0-0-9)
**Prerequisite: MAS 271**
This course continues skill building in concrete masonry. Emphasis is placed on correct methods used in placing concrete, finishing concrete, placing forms, and maintenance of concrete tools. Upon completion, student should demonstrate increased speed and accuracy in building structures covered in this course.

## MACHINE TOOL TECHNOLOGY (MTT)

**MTT 100 MACHINING TECHNOLOGY I:** 6 credits, 14 hours (2-0-12)
This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. CORE.

**MTT 103 MACHINING TECHNOLOGY II:** 6 credits, 14 hours (2-0-12)
**Prerequisite: MTT100 or permission of instructor**
This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on set-up and operation of machine tools, including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling. CORE.

**MTT 126 BLUEPRINT READING:** 3 credits, 3 hours (3-0-0)
This course covers the basic principles of blueprint reading and sketching. Topics include multiview drawings, interpretation of conventional lines, dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches. CORE.

**MTT 129 LATHE OPERATIONS:** 6 credits, 13 hours (2-2-9)
This course includes more advanced lathe practices such as taper turning, threading, boring, and set-up procedures. Emphasis is placed on safety procedures and the machinist's responsibility in the set-up and operation of lathes. Upon completion, students should be able to apply lathe techniques to produce machine tool projects.

**MTT 136 MILLING OPERATIONS:** 6 credits, 13 hours (2-2-9)
This course provides basic knowledge of milling machines. Emphasis is placed on types of milling machines and their uses, cutting speed, feed calculations, and set-up procedures. Upon completion, students should be able to apply milling techniques to produce machine tool projects.

**MTT 139 INTRO TO COMPUTER NUMERIC CONTROL:** 3 credits, 4 hours (2-2-0)
**Prerequisite: MTT100 or permission of instructor**
This course introduces the concepts and capabilities of computer numeric control machine tools. Topics include set-up, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

**MTT 140 BASIC COMPUTER NUMERICAL CONTROL TURNING:** 3 credits, 5 hours (1-4-0)
**Prerequisite: MTT 111 or permission of instructor**
This course introduces the programming, set-up, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

**MTT 141 BASIC COMPUTER NUMERICAL CONTROL MILLING:** 3 credits, 5 hours (1-4-0)
**Prerequisite: Permission of instructor**
This course introduces the programming, set-up, and operation of CNC milling centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC milling techniques.

**MTT 290 COOPERATIVE EDUCATION IN MACHINE TOOL TECHNOLOGY:** (1credit, 5 hours)
**Prerequisite: Instructor permission**
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.

## OCCUPATIONAL SAFETY TECHNOLOGY (OHS)

**OHS 103 INTRODUCTION TO OCCUPATIONAL SAFETY:** 3 credits, 4 hours (2-2-0)
This survey presents occupational safety and the basic occupational health and safety requirements for workers in industry. Course content includes an overview of industrial safety, an introduction to OSHA and other federal and state regulations, components of effective safety programs, safety assessments, hazards and risks, and environmental health and safety requirements. Upon completion, students will identify occupational health and safety program components and safety regulations, as well as describe general safety hazards and risks and environmental health and safety requirements.

## PLUMBING (PLB)

**PLB 111 INTRODUCTION TO PLUMBING:** 3 credits, 3 hours (3-0-0)
This course covers fundamental plumbing principles, practices, and history. Topics include basic plumbing principles, safety, job-seeking skills, blueprint reading, plumber's math, shop orientation, and school policy. Upon completion, students will be able to seek employment, understand basic plumbing principles, read and interpret blueprints, work safely, and use formulas to solve plumbing problems involving measurement and layouts.

**PLB 112 PLUMBING APPLICATIONS:** 3 credits, 9 hours (0-0-9)
This course is an application of PLB 111. Topics include orientation, basic plumbing principles, safety, history, plumber's math, job-seeking skills, interpreting drawings, making drawings using rough-in sheets, and measurements. Upon completion, students will be able to apply basic plumbing principles.

**PLB 113 PIPES AND FITTINGS:** 3 credits, 3 hours (3-0-0)
This course includes the theory of joining pipe and fittings. Topics include methods of joining pipe and fittings, selecting and using power tools, and methods of securing piping. Upon completion, students will be able to identify pipe and fittings, identify tools, properly care for tools, and identify various types of pipe securing devices.

**PLB 114 JOINING PIPES AND FITTINGS:** 3 credits, 9 hours (0-0-9)
This course covers identifying pipe and fittings, proper methods for joining all types of pipe and fittings, hanging and securing pipe, and using materials and tools. Emphasis is on all plumbing materials, tools, suppliers, equipment and methods. Upon completion, students will be able to join various pipe and fittings.

**PLB 115 PRESSURE AND NON-PRESSURE SYSTEMS:** 3 credits, 3 hours (3-0-0)
This course covers pressure and non-pressure systems, including piping for potable water, drainage, waste, vent, gas, air, and water. Topics include types of plumbing systems and system design and size. Upon completion, students will be knowledgeable of system functions.

**PLB 116 PRESSURE AND NON-PRESSURE SYSTEMS APPLICATIONS:** 3 credits, 9 hours (0-0-3)
**Co-requisite: PLB 115**
This course is an application of PLB 115. Emphasis is on the different kinds of plumbing systems, their design, installation, and function. Upon completion, students will be able to rough-in plumbing systems.

**PLB 117 PLUMBING CODES:** 3 credits, 3 hours (3-0-0)
This course includes reading and interpreting the Southern Standard Code (SBCCI), local codes, and general regulations. Emphasis is on the basic principles, definitions, materials, facility requirements, and technical review. Upon completion, students will be able to read and interpret state and local codes.

**PLB 118 CODE APPLICATIONS:** 3 credits, 9 hours (0-0-9)
**Co-requisite: PLB 117**
This course is an application of PLB 117. Emphasis is on fixture unit value, sizing systems, minimum plumbing requirements, and construction of pressure and non-pressure systems according to code. Upon completion, students will be able to calculate and construct pressure and non-pressure systems.

**PLB 120 SPECIAL PROJECT: PLUMBING CODE I:** 1 credit, 3 hours (0-0-3)
**Co-requisite: PLB 111**
This course is an application and interpretation of the Southern Standard Code (SBCCI), local codes, and general regulations for plumbing. Emphasis is given to application of basic principles, definitions, materials, facility requirements, and technical review. Upon completion, students will have demonstrated the ability to apply state and local plumbing codes correctly.

**PLB 121 SPECIAL PROJECT: PLUMBING CODE II:** 1 credit, 3 hours (0-0-3**)**
**Prerequisite: Permission of instructor**
This course is a continuation of PLB 120. Emphasis will be given to application of fixture unit values, sizing systems, and minimum plumbing requirements. Upon completion, students will be able to calculate and construct pressure and non-pressure systems in accordance with state and local plumbing codes.

**PLB 181 SPECIAL TOPICS:** 1 - 3 credits
This course allows for specialized, in-depth study. Emphasis is placed on individualized instruction.

**PLB 211 PLUMBING REPAIR AND INSTALLATION:** 3 credits, 3 hours (3-0-0)
This course enables students to read and follow schematics/diagrams/rough-in sheets to install or repair plumbing fixtures, troubleshoot, and make repairs. Topics include removing, replacing and repairing plumbing fixtures, new installations, and troubleshooting. Upon completion, students will be able to make plumbing repairs and install plumbing fixtures.

**PLB 212 PLUMBING REPAIR AND INSTALLATION LABORATORY:** 3 credits, 9 hours (0-0-9)
This course is an application of PLB 211. Topics include repairing and installing plumbing fixtures and choosing appropriate fixtures for the job. Upon completion, students will be able to install new fixtures and remove, repair, and replace existing plumbing fixtures.

**PLB 213 PROCESS PIPING:** 3 credits, 3 hours (3-0-0)
**Prerequisite: Permission of instructor**
This course focuses on various piping procedures and material used to transport materials in industrial processes. Topics include modern material and installation techniques. Upon completion, students will be able to identify and understand the techniques of process piping installation, layouts, and design.

**PLB 214 PROCESS PIPING APPLICATIONS:** 3 credits, 9 hours (0-0-9)
**Co-requisite: PLB 213 (NOTE: this course is an application of PLB 213)**
Topics include installing process piping. Upon completion, students will be able to install process piping.

**PLB 217 PUMPS AND COMPRESSORS:** 3 credits, 3 hours (3-0-0)
This course introduces students to pump and compressor equipment used in plumbing systems. Topics include using mechanical means to move fluid through piping systems. Upon completion, students will have the skills needed in selecting and installing pumps and compressors.

**PLB 218 PUMP AND COMPRESSOR APPLICATIONS:** 3 credits, 9 hours (0-0-9)
This course covers pumps and compressors in plumbing applications. Topics include selection, installation, maintenance, and repair of pumps and compressors. Upon completion, students will be able to troubleshoot, remove, repair, maintain, and install pumps and compressors.

**PLB 219 MEDICAL GAS:** 3 credits, 3 hours (3-0-0)
**Prerequisite: Permission of instructor**
his course covers the performance, maintenance, installation, and testing of medical gas systems. The major topics are nonflammable and flammable gas systems, laboratory gas, and vacuum systems and their sub-assemblies. Upon completion, students will understand the hazards associated with medical gas systems and be knowledgeable of system components.

**PLB 220 MEDICAL GAS LABORATORY:** 3 credits, 9 hours (0-0-9)
**Prerequisite: Permission of instructor**
This course covers medical gas systems. Topics include layout, assembly, installation, troubleshooting, and repair of medical gas systems. Upon completion, students will be able to assemble components of gas systems in accordance with medical gas criteria.

**PLB 281 SPECIAL TOPICS:** 1 - 3 credits
This course allows for specialized, in-depth study. Emphasis is placed on individualized instruction.

## TRUCK DRIVING (TRK)

**TRK 111 BASIC VEHICLE OPERATION:** 4 credits, 6 hours (3-0-3)
**Co-requisites: TRK112, TRK113**
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, students should demonstrate proficiency in skill field tasks and pre-trip inspections, according to Commercial Drivers License standards.

**TRK 112 SAFE OPERATING PRACTICES:** 3 credits, 6 hours (1-2-3)
**Co-requisites: TRK111, TRK113**
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, students should demonstrate basic operating skills that ensure safety of the driver and other vehicle operators, according to Commercial Drivers License standards.

**TRK 113 NON-VEHICLE ACTIVITIES:** 2 credits, 4 hours (1-0-3)
**Co-requisites: TRK111, TRK112**
This course focuses on activities not directly related to the vehicle itself, but activities 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, students will demonstrate performance of these activities, according to Commercial Drivers License standards, to ensure safety to the driver, vehicle, cargo, and other motorists.

**TRK 114 VEHICLE MAINTENANCE:** 2 credits, 3 hours (1-0-3)
 **Co-requisites: TRK111, TRK112, TRK113, TRK115, TRK116**
This course introduces students to the various components of the vehicle and how they work in order that malfunctions and safety hazards may be recognized before serious damages or accidents occur. Topics include vehicle systems, preventive maintenance and servicing, and diagnosing and reporting malfunctions. Upon completion, students should be able to perform routine service functions and simple maintenance tasks and recognize when a vehicle needs repairs.

**TRK 115 ADVANCED OPERATING PRACTICES:** 1 credit, 3 hours (0-0-3)
**Co-requisites: TRK111, TRK112, TRK113**
This course is designed for extended high level skills training for coping with hazards of the roadway traffic environment. Topics include hazard perception, emergency maneuvers, and skid control and recovery. Upon completion, students should demonstrate perceptual skills for recognition of potential hazards as well as the manipulative skills needed to handle the vehicle in an emergency.

**TRK 116 PROFICIENCY DEVELOPMENT:** 1 credit, 3 hours (0-0-3)
**Co-requisites: TRK111, TRK112, TRK113**
This course provides an opportunity to refine and polish vehicle handling skills, and the safe and fuel efficient operating practices within the highway traffic environment. Student performance is closely monitored by instructors to ensure that student progress toward the level of proficiency required for attainment of the Commercial Drivers License.

**TRK 117 COMMERCIAL DRIVERS LICENSE:** 2 credits, 4 hours (1-0-3)
This course is a review of information and requirements for obtaining a Commercial Drivers License (CDL). Upon completion, students should demonstrate preparedness for passing the Commercial Drivers License examination with CDL endorsements.

## WATCH REPAIR AND JEWELRY DESIGN (WAR)

**WAR 101 INTRODUCTION TO WATCH AND JEWELRY:** 2 credits, 2 hours (2-0-0)
This course provides an introduction to the modern watch and jewelry industry. Topics include an overview and history of the industry, professional business practices, shop orientation, jewelry sales skills, proper use of tools, safety practices, and repair methods. Upon completion, students will be able to demonstrate a fundamental knowledge of basic jewelry and watch repair concepts.

**WAR 121 WATCH MOVEMENTS AND CASE PARTS:** 3 credits, 7 hours (1-0-6)
This course covers watch movements, case parts, and parts replacement. Included are the use of parts catalogs, ordering parts, the identification of various categories of movements through fingerprinting by individual companies, power cell replacement, and watch band adjusting. Upon completion, students will be able to identify, order, and replace stems, crowns, crystals, and back gaskets.

**WAR 122 ASSEMBLY AND DISASSEMBLY:** 3 credits, 7 hours (1-0-6)
This course includes all steps of the assembly and disassembly process for various types of watch movements. Emphasis is placed on identification of watch repair tools, their usage, and hand dexterity and eye coordination. Upon completion, students will be able to assemble and disassemble all common types of mechanical watch movements.

**WAR 123 IDENTIFICATION OF PARTS AND FUNCTIONS:** 3 credits, 7 hours (1-0-6)
This course covers nomenclature of watch movement parts and the function of each. Course content includes the examination and testing of individual parts as well as special parts variations. Upon completion, students will be knowledgeable of the function of all basic watch parts.

**WAR 124 CLEANING, LUBRICATING AND TIMING:** 3 credits, 7 hours (1-0-6)
This course covers the methods of servicing watch movements by cleaning and lubricating. Course contents includes various methods of servicing, the use of timing machines to accurately adjust the mean time rate, and methods of adjusting the balance assembly. Upon completion, students will be able to successfully service a mechanical watch movement with the use of electronic equipment.

**WAR 141 ESCAPEMENTS:** 3 credits, 7 hours (1-0-6)
**Prerequisites: WAR 121, WAR 122 or permission of instructor**
This course teaches students the nomenclature of escapement parts, operation, and repairs. Course content includes detailed procedures enabling the student to complete balance staff installation, poising, truing, and the replacement of pallet and roller jewels. Upon completion, students will be able to assemble and disassemble a watch escapement and will have acquired proficiency in replacing a balance staff and jewels.

**WAR 142 AUTOMATIC AND CALENDAR MOVEMENTS:** 3 credits, 7 hours (1-0-6)
**Prerequisites: WAR 121, WAR 122 or permission of instructor**
This course is designed to teach students the necessary steps involved in repairing and troubleshooting automatic and calendar watch movements. Emphasis is placed on obtaining speed and accuracy when servicing multifunctional watches with little instructor supervision. Upon completion, students will be able to successfully service multifunctional and complicated watch movements.

**WAR 143 COLLECTIBLES AND VALUATIONS:** 3 credits, 7 hours (1-0-6)
**Prerequisites: WAR 121, WAR 122 or permission of instructor**
This course covers the identification of collectible time pieces, the history of American watch companies, and valuations. Included topics are estimating repairs, pocket watch and case servicing, antique wrist watch restoration, and dial repair. Emphasis is placed on professional attitudes, customer relations, and good work habits. Upon completion, students will be able to identify collectible timepieces and their manufacturer, estimate repairs, and restore antique cases and movements.

**WAR 144 QUARTZ TIMEPIECES:** 3 credits, 7 hours (1-0-6)
**Prerequisites: WAR 121, WAR 122 or permission of instructor**
This is a comprehensive course on quartz timepieces. Course content includes nomenclature of parts, cleaning, testing, disassembly and reassembly of both analog and digital quartz timepieces, quartz movement retro-fitting, and dial feet replacement, as well as proper and safe methods of handling parts and electronic components. Upon completion, students will be able to successfully repair both analog and digital quartz timepieces.

**WAR 131 JEWELRY MANUFACTURING:** 3 credits, 7 hours (1-0-6)
This course covers basic jewelry manufacturing methods. Techniques such as torch soldering, filing, sawing, wire drawing, and the use of a metal rolling mill are covered; as well as machine engraving, jewelry refinishing, treatment of alloys with heat, precautions in gem stone handling; and the safe use of all tools and equipment. Upon completion, students will be able to safely perform basic jewelry manufacturing skills with a high level of finished product accuracy.

**WAR 132 JEWELRY REPAIR:** 3 credits, 7 hours (1-0-6)
This course is designed to teach basic consumer needed jewelry repairs. Course content includes such techniques as ring sizing, shank replacement, chain repair, prong tipping and replacement; methods of gold electroplating, tightening pre-set stones; soldering with the use of heat protective packing; and the ordering of findings and alloys. Upon completion, students will be able to make basic jewelry repairs.

**WAR 133 ROUND STONE SETTING:** 3 credits, 7 hours (1-0-6)
In this course students learn to mount four- and six-prong settings and their placement on jewelry. Students learn to set round stones in dome, cluster, strip, gypsy, tiffany, and flush settings. Also included are topics such as diamond characteristics and their grading and the measuring of stones to ensure correct ordering of crowns. Upon completion, students will be able to set round stones in various mountings, using their knowledge of the makeup of a round, brilliant, facetted diamond.

**WAR 134 ADVANCED STONE SETTING:** 3 credits, 7 hours (1-0-6)
This course covers the fabrication and customizing of crowns to fit odd-sized stones. Content includes pave, channel, tube, and bezel mountings, as well as knowledge and folklore of birth stones. Upon completion, students will be able to set difficult mountings by adapting the crown to fit the stone's seat.

**WAR 151 FANCY STONE SETTING:** 3 credits, 7 hours (1-0-6)
In this course, students learn to set fancy-shaped stones such as marquise, emerald, pear, and oval. Included is the hands-on placement of fancy crowns in shanks and mountings, as well as the use of findings catalogs to order crowns and stones. Upon completion, students will be able to set a variety of fancy-cut stones and solder their crowns to mountings.

**WAR 152 CUSTOM JEWELRY DESIGN:** 3 credits, 7 hours (1-0-6)
This course covers the art of custom designing jewelry through the ability to draw on paper what a customer wants in detail, then order, or make the needed findings to make up a custom piece of jewelry. Special topics include crown placement, findings, mountings, and catalog knowledge, as well as an emphasis on customer communications, professional attitudes, and future employment. Upon completion, students will be able to re-design, custom design, and assembly by following the customer's work-order instructions.

**WAR 153 LOST WAX CASTING:** 3 credits, 7 hours (1-0-6)
This course covers the art and science of the lost wax casting process. Included are centrifugal and vacuum casting, wax model set-up, investing, the burn-out cycle, and professionally finished castings, as well as the safe use of the tools, equipment, and materials needed to alloy cast jewelry. Upon completion, students will be able to centrifugal and vacuum cast and to refinish castings to a fine finish.

**WAR 154 WAX CARVING:** 3 credits, 7 hours (1-0-6)
In this course, students learn all aspects of hand and machine wax carving. Course content includes custom design drawing, wax injecting, rubber mold vulcanizing, and mold cutting for reproduction. The proper and safe use of tools to attain close tolerances is required. Upon completion, students will be able to draw a customer's design, carve it in wax, and prepare it for casting.

## WELDING (WDT)

**WDT 108 SHIELDED METAL ARC FILLET/OFC – THEORY:** 3 credits, 5 hours (2-0-3)
This course provides students with instruction of safety practices and terminology in the shielded metal arc welding (SMAW) processes. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides students with the skills and knowledge necessary for the safe operation of oxy-fuel cutting. CORE.

**WDT 109 SHIELDED METAL ARC FILLET/PAC/CAC – THEORY:** 3 credits, 5 hours (2-0-3)
This course provides students 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 students 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 credits, 3 hours (3-0-0)
This course provides students with the understanding and fundamentals of industrial blueprint reading. Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations and weld symbols. Upon completion, .students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication. CORE.

**WDT 115 GTAW CARBON PIPE THEORY:** 3 credits, 5 hours (1-4-0)
This course is designed to provide students 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 applicable codes.

**WDT 119 GAS METAL ARC/FLUX CORED ARC WELDING THEORY:** 3 credits, 4 hours (2-2-0)
This course introduces students to the gas metal arc and flux cored arc welding processes. Emphasis is placed on safe operating practices, handling and storage of compressed gases, process principles, component identification, various welding techniques, and base and filler metal identification. CORE.

**WDT 120 SHIELDED METAL ARC WELDING GROOVE THEORY:** 3 credits, 5 hours (2-0-3**)**
**Co-requisite: WDT125**
This course provides students 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/OF C LABORATORY:** 3 credits, 9 hours (0-0-9)
This course is designed to introduce students to the proper set-up and operation of the shielded metal arc welding (SMAW). 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 codes 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 LABORATORY:** 3 credits, 9 hours (0-0-9)
This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding (SMAW) equipment. Emphasis is placed on striking and controlling the arc and on proper fit-up of fillet joints. The 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 codes and be able to safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code. CORE.

**WDT 124 GAS METAL ARC/FLUX CORED ARC WELDING LABORATORY:** 3 credits, 9 hours (0-0-9)
**Co-requisite: WDT119**
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 LABORATORY:** 3 credits, 6 hours (0-0-6)
 **Prerequisite: WDT109 or permission of instructor; Co-requisite: WDT120**
This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate with various size F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all position. Upon completion, students should be able to make visually acceptable groove weld joints in accordance with applicable welding codes. CORE.

**WDT 155 GTAW CARBON PIPE LABORATORY:** 3 credits, 9 hours (0-0-9)
This course is designed to provide students with skills in welding carbon steel pipe with gas tungsten arc weld (GTAW) process using filler metals in the F6 groups. Emphasis is placed on welding carbon steel pipe using gas tungsten arc welding technique in the 2G, 5G, and 6G positions. Upon completion, students should be able to perform gas tungsten arc welding on carbon steel pipe with the prescribed filler metals in the 2G, 5G, and 6G positions in accordance with the applicable code.

**WDT 181 SPECIAL TOPICS I: 3** credits, 9 hours (0-0-9)
This course provides specialized instruction in various areas of the welding industry. Emphasis is placed on meeting students' needs.

**WDT 182 SPECIAL TOPICS II:** 3 credits, 7 hours (1-0-6)
This course allows students to plan, execute, and present results of individual projects in welding. Emphasis is placed on enhancing skill attainment in the welding field. Students will be able to demonstrate and apply competencies identified and agreed upon between the students and instructor.

**WDT 183 SPECIAL TOPICS III: 3** credits, 5 hours (1-4-0)
This course provides specialized instruction in various areas of the welding industry. Emphasis is placed on meeting students' needs.

**WDT 184 SPECIAL TOPICS IV: 1** credit, 2 hours (0-2-0)
This course provides specialized instruction in various areas of the welding industry. Emphasis is placed on meeting students' needs.

**WDT 217 SMAW CARBON PIPE THEORY:** 3 credits, 5 hours (1-4-0)

This course is designed to provide students with the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, filler metal selection, joint geometry, joint preparation, and fit-up. Upon completion, the student should be able to identify pipe positions, filler metals, proper joint geometry, joint preparation, and fit-up to the applicable codes.

**WDT 228 GTAW (GAS TUNGSTEN ARC WELDING) THEORY:** 3 credits, 3 hours (3-0-0)

This course provides students with the knowledge needed to perform gas tungsten arc welds (GTAW) using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices; equipment identification and setup; correct selection of tungsten type; polarity; shielding gas; and filler metals. Upon completion, students 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 257 SMAW CARBON PIPE LABORATORY:** 3 credits, 6 hours (0-0-6)

This course is designed to provide students with skills in welding carbon steel pipe with the shielded metal arc weld (SMAW) process using electrodes in the F3 and F4 groups. Emphasis is placed on welding pipe in the 2G, 5G, and 6G positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with prescribed electrodes in the 2G, 5G, and 6G positions to the applicable code.

**WDT 268 GTAW (GAS TUNGSTEN ARC WELDING) LABORATORY;** 3 credits, 9 hours (0-0-9)

This course provides students with skills needed to perform gas tungsten arc welds (GTAW) using ferrous and 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, students should be able to identify safe operating practices; equipment identification and set-up; 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.

# APPENDICES

# BISHOP STATE ALMA MATER

J.R. WOODS & DORA DAVIS

BISHOP
S T A T E

# OFFICIAL STUDENT COMPLAINT – FORM A

What kind of complaint are you addressing? _____ Academic _____ Non-Academic

***Please check one:*** _____ Student _____ Parent _____ Visitor _____ Prospective Student

Name _____Student Number _____ (if applicable)

Address _____

City _____ State _____ ZIP _____

Home Phone (    ) _____ Cell (    ) _____ E-mail _____

***Please check which type of complaint:***

_____ ***INFORMAL COMPLAINT*** The Informal Grievance is where a student complaint should be resolved by filing a Student Grievance form (Informal Complaint) on an informal basis. The Student Grievance Form should be filed with his or her instructor, department chair, campus director, and/or the appropriate dean.
Description of Complaint, including Name(s) or Office(s) _____

_____

_____
*(continue on reverse side, if necessary)*

Informal Findings _____

_____

_____

Student Signature _____ Date _____

Official Signature _____ Date _____

***Where this process does not result in a resolution of the grievance, the student may proceed to the Formal Grievance procedure.***

_____ ***FORMAL COMPLAINT*** The Formal Grievance is filed when a student cannot resolve his or her complaint informally. The student must file a Student Grievance Form (Formal Complaint) in the office of the appropriate dean.

What are you requesting that this office do to assist you? _____

_____

Student Signature _____ Date _____

Official Signature _____ Date _____

***Return the completed and signed form to the campus director or dean on your campus.***

Revised 10-30-09

BISHOP
S T A T E

# GRIEVANCE APPEAL -- FORM B

TO: Chancellor, Alabama Department of Postsecondary Education

FROM: _____

DEPARTMENT/PROGRAM: _____

HOME ADDRESS: _____ HOME PHONE: _____

CITY: _____ STATE: _____ ZIP: _____

## PART I. NOTICE OF APPEAL

Nature of grievance being appealed: _____

_____

Appeal Statement(s): (Please specify objection(s) to finding(s), conclusion(s), or recommendation(s) of Report of President of Bishop State Community College and/or report arising from grievance hearing. Attach any supporting documents and include photocopy of report. Use additional sheets if necessary.)

_____
_____
_____
_____

Complainant _____

COPY TO: President, Bishop State Community College
            Respondent(s) to Grievance (if other than College)

## PART II. CHANCELLOR'S REPORTS

TO: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

FROM: Chancellor

Date Appeal Received: _____ Date of Report: _____

Response to Appeal: _____

_____

_____

_____

Chancellor _____

COPY TO: President, Bishop State Community College
            Respondent(s) to Grievance (if other than College)

Revised 9-22-09

BISHOP
S T A T E

# GRIEVANCE APPEAL TO STATE BOARD OF EDUCATION -- FORM C

TO: Chancellor, Alabama Department of Postsecondary Education

FROM: _____

DEPARTMENT/PROGRAM: _____

## PART I. NOTICE OF APPEAL TO STATE BOARD OF EDUCATION
a) Nature of grievance being appealed: _____
_____

b) Appeal Statement(s): This is an appeal of the Chancellor's Response to Complainant's Appeal submitted on Grievance Appeal Form B and a request for a review by the State Board of Education to review the Chancellor's report (attached hereto) and the initial grievance report (also attached).

_____

_____

_____

_____

Complainant _____
**COPY TO:** President, Bishop State Community College
Respondent(s) to Grievance (if other than College)

## PART II. REPORT OF STATE BOARD OF EDUCATION

TO: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

FROM: Alabama State Board of Education

Date Appeal Received: _____ Date of Response: _____

Response to Appeal: _____

_____

_____

_____

Chancellor _____
**COPY TO:** President, Bishop State Community College
Chancellor, Postsecondary Education
Respondent(s) to Grievance (if other than College)

Revised 9-22-09

BISHOP
S T A T E

# DO NOT RELEASE DIRECTORY INFORMATION

STUDENTS SHOULD COMPLETE THIS FORM AND RETURN TO THE OFFICE OF ADMISSIONS AND RECORDS WITHIN THE FIRST TWO WEEKS OF THE SEMESTER. IF HE OR SHE WANTS THE FOLLOWING INFORMATION KEPT CONFIDENTIAL.

**This form must be resubmitted annually.**
   (1) Name
   (2) Address
   (3) Date and Place of Birth
   (4) Phone number
   (5) E-mail address
   (6) Dates of attendance
   (7) Degree(s) awarded
   (8) Enrollment status
   (9) Major field of study

IF THE STUDENT DOES NOT FILL OUT THE FORM BELOW AND RETURN IT TO THE ADMISSIONS AND RECORDS OFFICE WITHIN TWO WEEKS OF THE SEMESTER, THE INFORMATION WILL BE RELEASED TO INQUIRERS.
=================================================================================

### DO NOT RELEASE DIRECTORY INFORMATION

STUDENT NAME: _____

STUDENT NUMBER:  _____

ADDITIONAL COMMENTS:  _____

_____

_____

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

Revised 9-22-09

BISHOP
S T A T E

# REQUEST FOR REVIEW OF EDUCATIONAL RECORDS

**TO BE COMPLETED BY STUDENT:**

Date _____

Social Security Number or Student Number_____

I, _____, wish to review my educational
(Print Name)
records in the Registrar's Office.

Signature _____ Date _____

**FOR OFFICE USE ONLY:**
This record contains the following:
_____ Application for admission to the College

_____ High school transcript/GED

_____ College(s) transcript

_____ Permanent record

_____ Transcript request form(s)

_____ Social Security verification form(s)

_____ Full time status verification form(s) -- financial agencies

_____ "B" form(s)

_____ Grade change form(s)

_____ Name and address change form(s)

_____ Graduation check sheet

Registrar's Signature _____

Date Reviewed_____

-or-

Registrar's Office Personnel Signature_____

Date Reviewed_____

Revised 10-28-09

BISHOP
S T A T E

# FUNDRAISING ACTIVITY REQUEST FROM ORGANIZATION

_____
Faculty Adviser(s)

_____
Type Of Fundraising Activity

_____
Beginning Date Of Fundraising Activity

_____
Ending Date Of Fundraising Activity

_____
Purpose Of Activity

============================================================================


**FOR OFFICE USE ONLY:**

Date Received _____


Approved _____Disapproved_____Date _____


Signature _____
                                             Dean Of Students

Approved _____Disapproved_____Date _____


Signature _____
                                                  President


Revised 9-22-09

BISHOP
S T A T E

# BUSINESS AND INDUSTRIAL SOLICITATION REQUEST

Organization/Department _____

Type Of Goods Or Services Requested _____

_____

Proposed Use Of Goods Or Services _____

_____

_____
(Use Separate Sheet If Necessary)

Name Of Business(s) To Be Solicited _____

_____
(Use Separate Sheet If Necessary)

Beginning Date Of Solicitation _____

Ending Date Of Solicitation _____

Estimated Value Of Goods And/Or Services Solicited _____

_____
(Use Separate Sheet If Necessary)

Requested By _____
                                                    (Please Print)

Signature _____ Date _____ _____


===============================================================================

**FOR OFFICE USE ONLY:**

Date Received _____


Approved _____Disapproved_____ Date_____


Signed _____
                                    Director Of Fundraising


Approved _____Disapproved_____Date _____


Signed _____
                                    President

Revised 9-22-09

BISHOP
S T A T E

# FINANCIAL REPORT FORM

Organization _____

Type Of Fundraising Activity (Please Check One)

_____ Student Activity

_____ Business/Industrial Solicitation

Name Of Fundraising Activity  _____


**FOR SOLICITATION FUNDRAISERS ONLY:**
• Attach A Copy Of Receipt(s) For All Goods Received

Name Of Business Contact Person _____

Amount Received _____

Total Amount Raised For This Activity $_____

Submitted By _____ Date _____
                                    (Please Print)


Signature _____


================================================================================

**FOR OFFICE USE ONLY:**
Received By The Office Of The Dean Of Students


Signature _____Date Received _____


Received By The Office Of Fundraising


Signature _____Date Received _____

**Official Petition for Forming Student Clubs and Organizations Form**

# OFFICIAL PETITION FOR FORMING STUDENT CLUBS AND ORGANIZATIONS

1. Name of Proposed Club or Organization: _____

_____

2. Type of Proposed Club or Organization:

   Academic_____          Social_____

   Services_____          Other_____

3. Names of (10) ten interested students:
   *(Each student signing this Petition must be a fulltime student at Bishop State Community College.)*

   1. _____          6. _____
   2. _____          7. _____
   3. _____          8. _____
   4. _____          9. _____
   5. _____          10. _____

4. Proposed Constitution: *(Please attach to this form a proposed Constitution containing the following information.)*

   A. Purpose of the club or organization.

   B. Officers of the club or organization.

   C. How the officers will be chosen.

5. Faculty Sponsors(s):

   1._____
   2._____
   3._____

All information must be completed before this form is submitted to the Dean of Students for approval.

_____
Signature                                                    Date

Revised 9-22-09

BISHOP
S T A T E

# RELEASE AND HOLD HARMLESS AGREEMENT

I _____, the undersigned party; have freely and voluntarily decided to participate in activities associated with student organizations at Bishop State Community College. I understand that by participating in such activities, I may be asked to travel in college vehicles or personal automobiles of college employees to attend events associated with the College. As a result, I further understand that I am not entitled to any insurance coverage or medical benefits, which the College may provide. I am willingly accepting full responsibility and liability for any injury which I might suffer during my travels, and I hereby release and hold harmless, Bishop State Community College and its officials and employees from any claim or liability relating to any injury, including death, which I might suffer during or as a result of my participation.

Student _____ Date _____

Date of Birth _____Student Number_____

Address _____

City _____ State _____ ZIP _____

Emergency Contact _____

Relationship _____

Home Phone (_____)_____ Work Phone (_____) _____

Cell Phone (_____)_____

Revised 11-6-09

# CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION (SGA)

## ARTICLE I - NAME

The name of this organization shall be the Bishop State Community College Student Government Association (BSCC/SGA).

## ARTICLE II - PURPOSES

The purposes of the BSCC/SGA shall be:

1. To encourage wholesome attitudes toward all programs of the College,
2. To attain cooperation between the faculty and the student body,
3. To stimulate interest in the general welfare of the College,
4. To promote a student publication, and
5. To encourage eligible students to register and vote.

## ARTICLE III - MEMBERSHIP

All students officially enrolled in Bishop State Community College (all campuses) shall be members of the BSCC/SGA.

## ARTICLE IV - OFFICERS

SECTION 1: The elected officers for the BSCC/SGA shall be a president, a vice president, and a secretary. The president and vice president must be sophomores in good academic standing with at least 30 credit hours completed by the end of the spring semester during which elections are held. The secretary will be a freshman in good academic standing.

SECTION 2: The president shall preside over all meetings of the SGA, the Student Council, and appointed chairpersons of the standing committees and hold them accountable for their respective duties, and serve as ex-officio member of all committees.

SECTION 3: The vice president shall cooperate with the president in promoting the SGA's interests and perform the duties of the president when the president is absent.

SECTION 4: The secretary shall record minutes of all meetings of the SGA and the Student Council and shall be responsible for all correspondence.

## ARTICLE V - STUDENT COUNCIL

SECTION 1: The general organ of government for the BSCC/SGA shall be known as the Student Council.

SECTION 2: The Student Council shall consist of the president, vice president, secretary, the presidents of all student clubs and organizations, elected class favorites, the president and vice president of the freshman and sophomore classes, first and second vice president of campus-based councils, and other representatives as required.

SECTION 3: The Student Council shall perform both executive and legislative functions, subject to approval of the SGA.

## ARTICLE VI - QUALIFICATIONS OF
## OFFICERS AND REPRESENTATIVES

The officers of the SGA and members of the Student Council must maintain a minimum GPA of 2.0 and exhibit wholesome attitudes toward the College and its programs at all times.

## ARTICLE VII - MEETINGS

The SGA and the Student Council shall meet once each month; meetings of the Student Council preceding those of the SGA.

## ARTICLE VIII - JUDICIAL PROCEDURES

In cases where the SGA has been authorized by the College to act judicially, its decisions shall be final.

## ARTICLE IX - AMENDMENTS

The constitution may be amended by a two-thirds majority vote of the SGA.

## BY-LAWS

## ARTICLE I

SECTION I: Candidates for president and vice president of the SGA shall campaign for office beginning with the first Tuesday in April and shall continue for a period of two weeks. At the end of two weeks, one ballot shall be passed to all members of the student body, who shall be allowed to cast one vote for the candidate of their choice for president and one for vice president. The candidate in each category who receives the highest number of votes shall become president of the Student Government Association.

SECTION 2: Should it become impossible for the president or the vice president to take office in the fall, the SGA shall fill the position(s) temporarily until an election can be held.

SECTION 3: The secretary of the SGA should be elected at its first regular meeting during the fall quarter.

## ARTICLE II

Before each regular meeting, the president and the Student Council shall have the power to assemble and formulate plans for presentation to the SGA in the general assembly.

# ARTICLE III

Any vacancies occurring in the standing committees, Student Council, or campus representatives shall be filled by the responsible body at its next regular meeting.

# ARTICLE IV

Each chairperson of a standing committee shall be required to submit a written report at each regular meeting.

# ARTICLE V

The meetings of the Student Council and the SGA shall follow <u>Robert's Rules of Order</u> as closely as possible.

# ARTICLE VI

The By-Laws may be amended by a two-thirds majority of the SGA.

## STATUTE OF THE STUDENT CONDUCT AND
## APPEALS COMMITTEE

# ARTICLE I

1. The Student Conduct and Appeals Committee shall be established in accordance with the regulations of Bishop State Community College, hereafter referred to as the College. It shall be constituted and shall function according to the provisions of the present Statute, which shall be part of college relations.

2. This statute may be amended with the approval of college faculty, staff, and the SGA.

3. This statute deals with non-academic behavior.

## CHAPTER I
## ORGANIZATION OF THE COMMITTEE

# ARTICLE II

The committee shall consist of two SGA officers, two students (non-officers), and five faculty members.

## ARTICLE III

1. The student members shall be appointed by the SGA and shall have the qualifications necessary for membership in the SGA.

2. Faculty and staff members shall be elected by college faculty and staff persons.

## ARTICLE IV

1. The student members shall hold office for one year but may be reappointed if they have the necessary qualifications.

2. Faculty and staff members shall hold office for two academic school terms.

3. The SGA, faculty, and staff shall fill vacancies immediately whenever they occur.

## CHAPTER II

## JURISDICTION OF THE COMMITTEE

## ARTICLE V

1. The provisions of the present statute apply to all full-time and part-time students of Bishop State Community College.

2. The regulations herein provided shall apply to behavior on all campuses of the College, in the immediate vicinity of the campus, and at college-sponsored events.

3. Matters of discipline in classrooms and shops shall be handled at the discretion of the faculty member in charge, who may refer such matters to the committee, if desired.

## ARTICLE VI

1. The provisions of the present statute shall be used as the major instrument against students regarding non-academic actions.

2. Non-academic disciplinary actions not provided for by this statute shall be null and void except that the College administration retains its authority to act without reference to this statute when warranted, in extraordinary circumstances.

## ARTICLE VII

1. The committee may hear and decide all cases presented to it in accordance with the procedures described in Chapter IV.

2. The committee may levy four types of penalties in accordance with the provisions of Article XVI:

A. SPECIFIC ORDERS. The committee may order the performance or non-performance of specific acts, including the payment of fines, as punishment for violations.
B. REPRIMAND. The committee may warn an offender against further violations and note the action taken in its files.
C. DISCIPLINARY PROBATION. The committee may place a student on probation for a period which shall seem proper. A record of this action shall be placed in the student's personnel file.
D. SUSPENSION. The committee may suspend a student from the College for a period which shall seem proper. A record of this action shall be placed in the student's personnel file.

## CHAPTER III
## PRIMARY AND SECONDARY OFFENSES

### ARTICLE VIII

1. Offenses listed in this statute as primary offenses under Article IX shall be punishable under Article VII, Section 2, paragraphs A-C.

2. Offenses listed in this statute as secondary offenses under Article X shall be punishable under Article VII, paragraphs A-C.

### ARTICLE IX

The College prohibits the following types of behavior and cites violations as primary offenses:

1. Use of alcoholic beverages on the campus or at college-sponsored activities.

2. Gambling. This includes activities defined as gambling by a civil law.

3. Disorderly conduct. This shall be defined as any specific act or pattern of behavior resulting in or clearly tending to result in injury to persons or property, or disturbance of the peace of the College.

4. Contempt of the College. Failure to observe orders of the committee, disrespect at committee hearings, and disrespect of faculty, staff, administrators, or duly authorized students in the performance of their duties shall constitute contempt of the College.

**5.** Serious disregard of regulations. Where the committee finds that a student has repeatedly violated posted regulations as defined in Article X, it may be considered "serious disregard of regulations," which shall be punishable as a <u>primary offense.</u> In making this finding, the committee may also consider the previous disciplinary record of the offender.

## ARTICLE X

1. Where administrative regulations governing campus behavior are published in places accessible to students on all campuses (such as the COLLEGE CATALOG/ STUDENT HANDBOOK or bulletin boards), or in places frequented by students, violation of the regulations shall be treated as <u>secondary offenses</u> by the committee.

2. Violations of the following regulations are <u>secondary offenses:</u>

   A. Parking in areas reserved for visitors, faculty and staff, or the disabled.
   B. Smoking, eating, and drinking in classrooms, laboratories and the libraries; smoking in the cafeterias.
   C. Being in unsupervised laboratories without the instructor's permission.
   D. Engaging in unacceptable conduct. Examples are: littering the campus or buildings on campus, profanity, fighting, etc.

## CHAPTER IV
## PROCEDURES FOR THE COMMITTEE

## ARTICLE XI

The committee may formulate its own rules and procedures, except as provided by provisions of the present statute.

## ARTICLE XII

1. Cases may be written and referred to the Dean of Students by any student, a member of the faculty and staff, or an administrative officer.

2. Cases must be referred, in writing, to the chairperson of the committee. The referral must specify the person charged and the offense for which charged, as defined in the present statute.

3. The person referring a case to the committee must appear before the committee as plaintiff.

## ARTICLE XIII

1. All hearings of the committee shall be published and decisions shall be publicly announced, but deliberations and voting by the committee shall not be published.

2.  A majority vote of the committee's membership shall be necessary to convict any student on trial. The chairperson of the committee shall vote in all cases.

3.  Decisions of the committee shall be written by the chairperson and shall not include indications of how individual members of the committee voted, but provisions shall be a matter of record.

## ARTICLE XIV

1.  Decisions of the committee shall be final when approved by the proper college officer (the president's appointed representative).

2.  The college officer responsible for implementing committee decisions shall approve, veto, or return for review all decisions of the committee within three days following the conclusion of the hearing.

## CHAPTER V
## RIGHTS OF STUDENTS

## ARTICLE XV

1.  It is intended that the present statute should protect the substantive rights of students.

2.  No regulations herein stated shall be so construed or applied as to:

    A.  Discriminate against any person based on race, color, sex, creed, national origin, or disability.

    B.  Deny any student the freedom to believe in or express ideas or ideals to which they are entitled as U. S. citizens.

    C.  Punish off-campus, conscience-motivated political activities by students not pretending to speak for the College, even if such activities result in civil penalties.

## ARTICLE XVI

1.  It is intended that the present statute should protect the procedural rights of students.

2.  The following procedural rights of students shall be observed:

    A.  A student charged before the committee must be convicted or acquitted of the charge(s) specified, not for a greater or lesser offense.

    B.  A student charged with a primary offense may have an adviser at a hearing before the committee. If the student desires faculty advice but is unable to obtain such, the committee shall appoint a faculty member to serve as adviser.

C. Students shall not be compelled to testify against themselves, nor shall any student be charged with the same offense twice.

D. A student who has been convicted by the committee has the right to appeal the committee's findings to the State Department of Post-secondary Education.

## Appendix M

## Rights and Responsibilities of Students Enrolled
## in Distance Education (online or hybrid) Courses

1. It is highly recommended that students taking distance education courses have a computer and Internet access in their homes. The lack of Internet access and/or the presence of technical difficulties do not constitute an excuse for work to be submitted late. It is each student's responsibility to ensure that he/she has reliable Internet access.

2. Distance Education courses will be governed by the same rules that apply to face-to-face courses, unless stated otherwise. These policies may be found in the Bishop State Community College Catalog and the Student Handbook.

3. Students have the right to adequate contact with their assigned instructor, they have the right to comparable instruction, resources, and materials, and they have the right to question the policies and procedures of their respective instructor. Distance education students shall also have access to the Student Handbook, Bishop State Community College catalog, the library, registration, tuition payment, computer labs, administration services, counseling, financial aid, and the bookstore.

4. Students taking distance education courses must use the e-mail address provided to them by Bishop State Community College. While using Bishop State's e-mail system or Blackboard, messages intercepted or received by individuals other than the intended recipient are not the responsibility of Bishop State Community College.

5. All posted dates related to College activities (registration, add/drop, etc.) are applicable to both distance education and face-to-face courses. Therefore, all refund and payment deadlines are applicable to both distance education and face-to-face courses.

6. All distance education courses begin on the first day of each term. Students should log in to their courses as of the first day of class. Instructions for logging in are sent to each student's e-mail account. Students who enroll for a distance education course who do not receive this e-mail within 2 days of the beginning of class should send an e-mail that includes their student number to info@bishop.edu requesting their login information.

7. Students who fail to log in to their course by the first attendance verification period (which is usually within the first 2 weeks of the term), will be turned in as "no shows" and may be dropped from the course. The financial aid status of these students will be affected if they are turned in as a "no show" and they will not receive financial aid for that course.

8. Courses that do not receive adequate enrollment numbers may be removed from the listing of course offerings. If a course is dropped, it is the student's responsibility to register for a different course.

9. Students will be held to the requirements posted in each instructor's syllabus.

10. There will be requirements for students to physically appear on campus for either labs and/or examinations. Students in hybrid courses must meet on campus during the times posted in the course schedule (e.g., lab times) throughout the term in order to successfully complete these courses. If a student cannot appear on campus for an exam meeting because of distance constraints, it is up to that student to procure the services of a proctor. Before using a proctor, each student must first complete a Proctor Guidelines/Acceptance Form in order to receive permission of his/her instructor to use that individual as a proctor. The deadline for submitting this form is the end of week 10 of each semester (week 6 during summer terms). The form can be obtained through the doc sharing area of each course. All costs (if any) associated with the procurement of a proctor are the responsibility of each student.

11. Bishop State Community College does not guarantee personal Internet access or computer use to distance learning students. The College does maintain computer labs with set hours of operation that are open to all students. The College also does not hold any responsibility for the loss of use of a student's personal computer through any mishaps or misfortune.

12. Certain online courses may require additional software and/or materials. These additional requirements will be posted in the syllabus. It is the responsibility of the student to obtain these materials in a timely fashion. All costs associated with these materials are the responsibility of the student.

13. General questions about distance education courses should be directed to the Center for Teaching and Learning at 405-7167. Questions related to specific courses should be directed to the instructor of that course.

14. Using your provided user name and password serves as an acknowledgement that you have read these policies and procedures and that you agree to abide by them.

# Appendix N
## Alabama State Board of Education
## Governor Bob Riley, President

**District I**
Mr. Randy McKinney
Post Office Box 2999
Gulf Shores, AL 36547
(251) 967-2166
Fax (251) 968-6794
randym@gulftel.com
Bishop State Community College, Mobile AL
Jefferson Davis State Community College, Brewton
James H. Faulkner State Community College, Bay Minette

**District II**
Mrs. Betty Peters
3507 Huntington Place
Dothan, AL 36303
(334) 794-8024
Fax (334) 793-6303
bpeters@centurytel.net
Alabama Aviation and Technical College, Ozark
Central Alabama Community College, Alexander City
Chattahoochee Valley State Community College, Phoenix City
Enterprise State Junior College, Enterprise AL
Douglas MacArthur State Technical College, Opp
Chauncey Sparks State Technical College, Eufaula
George C. Wallace State Community College, Dothan

**District III**
Mrs. Stephanie Bell
3218 Lancaster Lane
Montgomery, AL 36106
(334) 272-2777
Fax (334) 260-0100
swbell@knology.net
Harry M. Ayers State Technical College, Anniston
J.F. Ingram State Community College, Deatsville
Southern Union State Community College, Wadley

**District IV**
Dr. Ethel H. Hall
7125 Westmoreland Drive
Fairfield, AL 35064
(205) 923-6093
Fax (256) 489-0552
ehall@k12.al.us
Bessemer State Technical College, Bessemer
T.A. Lawson State Community College, Bessemer
C.A. Fredd Campus of Shelton State Community College

**District V**
Mrs. Ella B. Bell
2634 Airwood Drive
Montgomery, AL 36108
(334) 834-2811
Fax (334) 834-1515
stateboard5@hotmail.com
Industrial Development Training Institute, Montgomery
Alabama Southern Community College, Monroeville
John M. Patterson State Technical College, Montgomery
Ed E. Reid State Technical College, Evergreen
Ed E. Reid State Technical College, Evergreen
Council Trenholm State Technical College, Montgomery
George Corley Wallace State Community College, Selma

**District VI**
Mr. David F. Byers, Jr.
2 Metroplex Drive, Suite 111
Birmingham, AL 35209
(205) 263-2400
Fax (205) 263-2300
dbyers@csginc.us
John C. Calhoun State Community College, Decatur
Jefferson State Community College, Birmingham
Wallace State Community College, Hanceville
Snead State Community College, Boaz
Lurleen B. Wallace State Junior College, Andalusia

**District VII**
Mr. Gary Warren
P.O. Box 704
Haleyville, AL 35565
(205) 486-9696
garywarren08@yahoo.com
Bevill State Community College, Sumiton
Northwest-Shoals Community College, Muscle Shoals
Shelton State Community College, Tuscaloosa

**District VIII**
Dr. Mary Jane Caylor
Athens State College, Athens
Post Office Box 18903
Huntsville, AL 25804
(256) 489-0541
caylor@hiwaay.net
J.F. Drake State Technical College, Huntsville
Gadsden State Community College, Gadsden
Northeast Alabama Community College, Rainsville

# Appendix O
## BISHOP STATE COMMUNITY COLLEGE

### PRESIDENT

Lowe, James, Jr. …………………………………………………...President
B.S., Bethune Cookman College; M.A., American University;
Ed.S., Troy University; Ph.D., San Francisco University.

### FACULTY

ADAMS, BETTY ...........................................................Computer Science
B.S., Stillman College; M.Ed., University of South Alabama
ALLBRITTEN, ALAN ............Air Conditioning/Refrigeration Technology
A.A.S., Bishop State Community College
AUTRY, WILLIAM........................... Electronics Engineering Technology
B.S., University of Alabama; M.P.A., Troy State University
BATLEY, TOMMI.....................................................................English
B.S., M.Ed., William Carey College
BEECH, FRANCES ........................................................Sociology
B.S., M.A., University of South Alabama
BELL, JEFFREY ........................................................ Plumbing
Certificate, A.A.S., Bishop State Community College
BOOTH, KELLI ...................................................... Nursing
B.S.N., M.S.N., University of South Alabama
BRANCH, TRACY ........................................Counselor/Recruiter
B.A., M.A., University of Alabama
CHRISTENSEN, WARREN ...............................Carpentry/Cabinetmaking
B.S., University of South Alabama
CHRISTIAN, JAMES.............................................Mathematics
B.S., M.S., Jackson State University; Ed.D., California Coast University
COLEMAN, LYLE G ........................................................Business
B.S., University of Alabama; M.B.A., University of South Alabama
CORLEY, JASON ........................................................Automotive
Technology Diploma, Southwest State Technical College;
A.A.S., Bishop State Community College
COX, GLORIA....................................................Reading/English
B.S., M.Ed., Alabama State University
CRIGLER, JOHN H. ................Civil Engineering/Engineering Technology
B.S., University of Alabama; M.S., University of Southern Mississippi
CROCKETT, PATTI.....................................................English
B.S., Spring Hill College; M. Ed., University of South Alabama;
Ed. S., University of West Florida
DAVIS, RONALD ...........................................Computer Science
B.S., Alabama State University; M.S., University of West Florida
DENNIS, TAMMY ........................................................Biology
B.S., M.S., Ed.S., University of South Alabama; Ed.D., Nova University
DESHIELDS, INEZ .....................................................Mathematics
B.S., M. Ed., University of Southern Mississippi
DOUGLAS, HENRY ...........................................Commercial Food Service
A.S., Southern Institute
DRISCOLL, TRACEY .....................................................Computer Science
B.S., University of Alabama; M.S., Regis University
DUFFY, PAULA ............................................. Physical Therapist Assistant
B.S., University of Mississippi
DYESS, JEFFREY ...................................................Mathematics
B.S., University of South Mississippi; M. Ed., William Cary College
EDWARDS, NANCY ....................................... Physical Therapist Assistant
B.S., University of Florida
ELEBY, JESSIE ................................................Early Childhood Education
B.S., M.Ed., Alabama State University
ELLIS, LATONYA ...................................................Mathematics
A.A. S., Bishop State Community College; B.S., University of South AL.,
M. Ed., Alabama State University
EVANS, ADRIAN .........................................................English
B.S., University of Mobile; M.A., Jacksonville State University;
Ph.D., University of New Orleans

EVERETT, RICHARD.........................................Automotive Body Repair
Diploma, Carver State Technical College; A.A.S., Bishop State
Community College; B.S., Athens State College
FAIRLEY, VESTA ....................................................Nursing
B.S.N., M.S.N., University of South Alabama
FISHER, TROY ........................................................ Barbering
Diploma, Southwest State Technical College; A.A.S., Bishop State
Community College
FOSTER, YVONNE ........................................Counselor, Health
A.S., Bishop State Community College; B.A., University of South
Alabama, M.S., Alabama State University
FRANCIS, CHRISTOPHER ............................. Manufacturing Technology
Diploma, Southwest State Technical College; A.A. S., Bishop State
Community College
FULLER, ELIZABETH ........................................................Nursing
B.S.N, M.S., University of Mobile
HACKWORTH, SYLVESTER ........................................................Biology
B.S., M.A., University of Mobile, Ph.D., Walden University
HANNON-ODOM, ROXANNE ........................................................ English
B.A., Huntingdon College; M.Ed., Ed.S., University of South Alabama,
Ed. D., University of West Florida
HARRIS, MALVEREEN C ...................................................... Psychology
B.A., Dillard University; M.A., University of South Alabama
HARRIS, SUPORIOR ........................................................Nursing
B.S.N., Mobile College; M.S. University of Mobile;
CRNP, University of Alabama at Birmingham
HIGGINBOTHAM, MITCHELL .............Drafting and Design Technology
A.A.S., East Mississippi Junior College
HILL, LINDA....................................................................Biology
B.A., Dillard University; M.Ed., University of South Alabama
HOSEY, PHYLLIS....................................................Nursing
B.S.N., M.S.N., University of South Alabama
JOSEPH, BEVERLY ........................................................Biology
B.S., M.S., Alabama A&M University
JURENKA, SARAH ........................................................History
B.S., M.A.T., University of West Alabama
KIMBROUGH, MARY ELIZABETH.......................................Art
B.F.A., Auburn University; M.F.A., University of Illinois
KING, JULIE ........................................................ English
B.A., M.Ed., University of Montevallo
KING, VICTORIA........................................................Nursing
B.S.N., Tuskegee University, M.S.N., University of Mobile
LABAY, THEODORE ................................................... Business
B.A., Dennison University; M.B.A., Indiana University of Pennsylvania
LAFFITTE, DARLENE ........................................................Biology
B.A., Bishop College; M.S., Prairie View A&M University
LANGE, STEPHEN................................Watch Repair and Jewelry Design
Diploma, Southwest State Technical College; A.A.S., Bishop State
Community College; Certified Master Watchmaker
LEE, JASON ........................................................................Art
B.A., Spring Hill College; M.F.A., Maryland Institute College of Art
LENOIR, NANCY ........................................................ English
B.A., David Lipscomb College; M.A., University of New Orleans
MALONE, KATHERINE .......................................................Mathematics
B.S., Alabama A&M University; M.Ed., Alabama State University;
Certificate, Northwestern University; Ed. D., University of West Florida
MCELROY, ROSEMARY ....................................................Cosmetology
A.A.S., Bishop State Community College
MCNEIL, DIANA.......................................................................Reading
B.S., University of Alabama; M.Ed., University of South Alabama

MOBLEY, LINDA ................................................................English
    B.S., M.A., University of South Alabama
NAST, WILLIAM ........................................................Psychology
    B.A., Southern Illinois University; M.A., Ed. D., University of
    West Florida
NIETERS, SHEILA H ...........................................................English
    B.S., M. Ed., University of South Alabama
OWES, OPHELIA S .........................................Computer Science
    B.A., M.S., University of South Alabama
OWES, RAYMOND ............................................... Business Administration
    B.A., Morehouse College; M.B.A., Atlanta University
PACKER, HERMAN ...........................................Commercial Food Service
    B.A., Athens State College; Certification, American Academy of Chefs
PERRY, EMMA ......................................................................Nursing
    A.S.N., Bronx Community College; B.S.N, M.S.N., University of Mobile
PERRY, VICTORIA ..................................................... Counselor
    B.S., Alabama State University; M.S., Troy State University;
    Ed. D., Nova Southeastern University
PHILLIPS, JOEL ................................ Electronics Engineering Technology
    A.A.T., Southwest State Technical College; B.S., Athens State College
POELLNITZ, MICHAEL ......................................................Music
    B.S., University of Southern Mississippi; M.Ed., University of
    South Alabama
POND, ANN ........................................................................History
    B.A., M.A., University of New Orleans; Ph.D., University of Southern
    Mississippi
RADER, MICHAEL ........................................Emergency Medical Services
    B.S., University of South Alabama
RAWSON, KIM ....................................................................Nursing
    B.S.N., M.S.N., University of Alabama at Birmingham
REED, KEFLYN X. ..............................................................English
    B.S., M.A., The University of Alabama; Ed.D., Auburn University
ROBINSON, LASHONDRA ..................................................English
    B.A., University of Alabama; M.A., Pennsylvania State University
ROGERS, JANICE................................................... Sign Language
    B.A., Talladega College; M.Ed., Auburn University
RUFFIN, JACQUELYN ........................................................English
    A.A., Bishop State Community College; B.S., M.S., University of South
    Alabama; Ph.D., Christian Bible College
RUNDERSON, MARSHALL ................. Drafting and Design Technology
    A.A.T., Southwest State Technical College; B.S., Athens State College
SANDERSON, COURTNEY ..................... Health Information Technology
    B.S., University of Alabama at Birmingham; M.S., University of South
    Alabama
SAXON, ROBERT...... Electrical Process and Instrumentation Technology
    B.E.E., Auburn University; M.S.E.E., University of Alabama at
    Birmingham
SCHLOSSER, ELIZABETH ...............................................Biology
    B.S., University of Mobile; M.Ed., Alabama State University
SHARMA, SARLA ...............................................................Biology
    B.S., Birla Institute of Technology; M.S., University of South Alabama
SHARP, ANNALESIA .............................. Health Information Technology
    B.S., University of Alabama at Birmingham
SMITH, CAESAR ................................................................History
    B.A., Bethune-Cookman College; M. Ed., Valdosta State University;
    Th.D., International Theological Seminary
SMITH, JACQUELINE ........................................................Nursing
    B.S.N., University of South Alabama; M.S.N., University of Mobile
SMITH, KIM ......................................................................... Speech
    A.A., Bishop State Community College; B.S., M.A., University of South
    Alabama
SMITH, MELANIE................................................Mathematics
    B.S., University of South Alabama; M.A., University of Mobile; Ed.S.,
    University of South Alabama; Ed.D., University of West Florida
STRENTH, KENDRA ...........................................................Nursing
    B.S.N., University of South Alabama; M.S., University of Mobile
STROUD, JAMES.................................................. Criminal Justice
    B.S., University of Southern Mississippi; M.S., Troy State University
TAYLOR, ANDRETTA ........................................................Nursing
    B.S.N., Dillard University; M.S.N., University of Mobile
THOMAS, DAVID ...............................................................History
    B.A., University of Alabama; M.A., University of South Alabama

THOMPSON, CAROL K ..............................Counselor, Southwest Campus
    B.S., Florida State University; M.R.C., University of Florida; Ed.S.,
    Florida State University
THOMPSON, WLLIAM ....................................Funeral Service Education
    Diploma, Gupton-Jones College of Mortuary Science; B.S., M.S., Troy
    State University; Ed.D., University of West Florida
TRAVIS, YVETTE.................................................Business Administration
    B.S., M.B.A., Jackson State University
WALLACE, BRADLEY .........................................................Truck Driving
    Diploma, Southwest State Technical College; CDL 3rd Party Examiner
WALTER, SAMUEL……………………….Electrical Technology
    A.A.S., Bishop State Community College
WEHNER, PAMELA .........Program Director, Physical Therapist Assistant
    B. S., University of Alabama; M.S., University of Mobile
Williams, Michael ..............................................................Nursing
    B.S.N., M.S.N., Mobile College; D.N.S., Louisiana State University

## NON-INSTRUCTIONAL STAFF

ADAMS, SHARON ...................................Secretary, Athletics Department
    A.A.S., Bishop State Community College; B.S., University of Mobile
ALLEN, CAROLYN ..........................................................Daycare Center
    A.A.S.. Bishop State Community College
ALTICE, HERMAN ............................................... Chief of Campus Police
    B.S., Alabama State University
ANDREWS, PRISCILLA ........................................Director of Accounting
    B.S., Alabama A&M University
ANDREWS, SHARRON W. .....................................Food Service Worker
    Certificate, Carver State Technical College; Certificate, Alabama
    Department of Public Health
BAILEY, RONALD ...........................................................Campus Police
BALAMS, JANIE .............................................Library Technical Assistant
    A.S., Bishop State Community College
BASKIN, BETTIE ...............................Secretary, Admissions and Records
    Diploma, Carver State Technical College; A.A.S., Bishop State
    Community College
BLACKMAN, ANGELA ......................Secretary, Admissions and Records
    A.S., Bishop State Community College; B.S., Miles College
BROUGHTON, TIMOTHY........................................Director of Athletics/
                                 Director of Teaching and Learning
    B.S., Spring Hill College; M.Div., Morehouse School of Religion;
    Ph.D., Clark Atlanta University
BUSH, KIMBERLY ....................................................... Secretary
    B.S., Faulkner University
CARTER, ANTHONY ...............................Manager of Student Life Center
    B.S., Tuskegee University; M.S., Alabama State University; LL.D.,
    Selma University
CARVIN, WAYNETTA ............................................Caregiver, Day Care
    A.A.S., Bishop State Community College
COLLINS, HELEN..................................................... Admissions
    Certificate, Bishop State Community College; A.A., B.B.A., Faulkner
    University
COLLIINS, KHALILAH ...........................................Caregiver, Day Care
    A.A.S., Bishop State Community College
CRANDLE, TONYA.................................................... Cashier
CRENSHAW, REGINALD ........................................ Title III Coordinator
    B.A., Morehouse College; M.P.A., University of South Alabama;
    Ph.D., University of Southern Mississippi
DALLAS, JOYCE...............................Director, Educational Talent Search
    B.A., Dillard University; M.S., Alabama State University
DANIELS, WANDA ................................Assistant to the Dean of Students
    B.S., University of South Alabama
DAVIS, JOYCELYN MARIA ....................................Caregiver, Day Care
    A.S., Certificate, Bishop State Community College
DEW, DEBORAH ............. Manager, Student Financial Aid and Veteran's
    Services                                  B.A., Adrian College
DIXON, KENNETH ................................................................Accountant
    B.S., Alabama State University
DUMAS, ALVIN ...............................................................Campus Police
DUMAS, TONYA ......................................Textbook Specialist, Bookstore
    B.S., Morris Brown College

DUNCAN, PATSY ............................................................ Payroll Clerk
   A.A.S., Bishop State Community College
FIGGERS, HERMAN .................................................................Mechanic
FIGURES, VERA ....................................................Financial Aid Adviser
   A.S., Alabama Christian College; Certificate, Carver State Technical
   College; Certificate, 20th Century Business College
FORSYTH, MARTY .....................................Systems Analyst/Programmer
   B.S., University of South Alabama
FRANKLIN, VAN .........................................................Mathematics Tutor
   A.A., Bishop State Community College
GABLE, TONJAI ................................................Secretary, Academic Dean
   Certificate, Carver State Technical College
GILES, MAMIE ....................................................Financial Aid Adviser
   B.S., University of South Alabama
GRAYSON, LORENZO ...................................... Director of Physical Plant
   B.S., M.Ed., Alabama State University
HANNAH, LARRY .........................................Lab Assistant, Truck Driving
HARRIS, KAREN................................................................ Campus Police
HAZZARD, TERRY ...........................................................Dean of Students
   B.S., Alabama A&M University; M.A., University of Alabama;
   Ed. S., Ed.D., Florida State University
HOLLINS, LYDIA.............................................. Library Technical Assistant
   A.S., Bishop State Community College; B.S., University of
   Southern Mississippi
HOLMES, FRANKLIN ............................................. Campus Police
HUDSON, JULIA..............................................................Secretary
   B.S., University of Mobile
HUDSON, MARY................................................ Accounts Payable Clerk
   A.A.S., Bishop State Community College
JACKSON, LEE ............................... Counselor, Educational Talent Search
   A.A., Faulkner State Junior College; B.S., Stillman College;
   M.S., University of South Alabama
JAMES, DERRICK ................................................... Campus Police
   A.S., Bishop State Community College; B.S., Alabama A&M
JAMES, NATHANIEL ................................................ Campus Police
JOHNSON, PEARLIE ......................................................... Clerk
   Certificate, Bishop State Community College
JORDAN, HERBERT C. ...................................... Director, Public Relations
   B.A., Wiley College
KING, AUDREY.........................................................Financial Aid Officer
   B. S., M.Ed., Alabama State University
KNIGHT, GLORIA............................................................Personnel Assistant
KOGER, CANDY .........................................................................Secretary
   Diploma, Bishop State Community College
LESLIE, BETTY M. .....................................................Director, Carver Campus
   A.S., Bishop State Community College; B.S., University of South
   Alabama; M.Ed., University of New Orleans; Ph.D., Walden University
LESUEUR, SHELIA .............................................................Clerical Assistant
LEWIS, PRINIC ................................................................ Campus Police
LOCKWOOD, WALTER JR ......Lab Assistant, Commercial Food Service
   A.A.S., Bishop State Community College
LOFTIN, SARAH.................................................Clerk, Business Office
   Diploma, Southeast College of Technology
LOFTON, PATRICIA ...............................................................Title III
   B. S., University of Mobile
LUCKY, JESSE................................................................ Campus Police
MAYHAND, BILLY .........................................Computer Lab Technician
   B.S., Alabama State University
MCCANE, LATITIA ....................................Dean of Instructional Services
   B.S., Alabama State University, M.S. University of Alabama,
   Doctorate, Lacrosse University
MCCULLAND, STEVEN ......................................... Campus Police
MCDONALD, KESHA........................................ Counselor, Talent Search
   B.A., M.S., University of South Alabama
MCDONALD, SYMENTHA .......................................Laboratory Assistant
   B.A., University of Alabama
MCLELLAN, WILLIE ...........................................Interpreter/Coordinator
   Certificate, Bishop State Community College
MCMILLIAN, MILDRED ...............................................Media Specialist
   A.A., Bishop State Community College; B.S., University of Mobile;
   M.Ed., University of South Alabama

MCSWAIN, RODERICK...........................Assistant to the Technical Dean
   B.B.A., Northwood University; M.S., Amber University
MCWILLIAMS, ROBERT .................. Coordinator of Instructional Design
   B.S., Alabama State University; M.S.CE., University of West Alabama
MICKLES, MARSHA ......................................Secretary/Library Assistant
   A.S., Bishop State Community College; B.S., Spring Hill College,
   MLIS, University of Southern Mississippi
MILLER, MARY ............... Administrative Supervisor of Clerical Services
   Certificate, Carver State Technical College
MITCHELL, SHERIA ...................................................Trainer Coordinator
   B.S., M.A., University of Mobile
MULLEN, THEODORE .............................................Math Lab Facilitator
   B.M.E., Auburn University
MURPHY, GLORIA ................................................................ Secretary
MYLES, ROSALIND T ......................................... Research Assistant
   A.S., Bishop State Community College; B.S., University of Mobile;
   M. Ed., Capella University
NIXON, GAIL..................................Secretary, Student Personnel Services
   A.A.S., Cape Fear Community College; B.A., Shaw University
ODOM, MAYNARD..................................................Admission Counselor
   A.A., Bishop State Community College; B.A., University of South
   Alabama; M.S., United States Sports Academy
PATRICK, CELESTE ................................................................ Secretary
   Certificate, Twentieth Century Business College
PATTON, ANTHONY ............................................................Campus Police
PAYNE, APRIL .......................................................Accounts Payable Clerk
   A.S., Bishop State Community College; B.S., University of South
   Alabama
PAYNE, MONICA .......................Secretary, Medical Records Technology
   A.A.S., Bishop State Community College
PERINE, CATHERINE.........................................Financial Aid Counselor
   B.A., Knoxville College; M.A., University of South Alabama
PETTWAY, ELMANAZ......................Instructional Technology Specialist
   B.S., University of South Alabama
PETTWAY, SARAH ...........................................................Daycare Center
   Certificate, Bishop State Community College
PHIFER, ALEATHIA...........................................Library/Media Assistant
   B.S., Alabama State University
POPE, ETHEL..............................................................Campus Police
   B.S., Faulkner University
PORTER, CHARLES ..................... Director, Workforce Development and
   Lifelong Learning, B.S., Alabama State University; M.A., University of
   Alabama; M. Div., Alabama Interdenominational Seminary
PORTER-O'NEAL, CYNTHIA ......................................Admissions Clerk
   A.A., Bishop State Community College
PORTER, JANICE W............................................... Secretary, Title III
   A.A., Bishop State Community College; B.S., Alabama State University
POWELL, MIRIAN.........................................................Computer Services
   B.S., Alabama A&M University
RASBERRY, DAWN ...............................................................Counselor
   B.M., University of South Alabama; M.Ed., University of Georgia
ROBINSON, JIMMIE .......................... Counselor, Upward Bound Project
   B.S., M.Ed., Alabama State University
ROWSER, PATRICIA ...........................................Director/Reading Tutor,
                                    Learning Assistance Center
   A.S., Bishop State Community College; B.S., Alabama State University;
   M. Ed., University of South Alabama
RUNDERSON, GALE L..............................................Receptionist
SCOTT, ROSA...................................................Secretary, PTA, FSE, EMS
   A.A.S., Bishop State Community College
SELTZER, FELICIA .....................................................Caregiver, Day Care
   A.A.S., Bishop State Community College
SHARMA, AJAY........................................................................Accountant
   B.S., M.B.A., University of South Alabama
SHOWERS, LINDA ....................................................... Admissions Clerk
   A.S., Bishop State Community College; B.S., Alabama State University
SIMS, MARCELLA ........................................Director, Human Resources
   A.S., Bishop State Community College; B.S., Alabama State University;
   Banking Certificate, University of South Alabama
SMITH, BARBARA K. ................................................... Business Manager
   B.S., Alabama State University

SPEARS, AKAREEM......................................Supervisor, Adult Education
   B.S., M.Ed., Tuskegee University
ST. FLEUR, TINA ...............................................................Bookstore Clerk
   B.S., St. Thomas Aquinas College
STERLING, GLORIA.................................................................Secretary
   A.S., Bishop State Community College
STOKES, MADELINE R ...................................Director, Central Campus/
                                             Coordinator of Federal Programs
   B.S., Grambling State University; M.A., University of South Alabama
SULLIVAN, PRENDIS ......................................................... Campus Police
SUMMERSELL, EVA ...............................Secretary to the Technical Dean
TAYLOR, BRENDA .................................Dean of Business/Finance
   B.S., University of South Alabama
TAYLOR, IRIS............................................................. Secretary, Nursing
   A.S., Bishop State Community College
THOMAS, PATRICIA M. .................................................. Daycare Center
   Certificate, Bishop State Community College
THOMPSON, MARY ...................................................... Secretary, Nursing
THORNTON, ERVIN.............................Director, Upward Bound Program
   B.A., Dillard University; M.S., Wayne State University
TROTTER, ARVIN.........................................ADA/Peer Tutor Coordinator
   B. Th., M. Th., Alameda University; D. Div., Virginia College
URBANEK, PHILIP ..........................................................Admissions Clerk
   A.A., Bishop State Community College
VALLIER, ERNEST .............................................................. Campus Police
WALLACE, MINNICE ......................................... Administrative Assistant
   B.S., University of North Alabama
WALLACE, TERRI.......................................................Computer Specialist
   A.S., Bishop State Community College; B.B.A., Faulkner
   University; M.B.A., University of Phoenix
WARR, THEODORE.......................................................Properties Manager
WASHINGTON, BETTY .......... Secretary, Student Development Services
WASHINGTON, DONALD................................................. Campus Police
WASHINGTON, LLOYD ..................................................... Campus Police
WATSON, IDA G ...........................Secretary, Southwest Campus Director
   A.A., Bishop State Community College; B.S., Alabama State University
WHEELER, AUNDREA .................Coordinator of Planning and Research
   B.A., M.S., University of South Alabama
WILLIAMS, GERALDINE................................Secretary, Learning Center
   B.A. , University of South Alabama
WILLIAMS, LARRY..................................................................Clerical Aid
   B.S., M.Ed., Alabama State University
WILLIAMS, PATRICIA ...............................................................Secretary
WILSON, JERRI J.......................................................................Secretary
   A.S., Bishop State Community College; B.S., University of Mobile
WINCHESTER-SMITH, HETTIE..................................................Secretary
   A.A.S., Carver State Technical College; A.A.S., Bishop State
   Community College
WOMACK, JULIETTE ...........Coordinator, Strategic Funds Management/
                                             Career Planning and Placement
   B.S., Tuskegee University
WRIGHT, LILLIE M ..................................................Financial Aid Adviser
   A.A., Bishop State Community College; B.S., University of South
   Alabama

## BUILDINGS AND GROUNDS

ADAMS, MARCENIA
ANGLE, COURTNEY
ANDRY, PAUL
HARRELL, MITCHELL
HILL, GARY
HOGUE, MAURICE
KELLY, JACQUES
LOFTON, JAMES
LOVETT, CECIL
MAIBEN, RITA
MILTON, TIMOTHY
MOORE, ARTHUR

PETTAWAY, LARRY D.
PETTAWAY, LEE
QUINNEY, ARTHUR
SHREVES, GARY
THOMAS, DEBORAH
TUCKER, JEFFERY
YOUNG, AL

## COACHES

LOCKE, KEITH........................................ Coach, Women's Softball
   B.S., University of Southern Mississippi
JOHNSTON, JEROLD MARK ....................Coach, Men's Baseball
   B.S., M.Ed., University of South Alabama; M.B.A, Mississippi State
   University
POWE, DERRICK ................................Coach, Women's Basketball
   B.S., University of Alabama
SHELWOOD, JOHNNY ...........................Coach, Men's Basketball
   B.A., Dillard University; M.A., Indiana University

## BUILDMOBILE

**WILLIAM TODD DONALD, DIRECTOR**

BRIGHT, JASON
BROWN, ANNETTE
WELLS, HILTON
WILSON, DWIGHT

### SOUTH ALABAMA SKILLS CONSORTIA

**OPAL SMITH, DIRECTOR**

BASHAM, MICHAEL
BETHEA, LAURA
BLONDHEIM, ANN
BOWEN, NICHOLAS
BOWIE, LINDA
BOYKIN, PEGGY
CLEMENTS, JAMES
CORNELISON, REBEKAH
DRIGGERS, MARY BETH
FULFORD, DONNA ANITA
GREGORY, RACHEL
HARVISON, W. RUTH
HAYNES, SHIRLEY
HULGAN, PAT
JONES, TARA
KING, BONNIE
LAW-LEE, KIMBERLY
MATTHEWS, LAMARGUERITE
MITCHELL, CINDY
MIXON, ELISE
MULLINS, ANGELA
PITTS, MIRIAM
REYNOLDS, FREDA
SALTER, SHIRLEY
SESSIONS, SHARON
SHIPES, GAYE
SHUMATE, MELISSA KATHLEEN
SMITH, MYRTLE
SPEARS, DEIRDRA
STEPHENS, JENNIFER
STINSON, ROBYN
TURNER, BRUCE
WALKER, BEVERLY
WATERS, AMANDA
WEST, SHARON
WILLIAMS, LINDA

**Main Campus Map**



**MAIN CAMPUS**
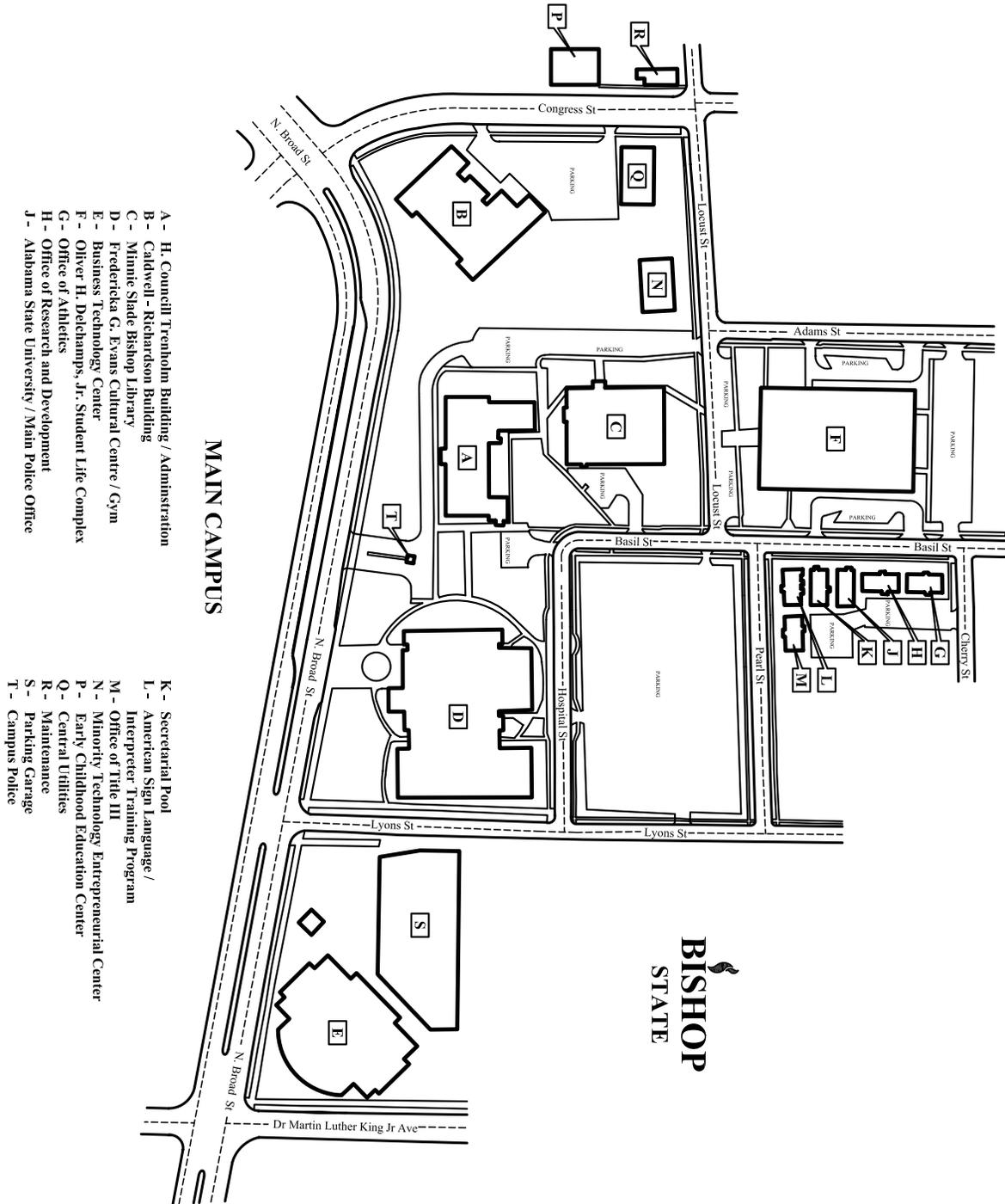
A – H. Councill Trenholm Building / Adminstration
B – Caldwell – Richardson Building
C – Minnie Slade Bishop Library
D – Fredericka G. Evans Cultural Centre / Gym
E – Business Technology Center
F – Oliver H. Delchamps, Jr. Student Life Complex
G – Office of Athletics
H – Office of Research and Development
J – Alabama State University / Main Police Office

K – Secretarial Pool
L – American Sign Language / Interpreter Training Program
M – Office of Title III
N – Minority Technology Entrepreneurial Center
P – Early Childhood Education Center
Q – Central Utilities
R – Maintenance
S – Parking Garage
T – Campus Police

BISHOP
STATE

# Baker-Gaines Central Campus



**BAKER-GAINES CENTRAL CAMPUS**
**FIRST FLOOR**

A – Administration
B – Yvonne Kennedy Auditorium
C – Black History Museum / Resource Library
D – Biology Department
E – Thelma McMillian Kennedy
Early Childhood Educational Center
F – Classrooms
G – Emergency Medical Services Program
H – Funeral Service Education
J – Physical Therapist Assistant Program
K – Health Information Technology
L – Cafeteria
M – Lobby
N – Front Courtyard
P – Middle Courtyard
Q – Campus Police
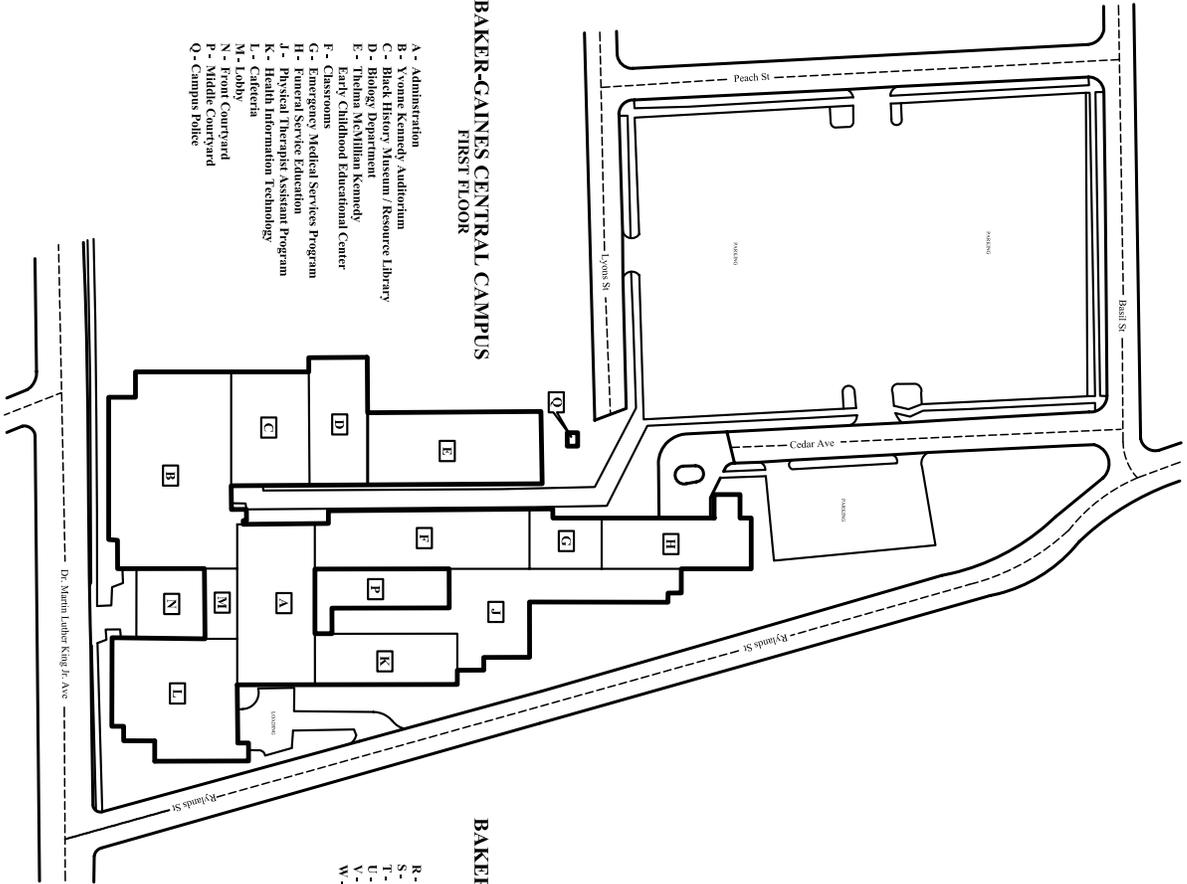
**BAKER-GAINES CENTRAL CAMPUS**
**SECOND FLOOR**

R – Nursing Faculty
S – Nursing Labs
T – Nursing Classrooms
U – Library
V – Division of Science & Mathematics
W – Balcony

**BISHOP**
**STATE**
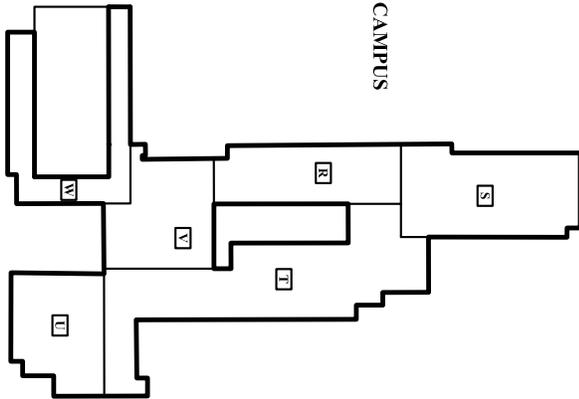
# Carver Campus Map



**CARVER CAMPUS**
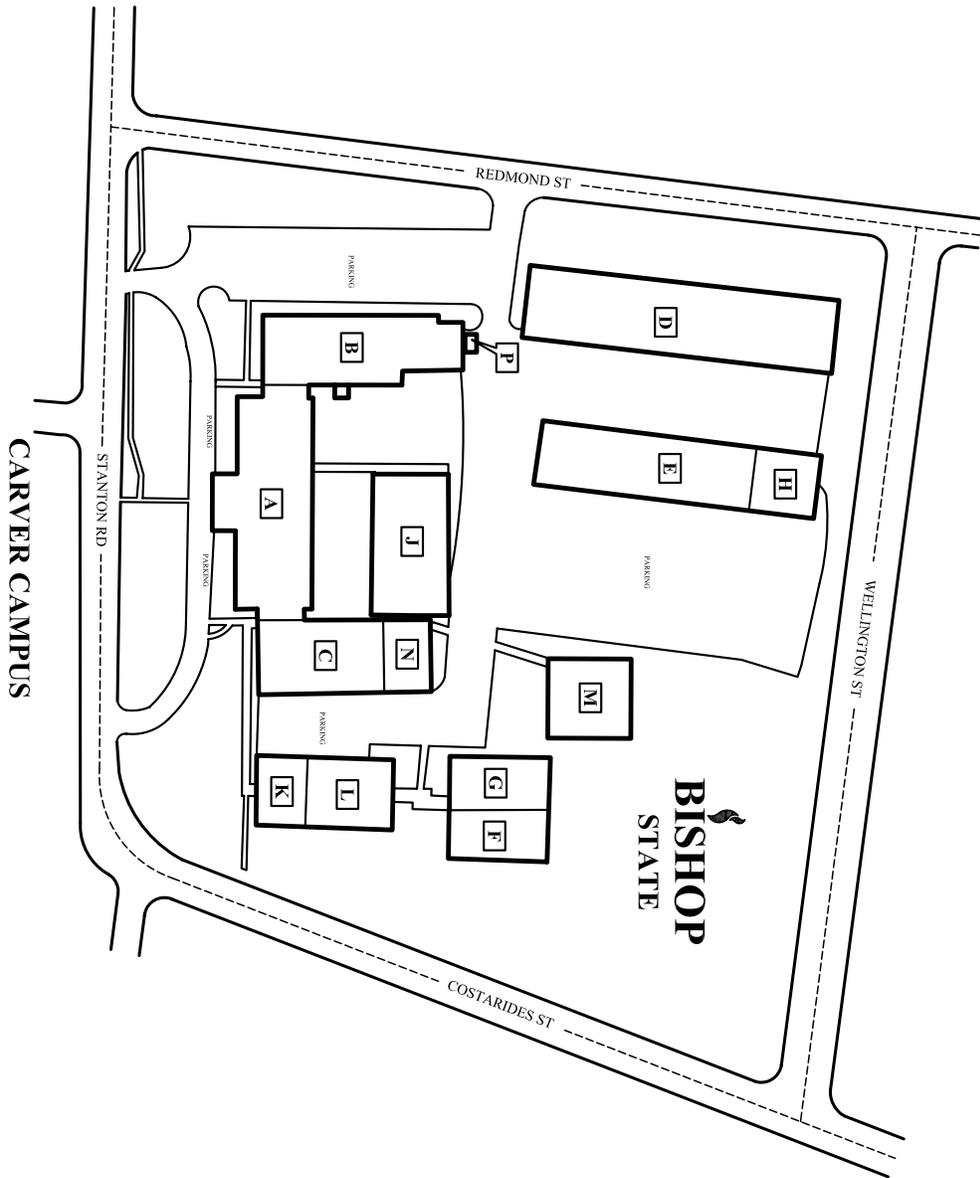
A - Earl Roberson, Sr. Building / Administration
B - Commercial Food Service
C - Plumbing
D - Welding
E - Automotive Body Technology
F - Barbering and Hair Styling
G - TBA

H - Masonry
J - GED / BOE Building
K - Educational Talent Search
L - City Program
M - Learning Resource Center (Library)
N - Maintenance
P - Campus Police

BISHOP STATE

BISHOP
STATE
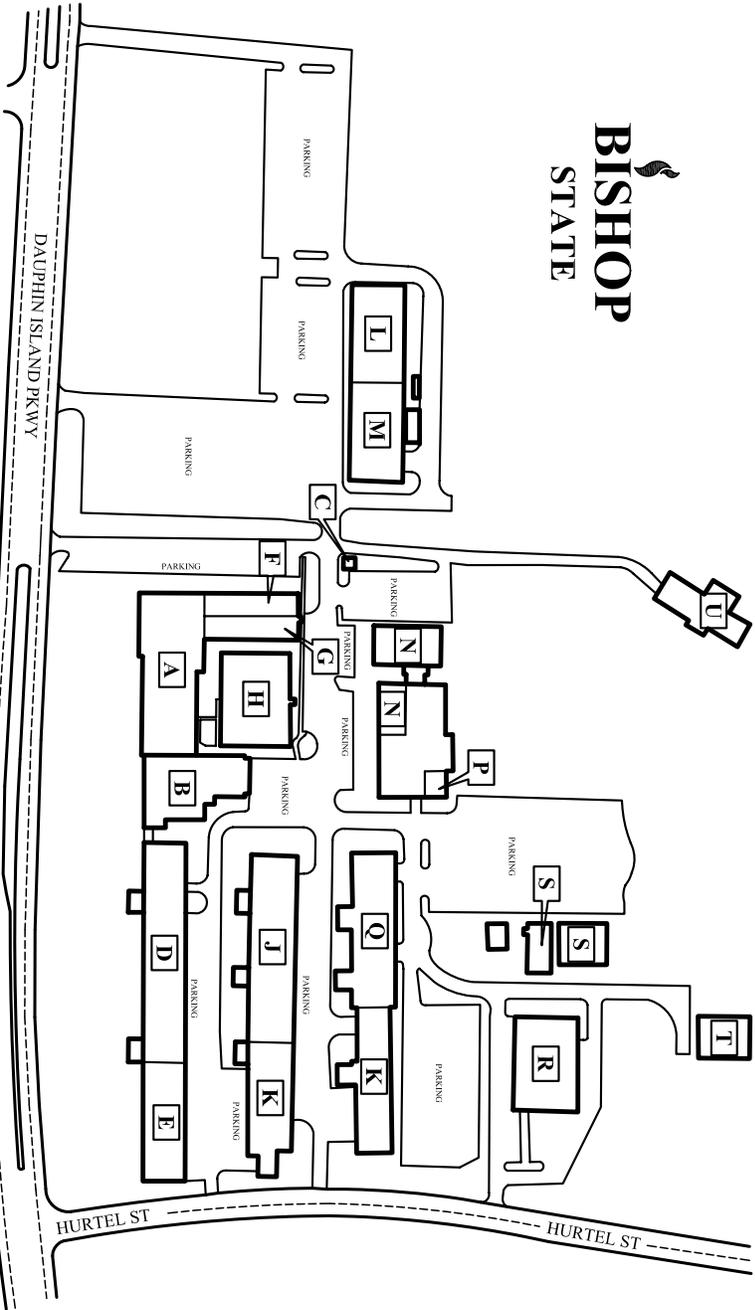
SOUTHWEST CAMPUS

A - Donald Jefferies Building / Adminstration
B - Cafeteria
C - Campus Police
D - Carpentry / Cabinetmaking
E - Automotive Technology
F - Cosmetology / Nail Technology
G - Watch Repair / Jewelry Design
H - Workforce Development
J - Air Conditioning and Refrigeration
    Technology

K - Process and Instrumentation Technology
L - Graphic Communications Technology
M - Electrical Technology
N - Drafting and Design Technology
P - Civil Engineering Technology
Q - Electronics Engineering Technology
R - Diesel Technology
S - Maintenance
T - Warehouse
U - Residence

DAUPHIN ISLAND PKWY

PARKING

HURTEL ST

HURTEL ST

# INDEX

Technical Course Descriptions

# PROGRAMS OF STUDY

## Main Campus
**For More Information Call 251.405.7000**

### GENERAL EDUCATION COURSES
American Sign Language *(AS Degree)*
Art
Biology
Business Administration
Computer Science
Criminal Justice
Economics
English
Health and Physical Education
History
Mathematics
Music
Physical Science
Physics
Political Science
Psychology
Sociology

### OCCUPATIONAL PROGRAMS
Accounting Technology *(AAS Degree)*
Computer Information Systems *(AAS Degree)*
Early Childhood Education
  *(AAS Degree or Certificate)*
Geographic Information Systems *(Certificate)*
Interpreter Training Program *(Short Certificate)*
Management and Supervision *(Short Certificate)*
Office Administration *(AAS Degree)*

## Baker-Gaines Central Campus
**For More Information Call 251-405-4400**

Anatomy and Physiology I *(course only)*
Anatomy and Physiology II *(course only)*
Associate Degree Nursing (AAS Degree)
Chemistry *(courses only)*
Emergency Medical Services
-EMT - Basic *(Certificate)*
-EMT - Paramedic *(AAS Degree or Certificate)*
Funeral Service Education *(AAS Degree)*
General Microbiology *(course only)*

Health Information Technology *(AAS Degree)*
Medical Coding *(Short Certificate)*
Medical Transcription *(Short Certificate)*
Physical Therapist Assistant *(AAS Degree)*
Practical Nursing *(Certificate)*

## Southwest Campus
**For More Information Call 251-665-4086**

Air Conditioning and Refrigeration Technology
  *(AOT Degree or Certificate)*
Automotive Technology
  *(AOT Degree or Certificate)*
Cabinetmaking *(Short Certificate)*
Carpentry *(Short Certificate)*
Civil Engineering Technology *(AAS Degree)*
Cosmetology *(AOT Degree or Certificate)*
Diesel Technology *(AOT Degree or Certificate)*
Drafting and Design Technology *(AAS Degree)*
Electrical Technology *(AOT Degree or Certificate)*
Electronics Engineering Technology (AAS Degree)
Graphic Communications Technology
  *(AAS Degree or Certificate)*
Jewelry Design *(Short Certificate)*
Machine Tool Technology *(Short Certificate)*
Nail Technology *(Short Certificate)*
Process and Maintenance Technology
  *(AAS Degree)*
Truck Driving *(Short Certificate)*
Watch Repair *(Short Certificate)*

## Carver Campus
**For More Information Call 251-662-5400**

Automotive Body Technology
*(AOT Degree or Certificate)*
Barbering and Hair Styling
*(AOT Degree or Certificate)*
Commercial Food Service
*(AAS Degree, Certificate or Short Certificate)*
Masonry *(Short Certificate)*
Plumbing *(Short Certificate)*
Welding Technology *(Certificate or Short Certificate)*

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**FOR INFORMATION,**
**Call 1-800-523-7235 (in-state long distance),**
**251-405-7000 or visit www.bishop.com**

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**Daycare facilities are available on our Main and Baker-Gaines campus. Call 405-7251 or 405-7115 for information.**

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ENROLL NOW! SIGN UP FOR ONLINE CLASSES! FINANCIAL AID AVAILABLE!

# 5

## FIVE EASY STEPS TO
## ADMISSION AND REGISTRATION

Step 1. Obtain an Admissions Application at any of the four campuses or log in to www.bishop.edu.

Step 2. If financial assistance is needed, apply for financial aid online at www.fafsa.gov.

Step 3. Take the COMPASS Test.

Step 4. Receive Academic Advisement.

Step 5. Register.

**Main Campus:**
351 North Broad Street
Mobile, AL 36603-5898
251-405-7000

**Baker-Gaines Central Campus:**
1365 Dr. Martin Luther King, Jr. Avenue
Mobile, AL 36603-5362
251-405-4400

**Carver Campus:**
414 Stanton Street
Mobile, AL 36617-2399
251-662-5400

**Southwest Campus:**
925 Dauphin Island Parkway
Mobile, AL 36605-3299
251-665-4086

## Bishop State
*Your time has come*

www.bishop.edu

**PROCESS AND MAINTENANCE TECHNOLOGY (IST)**

For technical course descriptions, credit hours are indicated first; then total contact hours; then contact hours are classified (in parenthesis) in this order: theory, experimental 2:1 lab, manipulative 3:1 lab.

**IST 105 INTRODUCTION TO PROCESS TECHNOLOGY:** 3 credits, 3 hours (3-0-0)
This course is designed to introduce the student to industry processes and the role of the technician in the chemical industry. Subjects include basic workplace and general plant skills, plant safety, piping and instrument diagrams, pressures, levels, flows, temperatures, basic hardware such as valves, pumps, heat exchangers and distillation, and basic process control theory. Upon completion, students will have a basic understanding of the role of the process technician in the chemical industry.

**IST 137 INDUSTRIAL PROCESS EQUIPMENT:** 3 credits, 5 hours (1-4-0)
In this course, students learn how pneumatic, mechanical, and electronic equipment is used in the process industry. Subjects covered include the operation of the pilot plant, basic plant maintenance skills, basic tool safety, calibrations and equipment, preventive maintenance, unit conversions, calculation of ratios, maintenance of logs and notes concerning plan operation. Upon completion, students will be able to maintain logs on the operation of the process models, calibrate and adjust pneumatic, mechanical, and electronic equipment, work independently and in teams, and demonstrate an ability to work under pressure and time in solving problems and taking lab tests.

**IST 167 INDUSTRIAL MEASUREMENTS:** 5 credits, 7 hours (3-4-0)
**Prerequisite: IST 137 or instructor approval**
Methods of measuring flow, level, temperature, pressure and moisture, as well as pH and other analyzers are covered. Subjects include correct and safe operation of test equipment, test equipment set-up, calibration, operation of electronics measuring devices, loop simulation, equipment used in the measurement of basic process variables, P&ID diagrams, and loop sheets. Upon completion, students will demonstrate the ability to calibrate and operate basic pressure, level, temperature, low, and analytical devices and also have a basic understanding of P&ID diagrams.

**IST 181 SPECIAL TOPICS:** 1-3 credits
This course allows for specialized, in-depth study. Emphasis is placed on individualized instruction.

**IST 207 PRINCIPLES OF AUTOMATIC CONTROL:** 5 credits, 7 hours (3-4-0)
**Prerequisite: IST 137 or instructor approval**
Students learn how automatic controllers work and operate and the importance of automation in the modern process industry. Subjects covered include PID control (pneumatic, electronic, and D.C.S. systems), Ziegler-Nichols tuning, controller operation and tuning for different process variables, cascade loops, correct operation and maintenance of valves and pumps, correct valve and piping sizing, basic tubing and pipe fitting. Upon completion, students will be able to tune and control a process in

automatic as well as understand the operation of control loops (input, decision, and action), and all the equipment involved in this process.

**IST 233 UNIT & PLANT OPERATIONS:** 5 credits, 7 hours (3-4-0)
This course acquaints students with basic processes used in the chemical industry by operation of the pilot plants at the college and extensive plant tours to local industries. Subjects covered include pilot plant operation of the most common process variables, operation of ba0sic plant equipment (distillation, heat exchangers, and boilers), plant safety, workplace and plant skills, plant tours, special assignments related to the operation of the specific unit or plant visited. Upon completion, students will be able to operate the pilot plants at the college and demonstrate the abilities to keep records, provide routine and preventive maintenance, analyze, and adjust control equipment.

**IST 237 ELECTRICAL CONTROL SYSTEMS:** 5 credits, 7 hours (3-4-0)
**Prerequisite: DC Electronics or instructor approval**
Students learn the interfacing of instrument devices with electrical control systems. Subjects include recognizing, drawing, wiring, and troubleshooting typical ladder logic circuits, relays, motor starters, and other digital control devices. Upon completion, students will be able to design, draw, wire, and troubleshoot basic ladder logic circuits that include both relays and motor starters.

**IST 267 PROGRAMMABLE CONTROLLERS:** 5 credits, 7 hours (3-4-0)
**Prerequisite: IST 237 or instructor approval**
This course introduces PC-managed systems and programmable controller applications relevant to instrument logic systems. Subjects include basic PLC logic, examine-on/examine-off, D-to-A and A-to-D signal conversion, timers, counters, sequence control, and basic logic control circuits. Upon completion, students will be able to wire, write, program, and troubleshoot basic programmable controllers.

**IST 281 SPECIAL TOPICS:** 1-3 credits
This course allows for specialized, in-depth study. Emphasis is placed on individualized instruction.

**IST 287 DISTRIBUTED CONTROL SYSTEMS:** 5 credits, 7 hours (3-4-0)
**Prerequisite: IST 167 and IST 207, or equivalent course work and approval of faculty advisor**
This course focuses on the study of distributed control systems as used in the modern industrial plant is covered. Subjects included are the interfacing of digital and analog signals from field devices, the field control unit, the operator station, data highways, basic D.C.S. operations (overviews, control groups, detail, trend, and graphic pages), the latest trends in microprocessor devices, and protocols presently under development. Upon completion, students will be able to operate, build, configure, and troubleshoot a basic digital or analog control loop on a D.C.S. system.

OFFICIAL OFFICE FOR WITHDRAWALS
Students who enroll at Bishop State Community College and decide, for any reason, that they no longer want to be enrolled at the College <u>must officially withdraw</u> from class. **Students can obtain the withdrawal form and procedures for withdrawing from the Admissions/Registrar's Office. The official withdrawal process does not begin until the Admission's Office has been notified.**