# Bishop State Community College 2019-2021 General Catalog with Addendums

# General Information

# The Alabama Community College System Mission Statement:

The Mission of the Alabama Community College System is to provide a unified system of institutions dedicated to excellence in delivering academic education, adult education, and workforce development.

# Bishop State Community College Mission Statement:

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 decision-making 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 and our moral compass.
8. Equal Opportunity - We respect the dignity and worth of all individuals. We treat people with equality 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 in Montgomery, Alabama that was established as an in-service arm to offer extension courses to African-American elementary and secondary teachers in Mobile. Alabama State College is now known as Alabama State University.

In 1936, O. H. Johnson was appointed as dean. The first full-time faculty consisted of seven persons, which included pioneers in education such 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, the site of present Main Campus. 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. 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 affiliation 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 as "S.D. Bishop State Junior College."

Upon the death of Dr. Bishop on June 21, 1981, Dr. Joseph Christopher Mitchell was selected to serve as interim president. In September 1981, Dr. Yvonne Kennedy was appointed as the second president.

On February 23, 1989, the Alabama State Board of Education re-named the College 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 Southwest State Technical College and Carver State Technical College with Bishop State Community College.

Southwest State Technical College, now the Southwest Campus of Bishop State Community College, was established to provide postsecondary vocational training in the Mobile area under the 1947 Regional Trade School Act. The city of Mobile provided the 26 acres of land for the campus. The first graduates of 1954 were 15 members of a practical nursing program who had begun classes in January 1953. The college officially opened in May 1954 with an enrollment of 100 students in eight programs.

Carver State Technical College, now the Carver Campus of Bishop State Community College, was authorized on January 1, 1962, by the Alabama State Legislature and was later constructed in 1962 in the Toulminville area of Mobile. On November 19, 1976, the Alabama State Board of Education approved changing the name of Carver State Technical Trade School to Carver State Technical Institute and later to Carver State Technical College.

In 1995, the College added an extension to the Main Campus with the opening of the Baker-Gaines Central site. This site was formerly the historic Central High School. The facility houses the Division of Health Related Professions. In addition, it includes a museum, child care center, 1,200-seat auditorium, multimedia center, and a bookstore.

Dr. Kennedy was 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 president.

On February 18, 2015, James Lowe, Jr. passed away. Dr. Ullysses McBride was appointed March 10, 2015 as interim president. Dr. Valerie Richardson was appointed as Bishop State Community College's interim president on August 27, 2015. On October 20, 2015, the ACCS appointed Dr. Richardson as Bishop State Community College's president.

On February 18, 2015, James Lowe, Jr. passed away. Dr. Ullysses McBride was appointed March 10, 2015 as interim president. Dr. Valerie Richardson was appointed as Bishop State's interim president on August 27, 2015. On October 20, 2015, the Alabama Community College System (ACCS) appointed Dr. Richardson as Bishop State's president.

On February 19, 2016, the Alabama Community College System (ACCS) selected Dr. Reginald Sykes as acting President of Bishop State Community College. On July 12, 2017, Dr. Reginald Sykes was appointed President of Bishop State Community College.

# Policy of Nondiscrimination

In accordance with the official policy of the Alabama Community College System Board of Trustees, Bishop State Community College is committed to equal opportunity in employment and education. No person is excluded from participation in, denied the benefits of, or subjected to discrimination under any program, activity, or employment on the grounds of race, color, disability, sex, religion, creed, national origin, or age. Bishop State Community College complies with non-discrimination regulations under Title IX of the Education Amendments of 1972, as amended (20 U.S.C., subsections 1681-1683, 1685-1686), which prohibit discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (20 U.S.C. subsection 794), which prohibits discrimination on the basis of disabilities; Title IX, Section 106.8, which provides protection against acts of sexual harassment; the Americans with Disabilities Act of 1990; and the Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542). Bishop State Community College also complies with The Drug-Free Workplace Act of 1989 (P.L. 100-690). Inquiries concerning Title VI, Title VII, Title IX, ADA, and/or Section 504 may be directed to the following:

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

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| **ADA Services**<br>Student Life Conference Complex<br>Main Campus<br>(251) 405-7094 | **Rehabilitation Act of 1973 (Section 504)**<br>Mr. Wilbert Bryant<br>Student Life Conference Complex<br>Main Campus<br>(251) 405-7087 | **Title IX**<br>Ms. Francis Beech<br>Title IX Coordinator and Instructor of Sociology<br>Minority Technology and Economic Center Main Campus<br><br>fbeech@bishop.edu |

# Admission and Records

# 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 to complete

advisement and orientation activities before registration. It is also required that first-time college students take The Wildcat Way, (ORI 101), 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:

- Unexpired Alabama driver's license
- Unexpired Alabama identification card
- Unexpired U.S. passport
- Unexpired U.S. permanent resident card
- Resident Alien Card - Pre 1997
- Unexpired Driver's License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond
- U.S. Alien Registration Receipt Card (form I-151) prior to 1978
- BIA or tribal identification card with photo

Applicants should submit the identification in person. Those applicants unable to present indentification in person must submit a legible copy by mail or the they may email a copy to admiss@bishop.edu.

Applicants must submit the Certification of Eligibility for In-State Residency form and the primary form of documentation prior to beginnning the registration process.

Applicants who fail to satisfy the forms of identification requirement will not be admitted to the College.

# Residency Policy

FOR PURPOSES OF ASSESSING TUITION, APPLICANTS FOR ADMISSION SHALL BE CLASSIFIED IN ONE OF THREE CATEGORIES AS OUTLINED BELOW:

A. A resident student shall be charged the in-state tuition rate established by the Alabama Community College System Board of Trustees.
    1. A resident student is an applicant for admission who is a citizen of the United States or a duly registered resident in the State of Alabama for at least 12 months immediately preceding application for admission, or whose non-estranged spouse has resided and had habitation, home, and permanent abode in the State of Alabama for at least 12 months immediately preceding application for admission. Consequently, an out of-state student cannot retain Resident Student status simply by attending school for 12 months in the State of Alabama.
    2. In the case of minor dependents seeking admission, the parents, parent, or legal guardian of such minor dependent must have resided in the State of Alabama for at least 12 months immediately preceding application for admission. If the parents are divorced, the residency of the parent to whom the court has granted custody will determine residence.
    3. In determining Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.

B. An individual claiming to be a resident shall certify by assigned statement each of the following:
    1. A specific address or location within the State of Alabama as his or her residence.
    2. An intention to remain at this address indefinitely.
    3. Possession of more substantial connections with the State of Alabama than with any other state.

C. Though certification of an address and intent to remain in the state indefinitely shall be prerequisites to establishing status as a resident, ultimate determination of that status shall be made by the institution by evaluating the presence or absence of connections with the State of Alabama. This evaluation shall include the consideration of all the following connections.
    1. Consideration of the location of high school graduation.
    2. Payment of Alabama state income taxes as a resident.
    3. Ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property.
    4. Full-time employment in the state.
    5. Residence in the state of a spouse, parents, or children.
    6. Previous periods of residency in the state continuing for one year or more.
    7. Voter registration and voting in the state
    8. Possession of state or local licenses to do business or practice a profession in the state.
    9. Ownership of personal property in the state, payment of state taxes on the property
    10. Possession of state license plates.
    11. Continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment.
    12. Membership in religious, professional, business, civic, or social organizations in the state.
    13. Maintenance in the state of checking and savings accounts, safe deposit boxes, or investment accounts.
    14. In-state address shown on selective service registration, driver's license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.

Students determined to be eligible for resident tuition will maintain that eligibility upon reenrollment within one full academic year of their most previous enrollment unless there is evidence that the student subsequently has abandoned resident status, for example, registering to vote in another state. Students failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.

A. A Non-Resident Student, one who does not meet the standard of having resided in the State of Alabama for at least 12 months immediately preceding application for admission, shall be charged the instate tuition rate established by the State Board of Education under the following circumstances, provided such student is a citizen of the United States.
    1. The dependent student whose supporting person is a full-time permanent employee of the institution at which the student is registering; or whose supporting person can verify full-time permanent employment in Alabama and will commence said employment within 90 days of registration; or whose supporting person is a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or whose supporting person is an accredited member of a consular staff assigned to duties in Alabama.
    2. The student is not a dependent (as defined by Internal Revenue Codes) who is a full-time permanent employee of the institution at which the student is registering or is the spouse of such an employee; or can verify full-time employment within the State of Alabama or is the spouse of such an employee and will commence said employment within 90 days of registration with the institution; or is a member of or the spouse of a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or is an accredited member of or the spouse of an accredited member of a consular staff assigned to duties in Alabama.

B. In determining Non-Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission. The college may request proof that the applicant meets the stipulations noted above prior to admission.

C. The student is eligible for in-state tuition if the student resides in the state and county noted below, and attends any designated campus of Bishop State Community College:
    - Escambia County - Florida
    - Okaloosa County - Florida
    - Santa Rosa County - Florida

- Walton County - Florida
- George County - Mississippi
- Greene County - Mississippi
- Harrison County - Mississippi
- Perry County - Mississippi
- Stone County - Mississippi

D. Out-of-State Student: Any applicant for admission who does not fall into one of the categories noted above shall be charged a minimum tuition of two times the resident tuition rate charged by the institution. Students initially classified as ineligible for resident tuition will retain that classification for tuition purposes until they provide documentation that they have qualified for resident tuition.

E. Provisional Enrollment: There are several third-party agencies responsible for the payment of tuition and fees for students attending Bishop State Community College. Because payments are not usually received by the end of the registration period, payment of tuition and fees may be deferred for 30 calendar days after the last day of registration for students receiving financial assistance from third party agencies (private, federal, and state). However, federal and state agency payments may be extended beyond the 30 calendar days after the registration period in accordance with each individual program's procedures.

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.

The credentials of an applicant from a foreign country for admission to the college 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.

# Residency Policy for Veterans, Dependents, and Spouses

For the purpose of assessing tuition, students who are veterans, dependents, and spouses will receive in-state tuition rates if classified as one of the following:

- The student is a member or spouse of a member of the United States military on full-time active duty stationed in Alabama under orders other than attending school.
- Commencing on May 22, 2012, the student has been a member of the Alabama National Guard for a period of at least two years immediately preceding qualification for resident tuition and continues to be a member of the Alabama National guard while enrolled at the public institution of higher education.
- The student is a veteran of the Armed Forces of the United States, provided that the veteran has become a resident of Alabama and satisfies at least one of the following conditions:
    - The veteran has served on active duty for a continuous period of time, not less than two (2) years, and has received an honorable discharge as verified by a United States Department of Defense Form 214 within five (5) years of enrolling at an Alabama public institution of higher education.
    - The veteran is currently serving in a reserve component of the Armed Forces of the United States, as verified by a memorandum from the commanding officer of the veteran student.
    - The veteran has been assigned a service-connected disability by the United States Department of Veterans Affairs.

- The student is an out-of-state veteran who resides within ninety (90) miles of a campus located in Alabama and has enrolled at an institution whose board of trustees has voted to allow nonresident in-state tuition for active and retired military.
- The student is, at the time of registration, a minor whose supporting person is a member of the United States Military on full-time active duty stationed in Alabama under orders for duties other than attending school

# Alabama National Guardsmen (SB315)

No public institution of higher education in the state of Alabama shall impose a non-resident free on an Alabama National Guard member in good standing and meet the following requirements:

- The individual is 17 years of age or over.
- The individual is a member of the Alabama National Guard in good standing throughout the period or semester for which that individual receives education benefits as indicated by continued satisfactory participation in the Alabama National Guard as required by all applicable laws and regulations of the Department of the Army, the Department of the Air Force, and the Alabama National Guard, and there is no unfavorable administrative action pending against him or her.

# Addendum to the Residency Policy for Veterans, Dependents, and Spouses - Terms Beginning after March 1, 2019 (PL 115-251 Sec. 301)

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill - Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence).
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- Anyone using educational assistance under chapter 31, Vocational Rehabilitation/Employment (VR&E), also be charged the resident rate. Effective for courses and terms beginning after March 1, 2019, a public institution of higher learning must charge the resident rate to chapter 31 participants, as well as the other categories of individuals described above. When an institution charges these individuals more than the rate for resident students, VA is required to disapprove programs of education sponsored by VA.

# 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 with an Alabama High School Diploma, a high school diploma of another state equivalent to an Alabama high school diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; **OR**
- Applicants who have attended a non-accredited high school who have successfully completed courses of study on the secondary level (as evidenced by an official transcript) may be admitted; **OR**
- Applicants who cannot comply with either of the above conditions may be admitted upon presentation of a Certificate of High School Equivalency (GED Certificate) evidenced by an official copy of scores from the testing site. The applicant must hold the GED Certificate prior to enrollment.

# 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. Application for regular college admission is not required for a student who intends to take special courses only. Additional information about these courses may be obtained by contacting the Workforce Development and Lifelong Learning Department at 251-405-7082 or 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 must register by law 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 for one semester only. All required admissions records must be received by the College prior to registration for the second semester for continued enrollment. 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 or Dean of Students.

**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 and are also required to submit an official high school transcript or GED. Applicants who have completed the Baccalaureate Degree will be required to submit only the transcript from the institution granting the degree unless transfer credit is required from an instution other than the one the Baccalaureate Degree was awarded. Some programs may require all college transcripts be submitted regardless of the degree that was obtained. 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. A transfer grade of "D" can be accepted towards fulfilling graduation requirements when the transfer student's cumulative GPA from the institution's trancript where the grade lies is a 2.0. Some programs will not accept grades of "D" towards degree completion.

# C. Transient Students

Any student who attends another postsecondary institution and seeks credit for transfer to that parent institution may be admitted to Bishop State as a transient student. The student must submit an application for admission, primary form of documentation, Certification of Eligibility for In-State Residency form, and a "letter of transiency" from the institution which certifies that the credit earned at the College will be accepted as a part of the student's academic program. The transient letter must be received prior to the student registering for courses. Students may only register for courses listed on the letter of transiency. A student is not required to file transcripts of previously earned credits from 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 Advisor 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 International Students by the Office of the Advisor of International Students.
- All students must submit a signed notarized statement declaring that they have adequate funds to cover the costs 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 Advisor, Mrs. Yolanda McNeil at 1-251-405-7002, 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 international students do not have insurance, the College's endorsed policy will be made available to them. 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 the students' 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. *Note: Credit towards high school graduation will not be awareded.*

Information must be obtained from the office of admissions. 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 cumulative 3.0 grade point average. An unofficial transcript will satisfy this requirement.
- The student provides a certification letter from the local principal or his or her designee certifying that the student is recommended to be admitted under this policy.
- In the absence of an Alabama driver's license or state-issued ID card, a student may provide a certified copy of their birth certificate to establish U.S. citizenship and a printout of the student information profile sheet from iNow signed and dated by their high school principal to establish current residency and identification. The profile sheet must show the student's home address and include the student's photo.
- 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)
- All seniors must submit their ACT scores or take the ACCUPLACER Test.
- 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:

Bishop State Community College provides post-secondary instructional opportunities to eligible high school students through the State Board of Education Policy 801.03, Dual Enrollment/Dual Credit for High School Students. This policy allows eligible high school students to enroll in college classes concurrently with high school classes, and to receive both high school and college credit where appropriate. There must be on file at Bishop State Community College a formal written agreement between the student's local school board and Bishop State Community College before approval for Dual Enrollment/Dual Credit admission is granted.

1. To be eligible the student must meet the following requirements:

- Students must satisfy the requirements prescribed in Procedure 801.01: Admission: General, with the exception of proof of high school graduation or GED completion.
- In the absence of an Alabama driver's license or state-issued ID card, a student may provide a certified copy of their birth certificate to establish U.S. citizenship and a printout of the student information profile sheet from iNow signed and dated by their high school principal to establish current residency and identification. The profile sheet must show the student's home address and include the student's photo.
- Students must be in grade 10, 11, or 12. An exception may be granted by the Chancellor for students documented as gifted and talented in accordance with Alabama Administrative Code §290-8-9.12.
- Students seeking enrollment in Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale for academic coursework or an average of 2.0 for technical coursework.
- Students must have written approval of the appropriate principal or career and technical education program representative (if applicable) and counselor. Dual Enrollment for Dual Credit eligibility for students enrolled in private, home school/private tutor, parochial, or church/religious secondary educational entities must be documented in writing by an appropriate school official. Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity.
- The ACCS institution has the right to restrict a student's enrollment on the basis of academic readiness, social maturity, health and safety concerns, course availability, and/or local institutional policy.

2. Placement and Pre-Requisites:

- All dually enrolled students must take a state-approved college placement test, where minimum placement is required, specifically for college-level English, math or reading courses. Students in the 10th or 11th grade registering only for career and technical courses may take a stateapproved placement test but are not required to do so. Colleges must ensure that all students take a state-approved college placement test prior to registering for dual enrollment courses for the 12th grade year.
- Students must meet all applicable pre-requisites prior to enrolling in courses.
- Developmental courses (those numbered below 100) are not offered through dual enrollment.

3. Continuous Eligibility for Dual Enrollment for Dual Credit:

- Students who meet the criteria for initial admission for a Dual Enrollment for Dual Credit program as specified in Section 2 will maintain continuous eligibility so long as they earn a grade of C or better in all attempted college courses.
- Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The one-term suspension may not be served during the summer. The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply to the program and must meet the minimum grade point average requirements as identified in Section 1.

Students may enroll in occupational/technical courses/programs in accordance with guidelines of the Alabama Community College System.

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

Three semester credit hours at the postsecondary level shall equal one credit at the high school level in the same or related subject

# Admission of Ability to Benefit Students

Applicants to courses and programs comprised exclusively of courses not creditable toward an associate degree may be admitted if they meet the above standards or if 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 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 Nursing, Physical Therapist Assistant, Cosmetology, Truck Driving, and Health Information Technology 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 that take precedence over the catalog in the areas 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 for admission and may be reqired to resubmit documentaion to satisfy admissions requirements. 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 new application for admission and may be reqired to resubmit documentaion to satisfy admissions requirements. (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 programs section of the catalog for that particular program.

# Placement Assessment Requirements

All students who attend Bishop State will be placed in English and Mathematics courses using placement guidelines enforced by the Alabama Community College System (ACCS). Listed below are the ways a student's placement can be determined.

1. ACT Score: If you obtain a copy of your ACT scores* from the school you attended or from the ACT website, (http://www.act.org/content/act/en/products-and-services/the-act/scores.html), the college can use your scores to determine your placement criteria. *ACT scores are valid for 5 years.
2. Official High School Transcript: If you obtain an official high school transcript* from the high school you attended, it can be used to determine your placement criteria. *Official High School transcripts MUST come from the school. Unofficial transcripts will not be accepted for placement purposes.
3. Accuplacer Test: All students that cannot obtain either of the first two previous options can schedule to take the Accuplacer Placement Test. You can call the Learning Assistance Center at (251) 405-7100 to schedule the test by phone.

To review the placement guidelines for English and Math please click on the links below:

English Placement Guidelines

Math Placement Guidelines

# Placement Assessment Retest Policy

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) ACCUPLACER test or any other assessment was taken over five years ago. The retesting fee is $10.00 per component. Retesting fees must be paid in the Business Office 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, and 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 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. 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, according to accreditation standards.

# 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, and 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. For example, 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. 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 Alabama Community College System Board of Trustees policy 706.01.
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 Community Collge System. 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 alone 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)

# Boris Login

**BORIS** allows students to register and pay for their classes online, view transcripts and degree plans, plus many other functions. It is available to **ALL ADMITTED STUDENTS!**

1. Open your Internet browser and go to Bishop State's home page, www.bishop.edu.
2. Click on the **BORIS** link at the top of the page. On the next page click on *BORIS LOGIN FOR STUDENTS.*
3. At the **User ID** prompt, enter your *7-digit Student Number*.
4. At the **PIN** prompt, enter your 6- digit date of birth (MMDDYY). For Example, if your date of birth is **March 12, 1978**, you would enter **031278**.
5. Click **Login**. You should see the **BORIS** menu.
6. If you do not know your student number or have forgotten you pin you mail email admiss@bishop.edu. You will need to provide your name as it appears on your records, your date of birth, and the last 4 digits of your social security number. You may also call 251-405-7005, you will be asked for the same information.

# Campus E-mail

If you are a registered student at Bishop State, then we have assigned you a campus e-mail address. You will be able to send and receive e-mail using this address from any Internet browser in the world.

# Login Instructions

To find out what your Campus E-mail address is, login to the BORIS System and select the "View My Information" link, and your campus e-mail address will be displayed on that page. When you login to the campus e-mail system, type your full campus e-mail address at the Username prompt. Your password will initially be your **8-digit** date of birth (in the format **MMDDYYYY**). You will be required to change your password when you login. Remember your new password!

# Online Students

If you register for an online class, you MUST use this e-mail address for class correspondence and to receive your initial online course login and password. Your campus e-mail address will also be printed on the student schedule page that you receive from the Business Office when your registration is completed, if you pay for your classes in person.

# Having E-mail Trouble?

If you are having trouble accessing your Campus E-mail account, call 251-405-7070 or send a message from your personal e-mail account to itservices@bishop.edu. Be sure to include your student number, your name, and the problem you are having.

# 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 or Technical Dean before enrolling.

# Schedule Changes

Drop/Add Period: Students may drop and add courses during the official drop/add late registration period as indicated on the college calendar. Students who have been authorized by their academic adviser to register on BORIS may drop/add courses at any time until the last day of the drop/add late registration perion.

# 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/Add period, a student who wishes to withdraw from a course may do so by following these steps:
   a. A student may withdraw from a course online through the Drop/Add period by logging on to their BORIS account however, if enrolled in only one course, the student must report to the Office of Admissions and Records or complete the online eWithdrawal form.
   b. A student may withdraw from a course after the Drop/Add period, by filling out the paper Withdrawal Form or by completing the eWithdrawal within the designated time frame for withdrawal from a class. Students must complete the form and SUBMIT it in order for the withdrawal to be processed.
   c. To withdraw from a class obtain the Withdrawal Form from the Office of Admissions and Records or complete the online eWithdrawal by going to https://www.bishop.edu/admissions-records-eforms/ewithdrawal-form/.
   d. Paper Withdrawal Forms should be filled out and returned to the Office of Admissions and Records, eWithdrawals will be processed once they are submitted from the Bishop State website.
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 the College by these steps:

a. Students should report to the Academic Advising and Counseling Center located on the second floor of the Oliver H. Delchamps, Jr. Student Life Complex to fill out a Complete Voluntary Withdrawal Form. Students will be counseled before their withdrawal is processed.
b. Students may also submit withdrawal forms to thier home campus or fill out an electronic withdrawal form by clicking on the following link, https://www.bishop.edu/admissions-records-eforms/ewithdrawal-form/. Withdrawal forms submitted at another campus or electronically will be sent to the Academic Advising and Counseling Center before they are processed. An adviser from the center will make a reasonable effort to contact the student within 3 business days of the withdrawal's submission to counsel the student. The adviser will process the withdrawal form automatically if the student cannot be reached during the 3 day period.
c. It is the responsiblity of the student to initiate the withdrawal and submission process. Instructors and counselors cannot request that you be withdrawn from the College on your behalf.

# Unofficial Withdrawal Policy

Federal regulations (34 CFR 668.22 (c)(2)(ii)) requires the College to perform a Return of Title IV (R2T4) calculation for students who enroll at the College, received federal funds, and subsequently and completely withdraws from the College before completing at least 60% of the term. To officially and completely withdraw from the College, the student must follow the official withdrawal policy as published in the class schedule, College Catalog or web publication. To unofficially withdraw is to completely withdraw from the College without following the published withdrawal policy.

Even though students are awarded and have federal funds disbursed to them at the beginning of the term, students are required to "earn" the federal funds disbursed to them by attending classes up to the point of where at least 60% of the term has expired. After the 60% point of the term, a student has "earned" 100% of the federal funds received, and will not owe any funds back to the federal program from which funds were disbursed.

The College is a non-attendance taking institution; however, the College requires that the instructors at the College electronically verify attendance at the end of the census date. The electronic attendance verification report is retrieved by the Admission Office personnel, and all the students shown as **No Shows** (students who enrolled in courses for which they never started attending), are automatically withdrawn from such courses, and all the federal funds received by the student are voided and returned.

For the official and complete withdrawal from the College, the date the withdrawal process was initiated by the student, either by completing the official withdrawal form, or by sending an e-mail to the Admissions Office, is the date the Business Office will use to perform the R2T4 calculations. That date will also be used in determining if the student has "earned" 100% of the federal funds disbursed to the student. The student will also be assigned a grade of "W" for the withdrawn courses.

Any student who has stopped attending at least 5 consecutive instructional days or 2 consecutive instructional days for a one day a week class prior to the 60% point of the academic term will be deemed to have unofficially withdrawn from such course(s), and the student will be withdrawn from such course(s) by the Admissions Office. For mini term courses, students who stop attending 3 or more consecutive instructional days prior to the 60% point of the academic term will be marked as no longer attending and withdrawn. Exception: Truck driving students who stopped attending 5 or more consecutive instructional days prior to the 60% point will also be marked as no longer attending and withdrawn. The student will be assigned a grade of "W" for the withdrawn course(s). The last date of attendance, (LDA) entered by instructor(s) will be used for performing the R2T4 calculations.

Students who have been unofficially withdrawn will be allowed to appeal. Students should obtain an appeal form from the Admissions Office. The student must fill out the appeal form and submit it to each instructor whose class they were withdrawn from. All instructors must sign the form for the withdrawal to be reversed. Instructors are not required to

sign an appeal form if they feel that the student should not be re-admitted into the class. Students will be sent an email after they have been withdrawn. The email will give instructions and due dates for completing the appeals process.

# Academic Bankruptcy

Academic bankruptcy is the removal of one to three semesters of grades from the calculation of a student's cumulative grade point average (GPA). The following apply to any request for academic bankruptcy:

1. Academic bankruptcy is initiated by filling out the Request for Academic Bankruptcy Form.
2. Upon receipt of the student's request, the college will inform the student that an award of academic bankruptcy may impact his/her financial aid status.
3. Academic bankruptcy may only be declared once and may be applied to no more than three (3) semesters, which do not have to be consecutive.
4. The bankrupted courses and grades remain on the transcript but are not calculated in the student's cumulative GPA.
5. None of the coursework taken during a semester for which academic bankruptcy is declared, including hours completed satisfactorily, will be used to fulfill degree requirements.
6. Developmental courses successfully completed during a period of academic bankruptcy can be used to fulfill prerequisites.
7. To be eligible for academic bankruptcy, the student must have completed 12 semester credit hours of coursework at the college since the most recent semester for which the academic bankruptcy is requested. A grade of "C", "S", or higher is required in each course in 12 semester credit hours in the post-bankruptcy period.
8. When a student receives a declaration of academic bankruptcy, a permanent notation of "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each semester affected.
9. Approval of the academic bankruptcy status at a college does not guarantee other institutions will honor that status. This determination will be made by the respective transfer institution(s).

# 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 used in the 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 his or her GPA. Additionally, all grades will be posted on the transcript and computed in the cumulative grade point average for any course repeated.

# 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 advisor 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. Complete at least 25% of total credit hours in the program at Bishop State Community College, if seeking an award.
5. Complete all general education requirements and elective requirements as listed in the degree plan of study.
6. 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).
7. After completion of all program requirements, Bishop State will award the appropriate degree or certificate at the time that the student becomes eligible.
   The Registrar's Office will send notification letters to all potential graduates each term. A separate letter will be sent after the term ends to notify students who have completed all of their graduation requirements that their award has been conferred. Students who wish to receive a printed diploma or participate in the commencement program that is held annually at the end of the spring semester must complete an Application for Graduation in the Admissions Office on the Main Campus when the student comes to pay graduation fees.

   Students who do not receive a graduation letter but who believe that they should be graduating should consult with their academic adviser

   Candidates for Associate in Applied Science and Associate in Occupational Technologies degrees who will be participating in the graduation ceremony are required to take the WorkKeys Assessment prior to graduation. There is no fee for taking the assessment.

8. 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.
9. Fulfill all financial obligations to the College.
10. The College Registrar shall approve the formal award when the student meets all requirements for graduation satisfactorily.
11. The Academic/Technical Dean shall have final approval of the awards to be conferred.

A student who wishes to participate in the Spring Graduation Ceremony but who is unable to complete the requirements for their program of study until the end of the summer semester of the same year may do so if they adhere to the following:*

1. The student may not have more than 9 hours of coursework to complete their program of study.

2. **The student must pre-register for all needed coursework prior to ordering their graduation regalia. (Some programs do not allow students to pre-register for classes until after the end of the current semester which may preclude them from praticipating in the spring graduation ceremony).**

3. The student understands that participating in the graduation ceremony does not mean that they have graduated or are entitled to receive an award.

4. The student must successfully complete the summer semester before their transcript will be coded for graduation and their diploma is issued.

*** Special Note: A student who receives an award during the current graduation cycle that is directly linked to the award sought for the summer semester will only be recognized for the award that has been completed. For example, a student who completes their Certificate in Barbering and Hairstyling at the end of the Fall 2018 semester but, who will not complete the Associate in Occupational Technologies in Barbering and Hairstyling**

**with a minor in Business until the end of the Summer 2019 semester, will only be recognized for the Barbering and Hairstyling Certificate during the Spring 2019 Graduation Ceremony.**

# New Student Orientation

New students are required to attend the Wildcat Welcome 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, introductory 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 required to enroll in The Wildcat Way, (ORI 101), a one credit hour 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 located on the College's website bishop.edu. 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 for registration. 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 schedules beginning with the first scheduled day of classes.

# Financial Information

# Tuition and Fees

Every possible effort is made by Bishop State Community College to avoid increases in the cost of each student's education, but the College reserves the right to change, modify, or alter fees, charges, expenses, and costs of any kind without notice as approved by the Alabama Community College System Board of Trustees.

# General Policies

Students who register during the early registration period must pay tuition and fees by a designated date in order to retain their registration. Students who register during the regular or late registration period must pay tuition and fees in full at the time of registration in order to have their names placed on class rolls and to attend classes. Payment may be in cash, credit card, grants, scholarships, or their combination. Sponsored students, i.e., Vocational Rehabilitation Service, Alabama Veterans Affairs, WIOA, etc., must have written authorization from the appropriate agency to complete registration.

Students who fail to pay tuition and fees by the deadline, as published on the student schedule, are not registered and should not attend class.

Bishop State Community College reserves the right to revise fees, price schedules and terms of payment, and other financial elements listed in this catalog at any time without notice. Tuition is waived for up to four (4) credit hours, per semester, of in-state tuition for Alabamians age 60+ through the Senior Adult Scholarship Program. Enrollees must concur with program guidelines in course selection. Fees must be paid by the senior adult student. Please see Financial Aid office for guidelines and restrictions.

# Tuition and Fee Schedule for traditional courses*

*In-state tuition is $131.00 per semester hour and out-of-state tuition is $262.00 per semester hour; facility fee is $9.00 per semester hour, technology fee is $9.00 per semester hour; special building fee is $10.00 per semester hour and bond surety fee is $1.00 per semester hour.

| Credit Hours | Alabama Residents Tuition | Non-Alabama Residents Tuition | Bond Surety Fee | Technology Fee | Facility Renewal Fee | Special Building Fee | Alabama Resident Total Tuition and Fees | Non-Alabama Resident Total Tuition and Fees |
|---|---|---|---|---|---|---|---|---|
| 1 | $131.00 | $262.00 | $1.00 | $9.00 | $9.00 | $10.00 | $160.00 | $291.00 |
| 2 | $262.00 | $524.00 | $2.00 | $18.00 | $18.00 | $20.00 | $320.00 | $582.00 |
| 3 | $393.00 | $786.00 | $3.00 | $27.00 | $27.00 | $30.00 | $480.00 | $873.00 |
| 4 | $524.00 | $1,048.00 | $4.00 | $36.00 | $36.00 | $40.00 | $640.00 | $1,196.00 |
| 5 | $655.00 | $1,310.00 | $5.00 | $45.00 | $45.00 | $50.00 | $800.00 | $1,455.00 |
| 6 | $786.00 | $1,572.00 | $6.00 | $54.00 | $54.00 | $60.00 | $960.00 | $1,746.00 |
| 7 | $917.00 | $1,834.00 | $7.00 | $63.00 | $63.00 | $70.00 | $1,120.00 | $2,037.00 |
| 8 | $1,048.00 | $2,096.00 | $8.00 | $72.00 | $72.00 | $80.00 | $1,280.00 | $2,328.00 |
| 9 | $1,179.00 | $2,358.00 | $9.00 | $81.00 | $81.00 | $90.00 | $1,440.00 | $2,619.00 |
| 10 | $1,310.00 | $2,620.00 | $10.00 | $90.00 | $90.00 | $100.00 | $1,600.00 | $2,910.00 |
| 11 | $1,441.00 | $2,882.00 | $11.00 | $99.00 | $99.00 | $110.00 | $1,760.00 | $3,201.00 |
| 12 | $1,572.00 | $3,144.00 | $12.00 | $108.00 | $108.00 | $120.00 | $1,920.00 | $3,492.00 |
| 13 | $1,703.00 | $3,406.00 | $13.00 | $117.00 | $117.00 | $130.00 | $2,080.00 | $3,783.00 |
| 14 | $1,834.00 | $3,668.00 | $14.00 | $126.00 | $126.00 | $140.00 | $2,240.00 | $4,074.00 |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 15 | $1,965.00 | $3,930.00 | $15.00 | $135.00 | $135.00 | $150.00 | $2,400.00 | $4,365.00 |
| 16 | $2,096.00 | $4,192.00 | $16.00 | $144.00 | $144.00 | $160.00 | $2,560.00 | $4,656.00 |
| 17 | $2,227.00 | $4,454.00 | $17.00 | $153.00 | $153.00 | $170.00 | $2,720.00 | $4,947.00 |
| 18 | $2,358.00 | $4,716.00 | $18.00 | $162.00 | $162.00 | $180.00 | $2,880.00 | $5,238.00 |
| 19 | $2,489.00 | $4,978.00 | $19.00 | $171.00 | $171.00 | $190.00 | $3,040.00 | $5,529.00 |
| 20 | $2,620.00 | $5,240.00 | $20.00 | $180.00 | $180.00 | $200.00 | $3,200.00 | $5,820.00 |
| 21 | $2,751.00 | $5,502.00 | $21.00 | $189.00 | $189.00 | $210.00 | $3,360.00 | $6,111.00 |
| 22 | $2,882.00 | $5,764.00 | $22.00 | $198.00 | $198.00 | $220.00 | $3,520.00 | $6,402.00 |

# 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 REGULAR REGISTRATION OF AT THE TIME OF REGISTERING FOR CLASSES THERE AFTER.

Schedules with unpaid balances will be deleted prior to the first day of Regular Registration. 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.

# 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 the campus has been in existence and operation since October 1, 2008. 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. Please note that the designations are by campus and not by institutions. Approved Mississippi Counties: George, Greene, Harrison, Jackson, Perry, and Stone. Approved Florida Counties: Escambia, Okaloosa, Santa Rosa, and Walton. Please see the Admissions Office for residency requirements.

# Tuition for Veterans

Choice Act Section 702

The Veterans Access, Choice and Accountability Act of 2014 (the "Choice Act") was passed by the United States Congress and signed into law by the President of the United States in 2014. The Choice Act "requires the United States Department of Veterans Affairs to disapprove programs of education for payment of benefits under the Post-9/11 GI Bill® and Montgomery GI Bill - Active Duty at public institutions of higher learning if the institutions charge qualifying veterans and dependents tuition and fees in excess of the rate for resident students for terms beginning after July 1, 2015."

For the purpose of the Choice Act, a covered individual is one of the following:

1. A veteran receiving Montgomery and Post-9/11 GI Bill® educational assistance and enrolling within three (3) years of discharge after serving ninety days or more on active duty
2. An individual using transferred entitlement within three (3) years of discharge after serving ninety (90) days or more on active duty
3. A surviving spouse or child under the Fry Scholarship who enrolls within three (3) years of an active duty service member's death in the line of duty after serving ninety (90) days or more
4. An individual remaining continuously enrolled after meeting initial requirements and using Chapter 30 or 33

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

# Financial Regulations

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 Tuition Assistance, Alabama National Guard Educational Assistance Program (ANGEAP), 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 and to the Veterans' Affairs Counseor in the Office of Financial Aid  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, but not limited to, parking and library fines.

A student has not finalized enrollment until he or she has completed all requirements of registration and paid all tuition and fees.

# How to Officially Withdraw from Class

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/Add period, a student who wishes to withdraw from a course may do so by following these steps:
    1. A student may withdraw from a course online through the Drop/Add period by logging on to their BORIS account however, if enrolled in only one course, the student must report to the Office of Admissions and Records or complete the online eWithdrawal form.

2. A student may withdraw from a course after the Drop/Add period, by filling out the paper Withdrawal Form or by completing the eWithdrawal within the designated time frame for withdrawal from a class. Students must complete the form and SUBMIT it in order for the withdrawal to be processed.
3. To withdraw from a class obtain the Withdrawal Form from the Office of Admissions and Records or complete the online eWithdrawal by going to https://www.bishop.edu/admissions-records-eforms/ewithdrawal-form/.
4. Paper Withdrawal Forms should be filled out and returned to the Office of Admissions and Records, eWithdrawals will be processed once they are submitted from the Bishop State website.

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 the College by these steps:
   1. Students should report to the Academic Advising and Counseling Center located on the second floor of the Oliver H. Delchamps, Jr. Student Life Complex to fill out a Complete Voluntary Withdrawal Form. Students will be counseled before their withdrawal is processed.
   2. Students may also submit withdrawal forms to thier home campus or fill out an electronic withdrawal form by clicking on the following link, https://www.bishop.edu/admissions-records-eforms/ewithdrawal-form/. Withdrawal forms submitted at another campus or electronically will be sent to the Academic Advising and Counseling Center before they are processed. An adviser from the center will make a reasonable effort to contact the student within 3 business days of the withdrawal's submission to counsel the student. The adviser will process the withdrawal form automatically if the student cannot be reached during the 3 day period.
   3. It is the responsiblity of the student to initiate the withdrawal and submission process. Instructors and counselors cannot request that you be withdrawn from the College on your behalf.

# Unofficial Withdrawal Policy

Federal regulations (34 CFR 668.22 (c)(2)(ii)) requires the College to perform a Return of Title IV (R2T4) calculation for students who enroll at the College, received federal funds, and subsequently and completely withdraws from the College before completing at least 60% of the term. To officially and completely withdraw from the College, the student must follow the official withdrawal policy as published in the class schedule, College Catalog or web publication. To unofficially withdraw is to completely withdraw from the College without following the published withdrawal policy.

Even though students are awarded and have federal funds disbursed to them at the beginning of the term, students are required to "earn" the federal funds disbursed to them by attending classes up to the point of where at least 60% of the term has expired. After the 60% point of the term, a student has "earned" 100% of the federal funds received, and will not owe any funds back to the federal program from which funds were disbursed.

The College is a non-attendance taking institution; however, the College requires that the instructors at the College electronically verify attendance at the end of the census date. The electronic attendance verification report is retrieved by the Admission Office personnel, and all the students shown as No Shows (students who enrolled in courses for which they never started attending), are automatically withdrawn from such courses, and all the federal funds received by the student are voided and returned.

For the official and complete withdrawal from the College, the date the withdrawal process was initiated by the student, either by completing the official withdrawal form, or by sending an e-mail to the Admissions Office, is the date the Business Office will use to perform the R2T4 calculations. That date will also be used in determining if the student has "earned" 100% of the federal funds disbursed to the student. The student will also be assigned a grade of "W" for the withdrawn courses.

Any student who has stopped attending at least 5 consecutive instructional days or 2 consecutive instructional days for a one day a week class prior to the 60% point of the academic term will be deemed to have unofficially withdrawn from such course(s), and the student will be withdrawn from such course(s) by the Admissions Office. For mini term courses, students who stop attending 3 or more consecutive instructional days prior to the 60% point of the academic term will be marked as no longer attending and withdrawn. Exception: Truck driving students who stopped attending 5 or more consecutive instructional days prior to the 60% point will also be marked as no longer attending and withdrawn. The student will be assigned a grade of "W" for the withdrawn course(s). The last date of attendance, (LDA) entered by instructor(s) will be used for performing the R2T4 calculations. Please see Admissions Office to officially withdraw from courses.

Policy revised July 16, 2015 and effective fall semester 2015

# Financial Aid

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

It is the official policy of the Alabama Community College System 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, financial aid, or employment.

The Financial Aid Office staff is available to assist students during the following office hours: Monday through Thursday 8:00 a.m. to 5:00 p.m.; Friday 8:00 a.m. to 2:00 p.m.

# Student Rights

Students have the right to obtain the following information from the College:

- Names of its accrediting or licensing organizations
- Information about programs, instructional, laboratory and other physical facilities, faculty and the cost of attendance
- All policies, including the Financial Aid/Veterans Affairs Office's policy on refunds to students who withdraw from the college
- 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: 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, assets, etc.) are considered in calculating student need and amount of student financial need, as determined by the institution
- 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 students believe that a mistake has been made or if their enrollment or financial circumstances have changed

- Process and policy used by the College to determine whether students are making satisfactory progress and ensuing actions by the college if they do not
- Special facilities and services available to persons with disabilities.

# Student Responsibilities

It is the responsibility of students to do the following:

- Review and consider all information about a college's program before enrolling
- Complete the application for student financial aid accurately and timely to prevent delays in 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 they have signed
- Comply with the provisions of agreements they have signed
- Notify the school of any change in name, address or attendance status
- 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
- Complete a new financial aid application each year

# The Financial Aid Application Process

To apply and qualify for federally funded financial aid to attend Bishop State Community College students must complete the Free Application for Federal Student Aid (FAFSA) online each academic year at www.fafsa.ed.gov.

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

Example: Mary plans to attend Bishop State in Fall Semester 2019. Therefore, Mary can complete and submit her FAFSA after October 1, 2018. However, Mary should not complete the FAFSA until she completes her 2017 federal tax return. If Mary is a dependent student her parent(s) should also complete their federal tax return(s) before Mary completes the FAFSA.

Once the application is signed electronically and submitted by the student it will take approximately 5 to 7 business days for the College to receive the application from the Central Processing Center.

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 Federal Work Study Program
- The Alabama Student Assistant Grant Program

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

# 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 Department, 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
- Not be in default on a federal student loan or owe an overpayment on an FSA grant
- Have registered with the Selective Service Administration, applicable only to males 18-26

# Documents Needed to Complete the FAFSA

1. To complete the FAFSA the student and his or her parents (if a dependent student) must use the information from the federal tax return filed two years ago instead of one. For example, the 2015 federal tax return should be used to complete the 2017-2018 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 used to complete the FAFSA. Answer each question on the FAFSA correctly and honestly because the College is required to resolve any financial discrepancies reported on the FAFSA.

Students are now able to complete their FAFSA application earlier. Beginning with the 2017-2018 FAFSA, students are required to report income information from an earlier tax year. For example, on the 2017-2018 FAFSA, students and parents (if applicable) must report their 2015 income information, rather than the 2016 income information.

# Applying for Financial Aid

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

1. Students and parents are now required to use an FSA ID, made up of a username and password to access certain U.S. Department of Education websites. Your FSA ID is used to confirm your identity and for electronically signing your FAFSA application. Apply for the FSA ID at www.fafsa.ed.gov.
2. Please put Bishop State Community College's school code on the FAFSA: 001030. This ensures your financial aid application will be sent to the college.

3. If additional documentation is required to complete the financial aid application process, the student who is requesting financial aid will be notified by the Financial Aid office of BSCC. All required documents needed to process student's Financial Aid will be available to view on the student's BORIS account.

# 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 and the amount of the grant a student is eligible to receive from the college.

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, but no separate application is required.

## 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; job placement is not guaranteed. Students participating in the FWS program are paid monthly for the number of hours worked. Students interested in employment in the FWS Program should apply at the Financial Aid Office.

# State Financial Aid Programs

## Alabama Student Assistance Program (ASAP)

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 maintain 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 1st**
**Spring Semester - November 1st**
**Summer Semester - March 15th**

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 and the student is eligible for financial aid.

# 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:

- **Academic Excellence Scholarships** are awarded to graduating high school students based on their academic achievements. These scholarships pay tuition and fees during the fall and spring semesters only. Full-time study is required. A minimum 3.25 G.P.A. on a 4.0 scale is required for the initial award and ACT scores will be considered in the awarding process. A minimum cumulative GPA of 3.0 is required for maintaining scholarship eligibility.
- **Athletic Scholarships** are awarded to students for active participation in Baseball, Men's Basketball, Softball, and Women's Basketball. These scholarships pay tuition and fees for up to 18 hours during the fall and spring semesters, and books are provided on a loan basis. Recipients are recommended by the Athletic Department based on demonstrated athletic ability and eligibility based upon NJCAA guidelines. Contact the Athletic Department at (251) 405-7034 for additional information.
- **Career Technical Scholarships** are awarded to high school students who will pursue a degree or certificate in any of the Technical School Division programs. Full-time study is required. The Career Technical scholarships will cover certificates program up to 1-year. A minimum 2.5 G.P.A. is required and ACT scores will be considered in the awarding process. These scholarships pay tuition and fees during the fall and spring semesters only. Recipients may renew these awards for a second year with a minimum 2.60 cumulative G.P.A.
- **Institutional Scholarships** are awarded to students in the following leadership categories: Student Government Association and Miss & Mr. Bishop State. These awards are competitive and require an interview or a portfolio evaluation. This full scholarship pays tuition and fees during the fall and spring semesters only. Approval of the activity sponsor is required for continued use of these awards. Contact the Dean of Students office at (251) 405-7087 for additional information.
- **Performing Arts Scholarships** are awarded to students who excel in performing arts. Awards will be on the basis of audition/portfolio and a minimum cumulative grade point average of 2.20. The full/partial scholarships will pay for tuition and fees only. Recipients will be expected to perform while attending Bishop State on scholarship and must register for the appropriate scholarship-related classes each semester. Contact the Preforming Arts Department at (251) 405-7095 for additional information.

- **Presidential Scholarships** are awarded to graduating high school students based on their academic achievements. These scholarships pay tuition and fees during the fall and spring semesters only. Full-time study is required. A minimum 3.5 cumulative G.P.A. and a 24 ACT composite score are required for the initial award. Recipients may renew these awards for a second year upon maintaining a 3.0 cumulative G.P.A.
- **Transfer Scholarships** are available to most colleges and universities. In the twelve-month period prior to completing academic coursework at Bishop State, the student should inquire at the intended university or on the university's web site regarding scholarship opportunities. Scholarship awards are made by the sponsoring institutions; however, a few institutions permit the Bishop State Scholarship Committee to make recommendations to the College's President regarding the recipients. A student must have a minimum 3.5 cumulative GPA and cannot have previously attended the transfer institution. Transfer admission is required. The following institutions traditionally offer scholarships: University of South Alabama, University of Alabama, University of Mobile, Springhill College, Alabama State University, Troy University and Jackson State University. Email scholarships@bishop.edu for additional information.
- **Wildcat Ambassador Scholarships** are awarded to selected students who are willing to work as a representative of the College. A minimum grade point average of 2.3 and completion the interview process is required. Must participate in college-wide activities and enroll in aa one credit hour course. Contact: Student Development Services (251) 405-7087 or (251) 405-7017.

# Scholarship Waivers

- **One Free GED Class Waivers** provides one free class to students who have successfully passed the GED in the State of Alabama after July 2002. Eligibility is determined by the Alabama Community College System which is the State Office for the GED Testing Program. Contact the Office of Admission for additional information.
- **Senior Adult Waivers** allows students 60 years of age or older, who have met admissions requirements, to receive tuition waivers for college credit courses on a space-available basis only. Space-available basis requires registration during the late registration process. Effective Fall 2015, Senior Adult Scholarships will be limited based on available funds. This scholarship can cover up to four (4) hours per semester of in-state tuition only after all other forms of financial assistance have been exhausted. Contact the Financial Aid Office for additional information.
- **Bishop State's Employee and Dependent Tuition Waiver** Program pays for tuition only, not fees. It is designed for all full-time and Salary Schedule H-35 employees of the Alabama Community College System and their dependents as defined under Section II. An application form for the tuition assistance program is available at each institution and should be completed prior to registration for classes. Contact the Financial Aid Office for additional information.

# 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

## Satisfactory Academic Progress (SAP) Policy

**(Academic Requirements to Continue Receiving Federal Student Aid)**

Students receiving any form of Federal Student Aid and Alabama Student Assistance from Bishop State Community College will be expected to maintain satisfactory academic progress (SAP) toward their program objective. Failure to achieve the qualitative and quantitative levels required by SAP will result in the termination of the student's Federal Student Aid. SAP will be checked at the end of each semester or term.

Federal Student Aid consists of:

- Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Work-Study

Alabama Student Assistance consists of:

- LEAPP

SAP will be measured according to the following criteria:

- **Qualitative and Quantitative Measures.** Students must pass a minimum percentage of all courses attempted (quantitative) and must maintain a minimum cumulative grade point average (GPA) as shown below and calculated by the student information system in the Office of Admissions and Records.

| Hours Attempted | Minimum Required GPA (Qualitative) | Minimum Required Completion Rate* (Quantitative) |
|---|---|---|
| 12 - 21 | 1.50 | 67% |
| 22 - 32 | 1.75 | 67% |
| 33 or more | 2.00 | 67% |
| 90 | Generally Not Eligible | Generally Not Eligible |

*Completion rate is calculated by dividing the number of hours the student has completed by the total number of hours the student has attempted (including withdrawals and failing grades).

- **150 percent rule.** Students must complete the educational program (major/program of study/degree plan) within 150 percent of the published length (according to the Bishop State Community College *Catalog*). For example, a major or program requiring 60 hours for a degree allows a maximum of 90 attempted hours (60 hours x 150% = 90). Once a student exceeds 150 percent of hours needed to complete the degree, he/she will no longer be eligible for Federal Student Aid.
- **Transfer hours from other colleges.** A student's entire academic record will be evaluated to determine eligibility for Federal Student Aid, regardless of whether financial aid was received for all semesters. Official

transcripts from all previous colleges must be forwarded to the Office of Admissions and Records and evaluated for transfer credits. All credit hours added to the Bishop State transcript will be included as hours attempted. Repeat hours earned for the same class will only be included once in hours earned and in the GPA calculation. All transfer students, during their first semester of enrollment will be in good financial aid standing. At the end of their first semester, SAP will be evaluated using all attempted and earned credit hours. Transfer students not meeting SAP at the end of their first semester of enrollment will be placed in suspension and may follow the appeal process.

- **Exceeding the maximum hours that may be attempted.** Students not meeting SAP requirements due to exceeding the maximum hours attempted, generally 90 credit hours, will be placed on financial aid suspension and are no longer eligible for Federal Student Aid. Students not eligible for Federal Student Aid may appeal the financial aid suspension. There is no warning period for maximum timeframe.
- **Financial aid warning.** Students not meeting SAP due to not passing the percentage of hours attempted or earning the minimum GPA requirements at the end of the semester will be placed on financial aid warning for the next semester. Students on financial aid warning may continue to receive Federal Student Aid for one more semester. If the student does not meet SAP at the end of the next semester of enrollment, the student will be placed on financial aid suspension and is no longer eligible for Federal Student Aid. Students not eligible for Federal Student Aid may appeal the financial aid suspension.
    - **Break in enrollment.** Students who were on financial aid warning previously and experienced a break in enrollment (whether it was one semester or many years) will return on financial aid warning as long as they did not attend other institutions during that break in enrollment at Bishop State Community College. If they attended other institutions, SAP will be calculated as normal once additional transcripts are received.
- **Financial aid suspension.** Students on financial aid suspension are no longer eligible for Federal Student Aid. The student may pay out-of-pocket and attempt to regain compliance with the SAP requirements, or the student may appeal the suspension if there were any extenuating or special circumstances that prevented them from meeting the SAP requirements.
- **Financial aid probation.** Students on financial aid suspension and who have an approved appeal will be placed on financial aid probation and will be eligible for Federal Student Aid for one semester. At the end of the semester, the student must be meeting SAP requirements or successfully following an academic plan, generally the student's degree/academic plan. Students following an academic plan must pass all work attempted with a 2.0 GPA or higher each semester. Repeat courses do not count unless the student needs a higher grade to graduate or transfer. Students who fail to meet the conditions of their appeal will be returned to financial aid suspension. These students may be required to regain eligibility without an appeal.
- **Pace of progression.** This chart demonstrates the pace of progression a student must maintain to ensure completion within the maximum timeframe.

| Hours Attempted | Completion Rate | Hours Passed | Minimum Cumulative GPA |
|---|---|---|---|
| 15 | 50% | 8 | 1.50 |
| 30 | 50% | 15 | 1.50 |
| 45 | 67% | 30 | 2.0 |
| 60 | 67% | 40 | 2.0 |
| 75 | 67% | 50 | 2.0 |
| 90 | 67% | 60 | 2.0 |
| 91 | Generally Not Eligible | Generally Not Eligible | Generally Not Eligible |

If the program of study requires more than 60 credit hours earned for a degree to be conferred according to the Bishop State Community College Catalog, the maximum number of hours the student may attempt will be the number of hours required by the Bishop State Community College Catalog multiplied by 150 percent. The student still must pass a minimum of 67 percent of all work attempted and maintain a 2.0 minimum cumulative GPA to be eligible for Federal Student Aid.

- **Withdrawals.** Withdrawals ('W' Grade) for classes attempted at Bishop State Community College will count as hours attempted.
- **Developmental classes.** Developmental studies classes will be treated the same as regular classes.
- **Incomplete courses.** Grades of incomplete are counted as an 'F' until the course is completed and the grade is recorded by the College Registrar.
- **Repeat courses.** Repeat courses will count as hours attempted but only once in hours earned, if the student passes the course, and only the highest grade on the repeated courses will be included in the GPA calculation.

**NOTE:** Students who have been academically dismissed or placed on academic suspension and wish to appeal that status should contact the College Registrar in the Office of Admissions and Records for instructions. Completing an appeal of financial aid suspension will not correct the student's academic standing. Likewise, being readmitted through the College Registrar in the Office of Admissions and Records will not automatically remedy the student's financial aid suspension.

- **Program of Study.** Students are expected to take classes within their chosen program of study. Courses outside the published curriculum (excluding pre-requisites) are not eligible for federal student aid; however, such courses will count in future SAP calculations.

**NOTE:** Since the purpose of federal student aid is degree attainment, progress to degree will be considered in appeal decisions. This means if a student is failing SAP based on their cumulative record yet meets the minimum requirements to graduate based only on the courses in their program of study their appeal may be more likely to be approved. Students still must follow the appeal process.

- **Change of Major.** Generally, all periods of the student's enrollment count when judging SAP, even if the student did not receive federal Title IV funds. However, if a student changes their major, credits attempted and grades earned that do not count toward the new major will not be included in the SAP determination, unless the credits are transfer credits. Students can "reset" SAP utilizing the change of major option a maximum of one time.
- **Reinstatement of Financial Aid Eligibility.** A student who becomes ineligible for financial aid because he or she does not maintain satisfactory academic progress toward completion of his or her degree may reapply for financial aid when he or she has cleared the deficiency and is again progressing satisfactorily according to the requirements outlined previously. It is the student's responsibility to notify the financial aid office that satisfactory progress has been regained. A student may also choose to pay for and successfully complete a minimum of six hours of coursework, within their program of study, with a "C" or better. IF the student chooses to take more than six hours of coursework, they MUST successfully complete all hours taken with a "C" or better. During the time that a student is trying to regain eligibility for financial aid, any courses taken and not completed successfully will cause the student to start over with the required hours. If a student is awarded financial aid after the successful completion of six hours and is still not meeting satisfactory academic progress, any classes not completed successfully will cause the students award to be suspended. The courses taken during the probationary period must be required in the chosen program of study. After successful completion of six hours, the student must submit a letter to the Manager of Financial Aid requesting reinstatement of eligibility for financial aid. If the student fails there will be no probationary period in which they can pay for six hours. The student will automatically be suspended and aid will not be granted until the student is once again meeting all areas of SAP.
- **How to appeal financial aid suspension.** Any student being denied Federal Student Aid due to not meeting SAP requirements may appeal for extenuating or special circumstances such as illness or severe injury of the student, death of close relative of the student or other hardships such as lack of transportation, incarceration, military service or other circumstance determined by the Financial Aid Office as extenuating or special.

Appeals will be considered on their own merit on a case-by-case basis. Appeals may be denied. Students will be notified of appeal decisions through their Bishop State email. Appeals will generally be reviewed within 15 days after receipt. Appeals received after the appeal deadlines for each semester will generally be effective for the subsequent term. The deadlines are included on the appeal form. If an appeal is denied by the Financial Aid Manager, the student can ask for a review by an Appeals Committee. If the appeal is denied by an Appeals Committee, the student can ask for an in-person hearing with the Financial Aid Manager and possibly an Appeals Committee. If the appeal is denied after an in-person hearing, the decision is final and may not be appealed again.

If the student has extenuating circumstances, the student may submit a financial aid appeal with the *Satisfactory Academic Progress Appeal* form which is available online at www.bishop.edu/financialaid. Appeal forms can also be picked up in the Financial Aid Office and/or emailed upon request.

The student must **explain the reason for failure** to maintain SAP and **explain what has changed** in his/her situation that will allow demonstration of achievement of SAP at the end of the next term(s), if the appeal is approved. Additional documentation such as accident reports, physician's statements, third-party affidavits, etc. should be attached if applicable. The student must also attach their degree plan to the appeal and may need to meet with his/her adviser or counselor to develop an academic plan.

Appeals and other documentation may be delivered personally, by mail, by email or by fax to the Financial Aid office on any campus.

The current and pending statuses, as well as final result, will be displayed in the BORIS portal. In addition, the decision will be emailed to the student's Bishop State email address.

# 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 factors, 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 if after the semester has begun. 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 be performed in 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% of the semester has expired. After the 60% point in the payment period or period of enrollment, a student has earned 100% 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% 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.

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 Business Office will perform the Return to Title IV (R2T4) calculation. 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 let the student know the amount of money, if any, he or she owes to the Dept. of Education or to the school.

# Veterans Services

Bishop State Community College's Veterans Services are under the direction of the Manager of Financial Aid. The services include assistance in communicating with the Veterans Administration on behalf of students who receive VA benefits special problems and in assisting veterans with 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 contact the VA counselor at Bishop State located in the financial aid office to start the certification process.

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 in accordance with the outlined 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. This grade must be considered in computing the grade point average for both the subsequent semester and the overall cumulative grade point average. If the Drop/Add period allowed at an institution is less than the three-week period referenced, 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, and continuing education units.

Institutional credit for required developmental subjects, such as ENR 098 , ENG 099 , MTH 098 , and MTH 099 , and 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

Veterans or eligible persons must clear all course withdrawals with the VA Coordinator's Office prior to withdrawal. There will be no penalty if the withdrawal occurs within the College's regular Drop/Add period. However, if a course withdrawal would reduce the VA student's course load to less than full-time status, a reduction of VA benefits will be retroactively determined from the beginning of the term. Mitigating circumstances can be submitted in writing to the VA counselor for possible exception to the potential loss of benefits.

# Complaint Policy for Students Receiving VA Education Benefits

For students receiving VA education benefits, any complaint against the school should be routed through the VA GI Bill Feedback System by going to the following link: http://www.benefits.va.gov/GIBILL/Feedback.asp. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

## Other Policies and Procedures

Veterans or eligible persons receiving VA benefits will not be permitted to take a course that is not part of their degree plan. The college will monitor registration schedules to verify that the courses selected are appropriate. The one exception to this rule is if the veteran or eligible person needs less than full time courses to graduate in his/her final semester. Courses outside the degree plan may be taken as long as the required course(s) are taken to graduate.

# Academic Policies

# Classification of Students

- Freshman: A student who has earned fewer than 30 semester hours of credit.
- Sophomore: A student who has earned 30 or more semester hours of credit.

Bishop State Community College adheres to the Alabama Community College System Board of Trustees policies and procedures for determining credit hours awarded for courses and programs. Additionally, the College also adheres to the Federal definition of a credit hour as being an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.

The following policies and procedures must be followed by all colleges in the Alabama Community College System. Alabama Community College System Board of Trustees Policy 705.01: Converting Contact Hours to Credit Hour Equivalencies requires institutions to operate on a semester system and defines semester credit hours as "the average number of hours of instruction weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact". A semester system is defined as a fall semester, spring semester, and a summer term. A variety of class meeting schedules that fall within this structure may be present within the institutions. Alabama Community College System Board of Trustees Policy 706.01: Credit Awarded Through Non-Traditional Means General has established guidelines for awarding credit for courses and programs outside the commonly accepted practices in higher education.

Course work at Bishop State Community College is measured in terms of "semester hours." The semester hour of credit (or credit hour) is based upon the average number of hours of instruction taught weekly. The ratio of weekly contact hours to credit hours varies with the type of instruction being used and the division of the College. Alabama Community College System Board of Trustees Policy 705.01outlines six general categories or types of instruction: (1) Theory, (2) Experimental Laboratory, (3) Practical Application Laboratory, (4) Clinical Practice, (5) Preceptorship, and (6) Internship. A variety of class meeting schedules fall within this structure and are offered within the Academic, Health Science and Technical Divisions of the College. The definitions for each category/type of instruction are:

- Theory. Instruction focused on principles, concepts, or ideas. Generally, requires extensive out-of-class preparation prior to class each week as well as follow-up assignments. "Theory" instruction is the term which is used to include lecture, recitation, discussion, demonstration, seminar, and other standard classroom instruction. "Theory" instruction is under the direct supervision of an instructor. Ratio: 1:1 (one hour of credit for one hour of theory instruction as defined.)

- Experimental Laboratory. Instruction focused on experimentation in a classroom, laboratory, or studio through teacher-assisted, hands-on learning experiences. An experimental laboratory is generally required in conjunction with the theory of an academic course. Work is normally completed in the learning environment but may include out-of-class assignments such as practice and/or laboratory report writing. 'Experimental laboratory' instruction is generally under the direct supervision of an instructor. Ratio: 2:1 (one hour of credit for two hours of "experimental" instruction as defined.) or 3:1 (one hour of credit for three hours of "experimental" instruction as defined.
- Practical Application Laboratory. Experience-based instruction takes place in a simulated environment for the purpose of developing occupational competencies related to the use of equipment, tools, machines, and other program-specific work products. A practical application laboratory is generally required in career and technical programs and requires limited out-of-class assignments per week. In a practical application laboratory emphasis is placed on the use of equipment, tools, machines, etc. found within the lab environment. 'Practical application laboratory' involves the development of manual skills and job proficiency and is under the direct supervision of an instructor. Ratio: 2:1 or 3:1, depending on program. (One hour of credit for two or three hours of "practical application" instruction as defined.)
- Clinical Practice. Experience-based instruction is focused on practical activities generally found in healthcare or service occupation programs. These experiences are offered in a practical environment and are for the purpose of developing skills related to the discipline. A clinical practice laboratory is generally required in healthcare related fields. Work is normally completed in the learning environment but may include out-of-class assignments. 'Clinical Practice' is under the direct supervision of an instructor. Out-of-class assignments each week are used to prepare the student for the clinical experience. Ratio: 3:1 (one hour of credit for three hours of 'clinical practice' instruction as defined.)
- Preceptorship. P3 or P5. Advanced experience based instruction is provided under the supervision of a licensed healthcare professional, for the purpose of enhancing occupational competencies. The course instructor works with the healthcare professional to determine the clinical assignments for students. The instructor must be readily available for consultation with the healthcare professionals. Ratio: 5:1 or 3:1 (one hour of credit for five hours or three hours of preceptorship instruction as defined.) **NOTE:** programs of study for which accreditation and/or licensing bodies require a different ratio must comply with discipline-specific time-to-credit criteria.
- Internship. "Internship" is the term which is used to include cooperative education, apprenticeships, practicums, and sponsored work instruction. Internship involves the development of job skills by providing the student with a structured employment situation that is directly related to, and coordinated with, the educational program. Student activity in internship is planned and coordinated jointly by an institutional representative and the employer, with the employer having the responsibility for control and supervision of the student on the job. Work is normally completed in the learning environment but may include out-of-class assignments. Ratio: 5:1 (one hour of credit for five hours of "internship" instruction as defined. NOTE: programs of study for which accreditation and/or licensing bodies require a different ratio must comply with discipline-specific time-to-credit criteria.

Policies defining the recommended student load and guidelines which must be met to be able to take an overload are described in the Student Handbook and Catalog. The recommended student load per semester is 15-18 semester hours. A cumulative GPA of 2.0 or higher and permission of the appropriate instructional dean is required for a course load greater than 18 hours. A student is considered full time when registered for 12 or more semester hours. These guidelines apply to all students regardless of mode of delivery.

All distance education courses are provided in accordance with the credit hour policy and procedures. As required by Federal Requirement 4.9, the College's credit hour policy conforms to commonly accepted practices in higher education and to Commission policy.

Distance education courses must be approved according to the course development procedures in the College's Distance Learning Policy Manual, which includes a comprehensive review process to ensure quality and equivalence to a traditional course. The amount of faculty instruction and the amount of required student work for online courses must be equivalent to that of a traditional lecture class.

# Course Load

The student course load for a full-time student will be 12 to 18 credit hours per semester. Credit hours above 18 credit hours will constitute a student overload and 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.

# Degree Plan

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 advisors. The Degree Plan identifies all courses in Areas I-V required in students' declared majors, courses completed by students, and courses students need for graduation. 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 courses for their degrees. Students should take only courses in their degree plans if they are receiving Financial Aid. *NOTE: Courses taken outside of students' degree plans will* not *be covered by Financial Aid*.

# Online Courses

Online courses are taught via the internet. Students must have a computer with access to the internet and the appropriate software.

If you have questions, you may call the Center for Distance Learning at 251-405-7144.

# Proctor Guidelines

Students who live more than an hour from the Main campus may find a proctor to administer their final exam in their local area. The proctor approval form must be completed and returned to the instructor of the course by the end of week 10 (Fall, Spring) or week 6 (Summer).
To be eligible to serve as a proctor, a person must hold one of the following positions:

- Administrator or full-time faculty member from an institution of higher education
- Administrator within the K-12 school system
- Professional testing center test administrator
- Military Education Officer (for active military students)
- Head librarian at a public library

A proctor cannot be a friend, relative, or student.

All proctors must be approved by the course instructor by the end of week 11 for Fall and Spring semesters and week 8 for the summer semester. If a proctor is not approved, then the student will be notified immediately so that he/she may find an acceptable replacement.

Proctors must have the ability to receive email and print an exam. Proctors may administer the exam in one of the following ways:

- Provide students with online access so that they may take a password protected exam
- Allow students to take the exam on a computer, then email the results to the instructor from the proctor's email address
- Print and administer a paper and pencil exam, then fax the answer sheet to the instructor.

Students MUST show a valid driver's license, state or military ID, or passport to the proctor at exam time.

For questions regarding this form please the contact course instructor or call the Center for Distance Learning at 251-405-7144.

# Hybrid Courses

Hybrid courses, which include a combination of on-campus instruction and online instruction, are taught at Bishop State Community College. 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.

# Grading Information

| Grading System: Letter grades are assigned according to the following system for all courses for which students have registered: | | |
|---|---|---|
| **A - Excellent** | **90 - 100** | **4 quality points per semester** |
| **B - Good** | **80 - 89** | **3 quality points per semester** |
| **C - Average** | **70 - 79** | **2 quality points per semester** |
| **D - Poor** | **60 - 69** | **1 quality point per semester** |
| **F - Failure** | **Below 60** | **0 quality points per semester** |
| **W - Withdrawal** | | |
| **I - Incomplete** | | |
| **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/her instructor and providing acceptable evidence concerning the cause of his or her absence upon return. A grade of Incomplete (I) must be cleared prior to the end of the succeeding semester. Failure to remove the grade of I within the specified period will result in the student being assigned an F. The student's academic standing, his or her GPA, is obtained by dividing his 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

Students are expected to maintain the required GPA levels based on the number of hours attempted at Bishop State

| | |
|---|---|
| **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 PROBATON. 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 since 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 the mid-term of the semester following the assignment of the grade in question.

# 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 by mid-term 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; no grades are changed unless students provide instructors with a valid reason and documentation to request a grade change. Grade changes are made at the discretion of the instructor.

# 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 upon which transfer decisions can be made. **STARS** is the information link between the state's public two-year and four-year institutions. If used properly, the STARS database can prevent the loss of course credit hours, provide direction for the scheduling of course work, and ease the transition from one institution to another. Students who are interested in receiving a Transfer Guide & Contract should contact the **STARS** website: http://stars.troyst.edu or 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 advisers 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.

**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 will not count towards minimum course load requirement.

**Academic Achievement** - 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) 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.

# Other Academic and Technical Awards

*The President's Outstanding Student 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.

*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.

# 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*<br>**3.70 to 3.89 ---- (With High Honors) .....***Magna Cum Laude*<br>**3.50 to 3.69 ----- (With Honors) .....***Cum Laude* |
| **Certificate** | **3.50 to 4.00----- Graduation with Distinction** |

# Class Attendance Policy

Class attendance is strongly encouraged. Students are expected to attend all classes as scheduled and exercise regularity and punctuality in attendance. Excessive absences may affect a student's final grade. 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 policy 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 Main Campus prior to the scheduled dates of absence. Exceptions must be approved by the College Registrar or the Dean of Students.

# 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 advisor 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, and off campus classes are offered at the following sites: Alma Bryant High School, Baker High School, Citronelle High School, McIntosh High School, the Bishop State Community College Semmes site, and the Bishop State Community College Theodore Site.

# 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 the Classes Booklet. All final examinations are proctored exams.

# Academic Programs

CA = Carver

SW = Southwest

CE = Central

MN = Main

# Academic Programs

## Associate in Science (AS)/Associate in Arts (AA)

| | |
|---|---|
| English Composition (Area I) | 6 |
| Fine Arts and Humanities (Area II) | 12 |
| Mathematics and Natural Sciences (Area III) | 11 |
| Social, Behavioral, and History Sciences (Area IV) | 12 |
| Electives (Area V) | 19 - 23 |

(Students should refer to individual course descriptions to determine if a course is Area V eligible.)

| | |
|---|---|
| **Total Credit Hours** | **60 - 64** |

## Associate in Applied Science (AAS)

| | |
|---|---|
| Program Credits | 31 - 61 |
| General Education Requirements | 15 - 29 |

(See program descriptions for specific requirements.)

| | |
|---|---|
| **Total Credit Hours** | **60 - 76** |

## Certificate (CER)

| | |
|---|---|
| Program Credits | 11 - 54 |
| General Education Requirements | 6 - 19 |

(See program descriptions for specific requirements)

| | |
|---|---|
| **Total Credit Hours** | **30 - 60** |

# Short Certificate (STC)

| | |
|---|---|
| Program Credits | 9 - 29 |
| General Education Requirements | 0 - 6 |
| **Total Credits in Program** | **9 - 29** |

## 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
- 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
- ART 100 Art Appreciation
- MUS 101 Music Appreciation
- SPH 107 Fundamentals of Public Speaking
- BIO 103 Principles of Biology I
- BIO 104 Principles of Biology II
- CHM 111 College Chemistry I
- CHM 112 College Chemistry II
- PHS 111 Physical Science
- PHS 112 Physical Science II
- MTH 110 Finite Mathematics

- MTH 112 Precalculus Algebra
- 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 General Psychology
- SOC 200 Introduction to Sociology

## Associate in Applied Science

# Accounting Technology, AAS (MN)

This program prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices.

## Core Requirements

- ACT 115 - Introduction to Accounting Computer Resources 3 credits
- ACT 145 - Basic Accounting Procedures 3 credits
- ACT 246 - Microcomputer Accounting 3 credits
- ACT 249 - Payroll Accounting 3 credits
- BUS 241 - Principles of Accounting I 3 credits
- BUS 242 - Principles of Accounting II 3 credits
- BUS 271 - Business Statistics I 3 credits
- BUS 147 - Introduction to Finance 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Core Requirement Coursework: 24 - 25 Credit Hours

## Electives

Must select any combination of classes to complete 21 credit hours

- BUS 100 - Introduction to Business 3 credits
- BUS 186 - Elements of Supervision 3 credits
- BUS 263 - The Legal and Social Environment of Business 3 credits
- BUS 272 - Business Statistics II 3 credits
- BUS 275 - Principles of Management 3 credits
- BUS 276 - Human Resource Management 3 credits
- BUS 285 - Principles of Marketing 3 credits
- CIS 146 - Microcomputer Applications 3 credits
- OAD 101 - Beginning Keyboarding 3 credits

## Total Elective Coursework: 21 Credit Hours

# General Education

## English Composition

- ENG 101 - English Composition I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Must choose one humanities or fine arts course, Art of Music Appreciation preferred. May not take Speech.**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Mathematics

**Select one Math Course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

## Total: 3 Credit Hours

## Natural Sciences

**Choose one 4 hour Natural Science Course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

## Total: 4 Credit Hours

## Economics

Must select ECO231 or ECO232

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits

## Total: 3 Credit Hours

## Total General Education Coursework: 16 Credit Hours

## Total Credit Hours for Program Completion: 61 - 62 Credit Hours

# Early Childhood Education, AAS (MN)

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.

## Core Requirements

- CHD 100 - Introduction to Early Care and Education Of Children 3 credits
- CHD 201 - Child Growth and Development Principles 3 credits
- CHD 202 - Children's Creative Experiences 3 credits

- CHD 203 - Children's Literature and Language Development 3 credits
- CHD 204 - Methods and Materials for Teaching Children 3 credits
- CHD 205 - Program Planning for Educating Young Children 3 credits
- CHD 206 - Children's Health and Safety 3 credits
- CHD 209 - Infant and Toddler Education Programs 3 credits
- CHD 210 - Educating Exceptional Young Children 3 credits
- CHD 219 - Supervised Practical Experience 2 credits
  CHD 219 can only be taken during the student's last term before graduation
- CIS 146 - Microcomputer Applications 3 credits
- HED 231 - First Aid 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Core Requirement Coursework: 35 Credit Hours

## General Education

## English Composition

- ENG 101 - English Composition I 3 credits
- ENG 102 - English Composition II 3 credits

## Total: 6 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts Course** (*ART100 or MUS101 Preferred)*

**Must take SPH107**

- ART 100 - Art Appreciation 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- MUS 101 - Music Appreciation 3 credits
- SPH 107 - Fundamentals of Public Speaking 3 credits

## Total: 6 Credit Hours

## Mathematics

**Select one Math Course** (*Students may use MTH116 towards graduation at Bishop State however it is unlikely that this course will transfer to a four - year college of university. MTH100 or higher is recommended for transfer purposes.)*

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

## Total: 3 Credit Hours

## Natural Sciences

**Choose one 4 hour Natural Science Course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

## Total: 4 Credit Hours

## History, Social, and Behavioral Science

**Choose on History, Social, or Behaivoral Science**

**Must take PSY200**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits

- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 6 Credit Hours

Total General Education Coursework: 25 Credit Hours

Total: 60 - 61 Credit Hours

# Office Administration, AAS (CE)

this program prepares individuals to perform the duties of administrative assistants and/or secretaries and stenographers. Includes instruction in business communications, principles of business law, word processing and data entry, office machines operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.

## Core Requirements

- BUS 263 - The Legal and Social Environment of Business 3 credits
- OAD 101 - Beginning Keyboarding 3 credits
- OAD 103 - Intermediate Keyboarding 3 credits
- OAD 104 - Advanced Keyboarding 3 credits
- OAD 125 - Word Processing I 3 credits
- OAD 126 - Advanced Word Processing 3 credits
- OAD 138 - Records/Information Management 3 credits
- OAD 230 - Computerized Desktop Publishing 3 credits

**Select OAD130 or BUS242**

- OAD 130 - Electronic Calculations 3 credits
- BUS 242 - Principles of Accounting II 3 credits

**Select OAD131 or BUS215**

- OAD 131 - Business English 3 credits

**Select OAD135, ACT145, or BUS241**

- OAD 135 - Financial Record Keeping 3 credits
- ACT 145 - Basic Accounting Procedures 3 credits
- BUS 241 - Principles of Accounting I 3 credits

**Select OAD200, OAD202, OAD212, or HIT110**

- OAD 200 - Machine Transcription 3 credits

- OAD 202 - Legal Transcription 3 credits
- OAD 212 - Medical Transcription 3 credits
- HIT 110 - Medical Terminology 3 credits

**Select OAD136 or ACT115**

- OAD 136 - Advanced Financial Record Keeping 3 credits
- ACT 115 - Introduction to Accounting Computer Resources 3 credits

**Select OAD217 or OAD218**

- OAD 217 - Office Management 3 credits
- OAD 218 - Office Procedures 3 credits

**Select OAD201, CIS146, or CIS150**

- OAD 201 - Legal Terminology 3 credits
- CIS 146 - Microcomputer Applications 3 credits
- CIS 150 - Computer Logic & Programming 3 credits

- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Core Requirement Coursework: 45 - 46 Credit Hours

## General Education Requirements

## English Composition

- ENG 101 - English Composition I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Must choose one humanities or fine arts course, Art of Music Appreciation preferred. May not take Speech.**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Mathematics

**Select one Math Course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

## Total: 3 Credit Hours

## Natural Sciences

**Choose one 4 hour Natural Science Course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

## Total: 4 Credit Hours

## Economics

**Select ECO231 or ECO232**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits

## Total: 3 Credit Hours

## Total General Education Coursework: 16 Credit Hours

## Total Credit Hours for Program Completion: 61 - 62 Credit Hours

## Associate of Arts

# General Education, AA (MN)

These courses should be appropriate to the degree requirements, major, and electives of the individual student who wishes to transfer to a four-year institution. Students should consult with their academic adviser for appropriate course selection. Students should also check with the institution they wish to transfer to for recommendations. For further details concerning specific majors, students should refer to STARS at http://stars.troy.edu/

## English Composition (Area I)

**Must complete English Composition I and II**

- ENG 101 - English Composition I 3 credits
- ENG 102 - English Composition II 3 credits

## Total English Composition Coursework: 6 Credit Hours

## Humanities and Fine Arts (Area II)

- **Select 12 Credit Hours**
- **Must complete Art or Music Appreciation**
- **Must complete 3 Credit Hours in Literature,** *Note: Students who do not wish to take a sequence in History (see Area IV), must complete a sequence in Literature*
- ART 100 - Art Appreciation 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits
- SPH 107 - Fundamentals of Public Speaking 3 credits

## Total Humanities and Fine Arts Coursework: 12 Credit Hours

## Mathematics and Natural Sciences (Area III)

**Must complete 3 Credit Hours in Mathematics**

- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

**Must complete 8 Credit Hours in Natural Sciences which include lab experiences**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

## Total Mathematics and Natural Sciences Coursework: 11 Credit Hours

## History, Social, and Behavioral Science (Area IV)

- **Select 12 Credit Hours**
- **Must complete 3 Credit Hours in History,** *Note: Students who do not wish to take a sequence in Literature (see Area II), must complete a sequence in History*
- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

## Total History, Social, and Behavioral Science Coursework: 12 Credit Hours

## General Education Electives (Area V)

**Refer to individual course descriptions to determine what courses can be used towards Area V completion.**

- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

Total General Education Elective Coursework: 19 - 23 Credit Hours

Total Credit Hours for Program Completion: 60 - 64 Credit Hours

## Associate of Science

# General Education, AS (MN)

These courses should be appropriate to the degree requirements, major, and electives of the individual student who wishes to transfer to a four-year institution. Students should consult with their academic adviser for appropriate course selection. Students should also check with the institution they wish to transfer to for recommendations. For further details concerning specific majors, students should refer to STARS at http://stars.troy.edu/

## English Composition (Area I)

**Must complete English Composition I and II**

- ENG 101 - English Composition I 3 credits
- ENG 102 - English Composition II 3 credits

Total English Composition Coursework: 6 Credit Hours

## Humanities and Fine Arts (Area II)

- **Select 12 Credit Hours**
- **Must complete Art or Music Appreciation**
- **Must complete 3 Credit Hours in Literature,** *Note: Students who do not wish to take a sequence in History (see Area IV), must complete a sequence in Literature*
- ART 100 - Art Appreciation 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

- SPH 107 - Fundamentals of Public Speaking 3 credits

## Total Humanities and Fine Arts Coursework: 12 Credit Hours

## Mathematics and Natural Sciences (Area III)

**Must complete 3 Credit Hours in Mathematics**

- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

**Must complete 8 Credit Hours in Natural Sciences which include lab experiences**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

## Total Mathematics and Natural Sciences Coursework: 11 Credit Hours

## History, Social, and Behavioral Science (Area IV)

- **Select 12 Credit Hours**
- **Must complete 3 Credit Hours in History,** *Note: Students who do not wish to take a sequence in Literature (see Area II), must complete a sequence in History*
- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits

- SOC 210 - Social Problems 3 credits

## Total History, Social, and Behavioral Science Coursework: 12 Credit Hours

## General Education Electives (Area V)

**Refer to individual course descriptions to determine what courses can be used towards Area V completion.**

- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total General Education Elective Coursework: 19 - 23 Credit Hours

## Total Credit Hours for Program Completion: 60 - 64 Credit Hours

## Certificate

# Early Childhood Education Paraprofessional Training Certificate (MN)

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.

## Core Requirements

- CHD 100 - Introduction to Early Care and Education Of Children 3 credits
- CHD 201 - Child Growth and Development Principles 3 credits
- CHD 202 - Children's Creative Experiences 3 credits
- CHD 203 - Children's Literature and Language Development 3 credits
- CHD 204 - Methods and Materials for Teaching Children 3 credits
- CHD 205 - Program Planning for Educating Young Children 3 credits
- CHD 206 - Children's Health and Safety 3 credits
- CHD 210 - Educating Exceptional Young Children 3 credits
- CHD 219 - Supervised Practical Experience 2 credits
  CHD 219 can only be taken during the student's last term before graduation
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Core Requirement Coursework: 26 Credit Hours

## General Education

## English Composition

- ENG 101 - English Composition I 3 credits

## Total: 3 Credit Hours

## Mathematics

**Select one Math Course** (*Students may use MTH116 towards graduation at Bishop State however it is unlikely that this course will transfer to a four - year college of university. MTH100 or higher is recommended for transfer purposes.)*

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

## Total: 3 Credit Hours

## Total General Education Coursework: 6 Credit Hours

## Total Credit Hours for Program Completion: 32 Credit Hours

# Short-Term Certificate

# Management and Supervision Short Certificate (MN)

## Core Requirements

- BUS 100 - Introduction to Business 3 credits
- BUS 271 - Business Statistics I 3 credits

Select ACT115, ACT145, or BUS241

- ACT 115 - Introduction to Accounting Computer Resources 3 credits
- ACT 145 - Basic Accounting Procedures 3 credits
- BUS 241 - Principles of Accounting I 3 credits

Select BUS275 or BUS276

- BUS 275 - Principles of Management 3 credits
- BUS 276 - Human Resource Management 3 credits

Select BUS186 or BUS263

- BUS 186 - Elements of Supervision 3 credits
- BUS 263 - The Legal and Social Environment of Business 3 credits

Select BUS147 or CIS146

- BUS 147 - Introduction to Finance 3 credits
- CIS 146 - Microcomputer Applications 3 credits

- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Core Requirement Coursework: 18 - 19 Credit Hours

# General Education

## English Composition

- ENG 101 - English Composition I 3 credits

### Total: 3 Credit Hours

## Humanities and Fine Arts

Choose one Humanities of Fine Arts Course

Art or Music Appreciation preferred

May not take Speech

- ART 100 - Art Appreciation 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

### Total: 3 Credit Hours

Total General Education Coursework: 6 Credit Hours

Total Credit Hours for Program Completion: 23 - 24 Credit Hours

# Health Related Programs

CA = Carver

SW = Southwest

CE = Central

MN = Main

# Health Related Programs

## Associate in Applied Science

## Career Mobility, AAS (CE)

# LPN to RN Program Information

# Admission Requirements:

- Unconditional admission to the college. Application must be updated if you have not attended Bishop State in the previous semester.
- Original transcripts from **ALL** colleges attended must be in and evaluated by the Admission Office (Central Campus, Room 106) by the nursing application deadline.
- Receipt of completed application received in the Nursing Office by stated deadline.
- A minimum composite score of 18 on the ACT. Writing component not required. ACT results MUST be attached to the nursing application. There is NO expiration date for the ACT score.
- A minimum of 2.5 GPA on a 4.0 scale for the nursing required academic core courses (ENG 101, MTH 100 or higher, BIO 201, BIO 202).
- Good standing with the college (BSCC). Letter of good standing from any previous nursing programs that were not completed.
- Meeting the essential functions or technical standards required for nursing.
- Name on application is current legal name and matches copy of photo ID and name in Bishop State's AS400.
- Current picture ID (driver's license or Bishop State student ID only) attached to application.
- Verification of a current, unencumbered Alabama PN license (must be maintained while enrolled).
- A minimum cumulative GPA of 2.0 must be maintained while the student is in the Nursing Program.

If you have not graduated from the new state-wide concept based curriculum that was implemented Fall 2016, you will need to apply for Career Mobility that begins with NUR 209. Upon successful completion of this course, you would then proceed to join the current curriculum in progress at the 4th semester.

LPN students who completed the Alabama Community College System concept based nursing curriculum within one academic year from the start of Mobility nursing courses are exempt from taking NUR 209 and will enter the program in NUR 211.

The required number of hours per week varies with each nursing course. The program is a daytime course with set meeting times. Course times are not scheduled around rotating shifts. There are six general education course prerequisites as listed in the application.

**Pre-Requisites: MTH 100 or higher level, ENG 101, PSY 210 , BIO 201 & BIO 202, SPH 106 or SPH 107**

Deadline Date: June 1st for the Fall Semester

*Revised June, 2017*

# One-Plus-One Curriculum

# Points for Selection

After meeting minimum admission requirements, applicants are rank ordered using the following point system:

- An ACT composite score with a **minimum** of 18 to apply. There are 36 total possible points. The writing component is not required or used for calculation. There is no time limit on when the exam was taken in order to be used. ACT results must be attached to the application.
- Points will be awarded for a passing grade of "C" or higher in English Composition I, Intermediate College Algebra (MTH 100 or higher), Anatomy and Physiology I, and/or Anatomy and Physiology II. A=3 points, B=2 points, C=1 point.
- Four points are possible, one point each, for completion of Microbiology, Human Growth & Development, Fundamentals of Speech, and a Humanities elective (Art or Music Appreciation,
- Heath Related Programs
- Philosophy, Ethics, Religion or foreign language) with a grade of C or higher.
- One point will be awarded for each semester in the Nursing Learning Community. *Note: If the Learning Community is not active, 1 point will be awarded to the student who has attended Bishop State for more than one semester*.
- One-half point (1/2) will be awarded for each semester the student has attended Bishop State (Total possible point = 1).

A total of 58 points is possible with the above selection criteria.

| **Criteria** | **Maximal Possible Points** |
|---|---|
| **ACT** | 36 |
| English 101, Math 100, Biology 201, Biology 202<br>*(12 points* are possible, three points each) | 12 |
| Microbiology, Human Growth & Development, Fundamentals of Speech, and a Humanities elective (Art or Music Appreciation, Philosophy, Ethics, Religion or | 4 |

| | |
|---|---|
| foreign language) with a grade of C or higher.<br>*(4 points* are possible, one point each) | |
| English 101, Math 100, Biology 201, Biology 202, Biology 220, Psychology 210, Speech 106 or 107, Humanities Elective | 4 |
| **1 semester in Nursing Learning Community** | 1 |
| **2 semesters in Nursing Learning Community** | 1 |
| **1 semester at Bishop State** | 0.5 |
| **2 or more semesters at Bishop State** | 0.5 |
| **Total =** | **58** |

If there is tie in points in relation to the number of available spaces, then the higher cumulative GPA will be considered. High school students may obtain points for college courses through dual enrollment grades.

# Course Requirements

## First Semester

- NUR 209 - Concepts for Healthcare Transition Students credits

## Total: 10 Credit Hours

## Second Semester

- NUR 211 - Advanced Nursing Concepts credits
- BIO 220 - General Microbiology 4 credits **(if not already completed)**

## Total: 11 Credit Hours

## Third Semester

- NUR 221 - Advanced Evidence Based Clinical Reasoning credits
- Humanities Elective 3 credits **(if not already completed)**

## Total: 10 Credit Hours

# Total: 31 Credit Hours

*Revised June, 2017*

# ACT Information

- Go to www.actstudent.org to register for the test. The cost for test is $39.50 (all fees are non-refundable).
- Bishop State is an ACT testing site. Test dates are on Saturday unless otherwise noted.
- Test Prep is available online or locally in face-to-face formats. A study guide can be purchased on line for $32.95.
- The ACT Residual Test is also administered by Bishop State. Please contact the Learning Assistance Center at 251-405-7100 for more information.

# Test Overview:

The English test is a 75-question, 45-minute test, covering:

Usage/Mechanics

- punctuation
- grammar and usage
- sentence structure

Rhetorical Skills

- strategy
- organization
- style

**The mathematics test is a 60-question, 60-minute test** designed to assess the mathematical skills students have typically acquired in courses taken up to the beginning of grade 12.

**The reading test is a 40-question, 35-minute test** that measures your reading comprehension. The test questions ask you to derive meaning from several texts by:

- referring to what is explicitly stated
- reasoning to determine implicit meaning

**The science test is a 40-question, 35-minute test** that measures the interpretation, analysis, evaluation, reasoning, and problem-solving skills required in the natural sciences.

- You are not permitted to use a calculator on the science test.
- **TAKE NOTE** The test assumes that students should be in the process of taking the core science course of study (three years or more) that will prepare them for college-level work and have completed a course in Earth science and/or physical science and a course in biology.

# Health Information Technology, AAS (CE)

The purpose of the Health Information Technology (HIT) program at BSCC is to prepare students for certification and practice as Registered Health Information Technicians (RHIT). Health Information Technology is an evolving profession which takes the responsibility to educate and develop a skilled workforce to support the needs of the healthcare industry. A HIT professional is qualified to support the adoption and implementation of Electronic Health Records (EHRs), information exchange across healthcare providers and public health authorities, and the redesign of workflows within healthcare settings to maximize quality and efficiency. In addition, HIT professionals are specialists in managing medical records and coding information for reimbursement and research. The Health Information Technology Program consists of general education, health information courses, and concurrent and clinical affiliations

which 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 and will then be eligible to take the national certification examination. Given by the American Health Information Management Association, a student will become a Registered Health Information Technician (RHIT) upon passing this exam.

Graduates of this program have employment opportunities in a variety of healthcare settings including, but not limited to: hospitals, clinics, insurance companies, government agencies, public health, home health agencies, long-term care facilities, and dental offices.

# Accreditation

The Health Information Technology Program is accredited by the Commission on Accreditation for Allied Health Education (CAAHEP) 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 fall semester of each year. Minimum requirements for consideration are as follows:

1. Application to the College.
2. Application to the HIT program. (Upon Request)
3. A 2.5 grade point average or better in general education courses completed.
4. Transcript of all previous college work.
5. Two letters of recommendation may be required.
6. Personal interview with a committee may be required.

Student applications (Upon Request) for the professional year must be submitted by July of each year. Any applications received after that date will be considered on a space-available basis.

Note: These courses may be completed on a part-time or full-time basis. Courses may be offered in the daytime, evening or online.

## Core Requirements

- HIT 110 - Medical Terminology 3 credits
- HIT 111 - Diagnostic and Pharmacology 2 credits
- HIT 115 - Pathophysiology and Pharmacology for Hit 4 credits
- HIT 130 - Hit Classification and Reimbursement 3 credits
- HIT 134 - Hit Legal and Ethical Issues 3 credits
- HIT 151 - Health Data Content and Structure 3 credits
- HIT 152 - Skills Development Laboratory I 1 credits
- HIT 153 - Operational Standards for Health Care Delivery Systems 3 credits
- HIT 160 - Professional Practice Experience 1 credits
- HIT 221 - Hit Computer Applications 2 credits
- HIT 222 - Hit Computer Applications Laboratory 1 credits
- HIT 230 - Medical Coding Systems I 3 credits

- HIT 231 - Medical Coding Skills Laboratory I 1 credits
- HIT 232 - Medical Coding Systems II 3 credits
- HIT 233 - Medical Coding Systems Laboratory II 1 credits
- HIT 235 - Medical Coding Systems III 2 credits
- HIT 254 - Organizational Improvement 3 credits
- HIT 255 - Principles of Supervision in HIT 3 credits
- HIT 260 - Professional Practice Experience II 3 credits
- HIT 286 - Expanded Medical Coding 2 credits
- HIT 292 - HIT Exam Review 2 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less that 30 hours of coursework should take ORI101

## Total Core Requirement Coursework: 48 - 49 Credit Hours

## General Education Requirements

## English Composition

- ENG 101 - English Composition I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Must choose one humanities or fine arts course, Art of Music Appreciation preferred. May not take Speech.**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Mathematics

**Select one Math Course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 110 - Finite Mathematics 3 credits

- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## Natural Sciences

- BIO 201 - Human Anatomy and Physiology I 4 credits
- BIO 202 - Human Anatomy and Physiology II 4 credits

Total: 8 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 20 Credit Hours

Total Credit Hours for Program Completion: 68 - 69 Credit Hours

# Nursing, AAS (CE)

# Admission Requirements Checklist

Please check the following minimum admission criteria BEFORE submitting your application.

- Unconditional admission to the college. Application must be updated if student did not attend Bishop State the previous semester/term.
- Original transcripts from ALL colleges attended must be in and evaluated by the Admissions Office (Central Campus, Room 106) by the nursing application deadline.
- Receipt of completed application received in the Nursing Office, Suite 210, by the stated deadline.
- A minimum of 18 composite score on the ACT National or Residual. Residual only accepted if ACT taken at Bishop State. (Writing component not required). ACT results MUST be attached to this application. There is NO expiration date for the ACT score.
- A minimum of 2.5 GPA on a 4.0 scale for nursing required academic core courses which are ENG 101, MTH 100 or higher, BIO 201, and BIO 202.
- A minimum of 2.5 cumulative GPA required for high school students without prior college courses (GED will be acceptable).
- Eligibility for OR completion of ENG 101, BIO 201 and MTH 100 - Intermediate College Algebra (or higher) with a grade of "C" or higher.
- Good standing with College (Bishop State). Letter of good standing clearing from any legal, moral or ethical issues, from the Dean or Director of Nursing (on official school letterhead) from any previously attended nursing program.
- Meeting the essential functions or technical standards required for nursing.
- Name on application is current legal name and matches copy of photo ID and name in Bishop State's system.
- Current picture ID (driver's license or student ID only) attached to application.
- If applying for the Career Mobility Program (LPN to RN), you must present evidence of a current, unencumbered Alabama LPN license.
- The required number of hours per week varies with each nursing course. The program is a daytime course with set meeting times. Course times are not scheduled around rotating shifts.
- A minimum cumulative GPA of 2.0 must be maintained while the student is in the Nursing Program.

**Deadline Date: June 1st for the Fall Semester**

**October 1st for the Spring Semester**

*Revised June 2017*

# One-Plus-One Curriculum

# Points for Selection

After meeting minimum admission requirements, applicants are rank ordered using the following point system:

- An ACT composite score with a minimum of 18 to apply. There are 36 total possible points. The writing component is not required or used for calculation. There is no time limit on when the exam was taken in order to be used. ACT results must be attached to the application.
- Points will be awarded for a passing grade of "C" or higher in English Composition I, Intermediate College Algebra ( MTH 100 or higher), Anatomy and Physiology I, and/or Anatomy and Physiology II. A=3 points, B=2 points, C=1 point.
- Four points are possible, one point each, for completion of Microbiology, Human Growth & Development, Fundamentals of Speech, and a Humanities elective (Art or Music Appreciation, Philosophy, Ethics, Religion or foreign language) with a grade of C or higher.

- Four points will be awarded for a passing grade of "C" or higher for Chemistry, Pre-Calculus, Finite Math or Statistics.
- One (1) point will be awarded for each semester in the Nursing Learning Community. (Total possible points = 2). *Note: If the Learning Community is not active, 1 point will be awarded to the student who has attended Bishop State for more than one semester.*
- One-half point (1/2) will be awarded for each semester the student has attended Bishop State. (Total possible point=1).

A total of 58 points is possible with the above selection criteria.

| **Criteria** | **Maximal Possible Points** |
|---|---|
| **ACT** | 36 |
| English 101, Math 100, Biology 201, Biology 202<br>*(12 points* are possible, three points each) | 12 |
| Microbiology, Human Growth & Development, Fundamentals of Speech, and a Humanities elective (Art or Music Appreciation, Philosophy, Ethics, Religion or foreign language) with a grade of C or higher.<br>*(4 points* are possible, one point each) | 4 |
| English 101, Math 100, Biology 201, Biology 202, Biology 220, Psychology 210, Speech 106 or 107, Humanities Elective | 4 |
| **1 semester in Nursing Learning Community** | 1 |
| **2 semesters in Nursing Learning Community** | 1 |
| **1 semester at Bishop State** | 0.5 |
| **2 or more semesters at Bishop State** | 0.5 |
| **Total =** | **58** |

If there is tie in points in relation to the number of available spaces, then the higher cumulative GPA will be considered. High school students may obtain points for college courses through dual enrollment grades.

# Course Requirements

## First Semester

- NUR 112 - Fundamental Concepts of Nursing credits
- MTH 100 - Intermediate College Algebra 3 credits **(if not already completed)**
- BIO 201 - Human Anatomy and Physiology I 4 credits **(if not already completed)**

## Total: 14 Credit Hours

## Second Semester

- NUR 113 - Nursing Concepts I credits
- ENG 101 - English Composition I 3 credits **(if not already completed)**
- PSY 210 - Human Growth and Development 3 credits **(if not already completed)**
- BIO 202 - Human Anatomy and Physiology II 4 credits **(if not already completed)**

Total: 8 Credit Hours

## Third Semester

- NUR 114 - Nursing Concepts II credits
- NUR 115 - Evidence Based Clinical Reasoning credits

- SPH 107 - Fundamentals of Public Speaking 3 credits **(if not already completed)**

Total: 13 Credit Hours

Students are eligible to take the NCLEX-PN examination after successfully completing the third semester.

## Fourth Semester

- NUR 211 - Advanced Nursing Concepts credits
- BIO 220 - General Microbiology 4 credits **(if not already completed)**

Total: 11 Credit Hours

## Fifth Semester

- NUR 221 - Advanced Evidence Based Clinical Reasoning credits
- Humanities Elective 3 credits **(if not already completed)**

Total: 10 Credit Hours

## Total: 66 Credit Hours

| | |
|---|---|
| Academic & Nursing Theory Contact Hours | 660 |
| Academic & Nursing Lab Contact Hours | 255 |
| Nursing Clinical Contact Hours | 675 |
| **Total Program Contact Hours** | **1590** |

# ACT Information

- Go to www.actstudent.org to register for the test. The cost for test is $39.50 (all fees are non-refundable).
- Bishop State is an ACT testing site. Test dates are on Saturday unless otherwise noted.
- Test Prep is available online or locally in face-to-face formats. A study guide can be purchased on line for $32.95.
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Rhetorical Skills

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- **TAKE NOTE** The test assumes that students should be in the process of taking the core science course of study (three years or more) that will prepare them for college-level work and have completed a course in Earth science and/or physical science and a course in biology.

# Physical Therapist Assistant, AAS (CE)

The Physical Therapist Assistant is a skilled, licensed healthcare 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 which are designed 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 centers, outpatient

clinics, and nursing homes. The freshman year consists of thirty-four (34) semester hours of general education prerequisites. Physical therapy course work begins in the sophomore year and totals thirty-nine (39) cumulative hours. Students must make a minimum 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 healthcare 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 checks 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.

# The Admission Process

Admission Point System for selection to the second year of the program is posted on the website at www.bishop.edu. Students are advised to check the website periodically for updates prior to contacting the PTA Program.

# Admission Requirements

Admission to the Physical Therapist Assistant Program is limited to students chosen by the Selection Committee. The number of students admitted to the class is based on the availability of space, faculty, equipment, and clinical placement sites. Minimum requirements for consideration are the following:

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 in the Counselor's Office on the Baker-Gaines Central Campus prior to submitting the application to the PTA program.
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 (for example, hospital, outpatient clinic, or skilled nursing facility). At least twenty-five (25) hours must be in a hospital (acute care) setting. Home Health hours are not accepted. Volunteer hours and verification forms must be completed within one (1) year of the application deadline. A representative from each setting shall document the number of hours the student completed.
7. Physical Therapist Assistant Program forms will be provided by the Physical Therapist Assistant Program.
8. Admission requirements and number of admissions per year are subject to change without prior notice.
9. Three letters of recommendations should be emailed directly to the PTA department. Please check the website for details and requested format.
10. All applicants must achieve a minimum composite score on the ACT, SAT or college placement tests. These scores must be within five (5) years of the application deadline. **There are no exceptions.**
11. An essay must be submitted with the application the Physical Therapist Assistant Program. Essay topics are on the application. Please check the website for details.
12. Admission points are awarded for maintaining a 3.0 or better for one (1) semester with thirteen (13) or more credit hours. These hours must reflect one (1) science course and two academic courses required for admission. Students must submit a copy of the semester on an unofficial transcript to the PTA Program with the application for consideration.
13. Admission points are awarded for prerequisite courses taken at Bishop State Community College. Please see the program website for admission point scale.
14. Admission points are awarded for graduates of Mobile and Washington County High Schools.
15. Admissions points are awarded for students with an earned bachelor's degree in a related field. Applicants should visit the PTA Program website at https://www.bishop.edu/academics/health-related-professions/physical-therapist-assistant/, for applications, verification forms, and other information. If you have additional questions, please contact the PTA Program Office on the Baker-Gaines Central Campus for program information. Please check the program website for updates and changes to program requirements.

# 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.

## Course Requirements

### General Education Requirements

**(Prerequisites):**

### First Year, First Semester

- BIO 201 - Human Anatomy and Physiology I 4 credits

- ART 100 - Art Appreciation 3 credits
  **OR**
- MUS 101 - Music Appreciation 3 credits

- MTH 100 - Intermediate College Algebra 3 credits **or Higher**
- PSY 200 - General Psychology 3 credits

Total: 13 Credit Hours

## First Year, Second Semester

- BIO 202 - Human Anatomy and Physiology II 4 credits
- PSY 210 - Human Growth and Development 3 credits
- SPH 107 - Fundamentals of Public Speaking 3 credits
- ENG 101 - English Composition I 3 credits
- PHS 112 - Physical Science II 4 credits

Total: 17 Credit Hours

## Total Prerequisite Coursework: 30 Credit Hours

# Program Requirements Second Year

## First Semester

- PTA 180 - Medical Terminology 1 credits
- PTA 200 - PT Issues and Trends 2 credits
- PTA 202 - PTA Communication Skills 2 credits
- PTA 220 - Functional Anatomy and Kinesiology 3 credits
- PTA 222 - Kinesiology and Therapeutic Exercise Laboratory 2 credits
- PTA 240 - Physical Disabilities I 2 credits
- PTA 250 - Therapeutic Procedures I 4 credits

Total: 16 Credit Hours

## Second Semester

- PTA 230 - Neuroscience 2 credits
- PTA 231 - Rehabilitation Techniques 2 credits
- PTA 232 - Orthopedics for PTA 2 credits
- PTA 241 - Physical Disabilities II 2 credits
- PTA 251 - Therapeutic Procedures II 4 credits
- PTA 260 - Clinical Education I 1 credits
- PTA 266 - Clinical Field Work I 2 credits

Total: 15 Credit Hours

Third Semester

- PTA 201 - PTA Seminar 2 credits
- PTA 268 - Clinical Practicum 5 credits
- PTA 293 - Directed Study for PTA 1 credits

Total: 8 Credit Hours

Total Program Requirement Coursework: 69 Credit Hours

## Short-Term Certificate

# Medical Coding Short Certificate (CE)

Medical coding is the transformation of verbal descriptions of diseases, injuries, and procedures into alphanumeric designations. The coding of health-related data permits access to medical records by diagnoses and procedures for use in clinical care, research, and education. Currently, reimbursement of hospital and physician claims for Medicare patients depends entirely on the assignment of codes to describe diagnoses, services, and procedures provided.

Today, there are many demands for accurately coded data from the medical record in all types of health care institutions. In addition to their use on claims for reimbursement, codes are included on data sets used to evaluate the processes and outcomes of healthcare. Coded data are also used internally by institutions for quality management activities, case management, planning, marketing, and other administrative and research activities.

The Medical Coding Certificate Program prepares students with entry level skills need to code, classify, and index diagnoses and procedures for the purpose of reimbursement, standardization, retrieval and statistical analysis. Principals in ICD-10 CM/PCS, CPT coding and third-party reimbursement will be emphasized. The courses within the medical Coding Certificate program are also applicable to the A.A.S in Health Information Technology.

# What is Coding Certification?

The American Health Information Management Association's Council on Certification (COC) administers an entry-level coding certification examination, the CCA (Certified Coding Associate). Programs that meet the criteria for coding approval have been determined by AHIMA to contain the necessary components that would prepare a student to be a competent, entry-level coder. Students who complete an approved coding certificate program should be ready to sit for the CCA exam.

In addition, the American Health Information Management Association offers two coding specialist certification examinations: the CCS (Certified Coding Specialist) and CCS-P (Certified Coding Specialist-Physicians' Office). These mastery level certification examinations have been established to recognize individuals with specialized, advanced coding competencies. Individuals interested in either of these two mastery-level certifications should gain substantial coding experience before taking either of these examinations. They are not recommended for students who have recently completed a coding certificate program and have no other coding experience.

Note: All Medical Coding Certificate program courses are offered online with the exception of the Medical Coding Preceptorship and Medical Coding with Computers in which these two courses will be offered online in the near future.

Enrollment is limited to space available. Minimum requirements for consideration are as follows:

1. Application to the College.
2. Application to the Medical Coding Short Term Certificate Program. (Upon Request)
3. Transcript of all previous work.
4. "C" or better in each prerequisite course.
5. Personal interview with a committee may be required.

The courses are required prior to receiving the Medical Coding Short Certificate and may be completed on a part-time or full-time basis. Courses may be offered in the daytime, evening, or online.

## Course Requirements

- HIT 110 - Medical Terminology 3 credits
- HIT 111 - Diagnostic and Pharmacology 2 credits
- HIT 115 - Pathophysiology and Pharmacology for Hit 4 credits
- HIT 130 - Hit Classification and Reimbursement 3 credits
- HIT 151 - Health Data Content and Structure 3 credits
- HIT 230 - Medical Coding Systems I 3 credits
- HIT 231 - Medical Coding Skills Laboratory I 1 credits
- HIT 232 - Medical Coding Systems II 3 credits
- HIT 233 - Medical Coding Systems Laboratory II 1 credits
- HIT 235 - Medical Coding Systems III 2 credits
- HIT 286 - Expanded Medical Coding 2 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Credit Hours for Program Completion: 26 - 27 Credit Hours

# Technical Programs

CA = Carver

SW = Southwest

CE = Central

MN = Main

# Technical Programs

# Associate in Applied Science (AAS)

| | |
|---|---|
| Technical Credits in Program | 31 - 61 |

| | |
|---|---|
| General Education Requirements | 15 - 29 |
| (See program descriptions for specific requirements.) | |
| **Total Credit Hours** | **60 - 76** |

# Associate in Occupational Technologies Degree (AOT)

| | |
|---|---|
| Technical Credits in Major Area | 39 - 61 |
| General Education Requirements | 15 - 21 |
| (See program descriptions for specific requirements) | |
| **Total Credit Hours** | **60 - 76** |

# Certificate

| | |
|---|---|
| Technical Credits in Program | 11 - 54 |
| General Education Requirements | 6 - 19 |
| (See program descriptions for specific requirements) | |
| **Total Credit Hours** | **30 - 60** |

# Short Certificate

| | |
|---|---|
| Technical Credits in Program | 9 - 29 |
| General Education Requirements | 0 - 6 |
| **Total Credits in Program** | **9 - 29** |

All students enrolled in a career technical education program are required to take the ACT WorkKeys Alabama Career Readiness Certification (CRC) assessment at no charge to them before the certificate or diploma can be awarded.

## Associate in Applied Science

# Computer Information Systems Technology, AAS (MN)

A general program that focuses on computing, computer science, and information science and systems. Such programs are undifferentiated as to title and content and are not to be confused with specific programs in computer science, information science, or related support services.

## Technical Core

- CIS 146 - Microcomputer Applications 3 credits
- CIS 147 - Adavnced Micro Applications 3 credits
- CIS 149 - Introduction to Computers 3 credits
- CIS 150 - Computer Logic & Programming 3 credits
- CIS 215 - C# Programming 3 credits
- CIS 276 - Server Administration 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 18 - 19 Credit Hours

## Program Options

**Student MUST select one of the following program options**

## Application Development

- CIS 155 - Introduction to Mobile App Development 3 credits
- CIS 157 - Introduction to App Devleopment with Swift 3 credits
- CIS 212 - Visual Basic Programming 3 credits
- CIS 219 - Android App Development 3 credits
- CIS 220 - App Development with Swift I 3 credits
- CIS 227 - App Development with Swift II 3 credits
- CIS 259 - Advanced Mobile App Development 3 credits
- CIS 287 - Sql Server 3 credits
- GRD 114 - Illustration Graphics 3 credits

## Cyber Defense

- CIS 245 - Cyber Defense 3 credits
- CIS 246 - Ethical Hacking 3 credits
- CIS 270 - Cisco CCNA I 3 credits
- CIS 271 - Cisco CCNA II 3 credits
- CIS 272 - Cisco CCNA III 3 credits
- CIS 273 - Cisco CCNA IV 3 credits
- CIS 278 - Directory Services Administration 3 credits
- CIS 280 - Network Security 3 credits
- CIS 282 - Computer Forensics 3 credits

## Management Information Systems

- BUS 241 - Principles of Accounting I 3 credits
- BUS 242 - Principles of Accounting II 3 credits
- BUS 263 - The Legal and Social Environment of Business 3 credits

- BUS 271 - Business Statistics I 3 credits
- BUS 285 - Principles of Marketing 3 credits
- CIS 212 - Visual Basic Programming 3 credits
- CIS 278 - Directory Services Administration 3 credits
- CIS 280 - Network Security 3 credits
- CIS 287 - Sql Server 3 credits

Total Program Option Coursework: 27 Credit Hours

# General Education Requirements

## English Composition

**Must complete English Composition I and II**

- ENG 101 - English Composition I 3 credits
- ENG 102 - English Composition II 3 credits

## Humanities and Fine Arts

**Must choose one humanities or fine arts course, Art of Music Appreciation preferred. May not take Speech.**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

Total: 3 Credit Hours

## Mathematics

**Select one Math Course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits

- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

## Total: 3 Credit Hours

## Natural Sciences

**Choose one 4 hour Natural Science Course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

## Total: 4 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

## Total: 3 Credit Hours

## Total General Education Coursework: 19 Credit Hours

## Total Credit Hours for Program Completion: 64 - 65 Credit Hours

# Culinary Arts, AAS (CA)

This program prepares individuals to provide professional chef and related cooking services in restaurants and other commercial food establishments. Includes instruction in recipe and menu planning, preparing and cooking of foods, supervising and training kitchen assistants, the management of food supplies and kitchen resources, aesthetics of food presentation, and familiarity or mastery of a wide variety of cuisines and culinary techniques.

## Technical Core

- CUA 101 - Orientation to the Hospitality Profession 3 credits
- CUA 110 - Basic Food Preparation 3 credits
- CUA 111 - Foundations in Nutrition 3 credits
- CUA 112 - Sanitation, Safety and Food Service 2 credits
- CUA 114 - Meal Management 3 credits
- CUA 120 - Basic Food Preparation Lab 2 credits
- CUA 204 - Foundations of Baking 3 credits
- CUA 205 - Intro to Garde Manger 3 credits
- CUA 208 - Advanced Baking 3 credits
- CUA 210 - Beverage Management 2 credits
- CUA 213 - Food Purchasing and Cost Control 3 credits
- CUA 217 - Introduction to Pastries 2 credits
- CUA 222 - Dietary Management 3 credits
- CUA 251 - Menu Design 3 credits
- CUA 262 - Restaurant Management and Supervision 3 credits

  Choose CUA102 or CUA173
- CUA 102 - Catering 3 credits
- CUA 173 - Culinary Arts Apprenticeship 3 credits

- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 44 - 45 Credit Hours

## General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

## Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits

- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

## Total General Education Coursework: 16 Credit Hours

## Total Credit Hours for Program Completion: 60 - 61 Credit Hours

# Drafting and Design Technology, AAS (MN)

This program prepares individuals to generally apply technical skills to create working drawings and computer simulations for a variety of applications. Includes instruction in specification interpretation, dimensioning techniques, drafting calculations, material estimation, technical communications, computer applications, and interpersonal communications.

## Technical Core

- ADM 116 - Introduction to CATIA 3 credits

- ADM 128 - Plastic Material Processes 3 credits
- ADM 261 - Reverse Engineering 3 credits
- CDT 221 - Structural Drafting for Technicians 3 credits
- DDT 104 - Basic Computer Aided Drafting and Design 3 credits
- DDT 124 - Technical Drawing I 3 credits
- DDT 127 - Intermediate Computer Aided Drafting and Design 3 credits
- DDT 131 - Basic Machine Drafting 3 credits
- DDT 132 - Architectural Drafting 3 credits
- DDT 212 - Intermediate Architectural Drafting 3 credits
- DDT 214 - Pipe Drafting 3 credits
- DDT 232 - CAD Customization 3 credits
- DDT 233 - Advanced CAD 3 credits
- DDT 244 - Advanced 3D Modeling 3 credits

Select ADM101 or DDT111

- ADM 101 - Precision Measurement 3 credits
- DDT 111 - Fundamentals of Drafting and Design Technology 3 credits

- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 45 - 46 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits

- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

## Total: 3 Credit Hours

## Total General Education Coursework: 16 Credit Hours

## Total Credit Hours for Program Completion: 61 - 62 Credit hours

# Electronics Engineering Technology, AAS (SW)

This program prepares individuals to apply basic engineering principles and technical skills in support of electrical, electronics and communication engineers. Includes instruction in electrical circuitry, prototype development and testing, systems analysis and testing, systems maintenance, instrument calibration, and report preparation.

## Technical Core

- CIS 215 - C# Programming 3 credits
- EET 105 - Solid State Fundamentals 3 credits
- EET 112 - Concepts of Direct Current 5 credits
- EET 113 - Concepts of Alternating Current 5 credits
- EET 119 - Circuit Fabrication 1 credits
- EET 203 - Electronic Circuits I 3 credits
- EET 206 - Digital Fundamentals 3 credits
- EET 230 - Communications Basics 3 credits
- EET 231 - Communications Basics Laboratory 1 credits
- EET 234 - Robotic Systems 3 credits
- EET 239 - Robotic Systems Lab 2 credits
- EET 249 - CET Preparation 3 credits
- EET 260 - Microprocessors Interfacing 3 credits
- EET 261 - Microprocessors Interfacing Laboratory 1 credits
- EET 290 - Electronics Project 1-3 credits

- ELT 253 - Industrial Robotics 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hour of coursework should take ORI101.

## Total Technical Core Coursework: 45 - 46 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits

- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

## Total General Education Coursework: 16 Credit Hours

## Total Credit Hours for Program Completion: 61 - 62 Credit Hours

# Graphic Communications Technology, AAS (MN)

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, and learn prepress and press operations.

## Technical Core

- GRD 101 - Introduction Graphics 3 credits
- GRD 112 - Layout and Design 3 credits
- GRD 114 - Illustration Graphics 3 credits
- GRD 116 - Photoshop 3 credits
- GRD 118 - Graphics Design Techniques 3 credits
- GRD 121 - Digital Photography Foundation 3 credits
- GRD 143 - Digital Video Foundation 3 credits
- GRD 190 - Portfolio Preparation 3 credits
- GRD 208 - Graphics Business Management 3 credits
- GRD 212 - Publication Design 3 credits
- GRD 214 - Illustration Design Techniques 3 credits
- GRD 250 - Web Media 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 36 - 37 Credit Hours

## Program Options

**Student MAY select one of the following program options**

## Advanced Digital Photography

- GRD 171 - Digital Photography Techniques 3 credits
- GRD 216 - Photoshop Techniques 3 credits
- GRD 221 - Conceptual Digital Photography 3 credits
- GRD 271 - Digital Photography Studio 3 credits

## Advanced Digital Video

- GRD 183 - Digital Video Production 3 credits
- GRD 243 - Digital Video Effects 3 credits
- GRD 283 - Digital Video Studio 3 credits

- GRD 287 - 3-D Studio 3 credits

## Animation

- GRD 137 - 3-D Fundamentals 3 credits
- GRD 187 - 3-D Animation 3 credits
- GRD 219 - Photoshop Imaging 3 credits
- GRD 237 - 3-D Graphics and Animation 3 credits

## Total Program Option Coursework: 12 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits

- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 16 Credit Hours

Total Credit Hours for Program Completion: 64 - 65 Credit Hours

# Process and Maintenance Technology, AAS (SW)

The Process and Maintenance Technology program 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.

## Technical Core

- EET 112 - Concepts of Direct Current 5 credits
- EET 113 - Concepts of Alternating Current 5 credits
- ELT 117 - AC/DC Machines 3 credits
- ELT 209 - Motor Controls I 3 credits
- ELT 230 - Programmable Controls 6 credits
- INT 105 - Introduction to Process Control Technology 3 credits
- INT 117 - Principles of Industrial Mechanics 3 credits
- INT 118 - Fundamentals of Industrial Hydraulics and Pneumatics 3 credits
- INT 129 - Industrial Safety and Maintenance Techniques 3 credits
- IST 137 - Industrial Process Equipment 5 credits
- IST 167 - Industrial Measurements 5 credits
- IST 207 - Principles of Automatic Control 5 credits
- IST 233 - Unit Operation 5 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

Total Technical Core Requirements: 52 - 53 Credit Hours

## General Education Requirements

## English Composition

**Choose ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  **or**
- ENG 131 - Applied Writing I 3 credits

Total: 3 Credit Hours

## Humanities and Fine Arts

**Must choose one humanities or fine arts course, Art of Music Appreciation preferred. May not take Speech.**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

Total: 3 Credit Hours

## Mathematics

**Select one Math Course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## Natural Sciences

**Choose one 4 hour Natural Science Course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits

- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

Total General Education Coursework: 16 Credit Hours

Total Credit Hours for Program Completion: 68 - 69 Credit Hours

## Associate in Occupational Technologies

# Air Conditioning/Refrigeration Technology, Business, AOT (SW)

This program prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing and using air conditioning, refrigeration, ventilation, and heating systems. Includes instruction in principles of heating and cooling technology, design and operational testing, inspection and maintenance procedures, installation and operation procedures, and report preparation. The program includes a minor concentration in business coursework.

## Technical Core

- ACR 111 - Refrigeration Principles 3 credits
- ACR 112 - HVACR Service Procedures 3 credits
- ACR 113 - Refrigeration Piping Practices 3 credits
- ACR 121 - Principles of Electricity for HVACR 3 credits
- ACR 122 - HVACR Electrical Circuits 3 credits
- ACR 123 - HVACR Electrical Components 3 credits
- ACR 125 - Fundamentals of Gas and Electrical Heating Systems 6 credits
- ACR 132 - Residential Air Conditioning 3 credits
- ACR 134 - Ice Machines 3 credits
- ACR 147 - Refrigerant Transition and Recovery Theory 3 credits
- ACR 148 - Heat Pump Systems I 3 credits
- ACR 149 - Heat Pump Systems II 3 credits
- ACR 203 - Commercial Refrigeration 3 credits
- ACR 209 - Commercial Air Conditioning 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 45-46 Credit Hours

# Minor Requirements

**Choose 12 credit hours with instructor approval**

- ACT 145 - Basic Accounting Procedures 3 credits
- BUS 100 - Introduction to Business 3 credits
- BUS 147 - Introduction to Finance 3 credits
- BUS 186 - Elements of Supervision 3 credits
- BUS 241 - Principles of Accounting I 3 credits
- BUS 242 - Principles of Accounting II 3 credits
- BUS 263 - The Legal and Social Environment of Business 3 credits
- BUS 271 - Business Statistics I 3 credits
- BUS 272 - Business Statistics II 3 credits
- BUS 275 - Principles of Management 3 credits
- BUS 276 - Human Resource Management 3 credits
- BUS 285 - Principles of Marketing 3 credits

## Total Minor Requirement Coursework: 12 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits

- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

## Total: 3 Credit Hours

## Total General Education Coursework: 16 Credit Hours

## Total Credit Hours for Program Completion: 73-74 Credit Hours

# Air Conditioning/Refrigeration Technology, Electrical, AOT (SW)

This program prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing and using air conditioning, refrigeration, ventilation, and heating systems. Includes instruction in principles of heating and cooling technology, design and operational testing, inspection and maintenance procedures, installation and operation procedures, and report preparation. The program includes a minor concentration in Electrical Technology.

## Technical Core

- ACR 111 - Refrigeration Principles 3 credits
- ACR 112 - HVACR Service Procedures 3 credits
- ACR 113 - Refrigeration Piping Practices 3 credits
- ACR 121 - Principles of Electricity for HVACR 3 credits
- ACR 122 - HVACR Electrical Circuits 3 credits
- ACR 123 - HVACR Electrical Components 3 credits
- ACR 125 - Fundamentals of Gas and Electrical Heating Systems 6 credits
- ACR 132 - Residential Air Conditioning 3 credits
- ACR 134 - Ice Machines 3 credits
- ACR 147 - Refrigerant Transition and Recovery Theory 3 credits
- ACR 148 - Heat Pump Systems I 3 credits
- ACR 149 - Heat Pump Systems II 3 credits
- ACR 203 - Commercial Refrigeration 3 credits
- ACR 209 - Commercial Air Conditioning 3 credits

- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 45-46 Credit Hours

# Minor Requirements

**Choose 12 credit hours with instructor approval**

- ELT 104 - Distribution System 3 credits
- ELT 108 - DC Fundamentals 3 credits
- ELT 109 - AC Fundamentals 3 credits
- ELT 116 - Residential Wiring 6 credits
- ELT 117 - AC/DC Machines 3 credits
- ELT 118 - Commercial/Industrial Wiring I 3 credits
- ELT 209 - Motor Controls I 3 credits
- ELT 230 - Programmable Controls 6 credits
- ELT 241 - National Electrical Code 3 credits

## Total Minor Requirement Coursework: 12 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits

- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

## Total: 3 Credit Hours

## Total General Education Coursework: 16 Credit Hours

## Total Credit Hours for Program Completion: 73 - 74 Credit Hours

# Automotive Body Technology, Automotive Technology, AOT (CA)

This program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating. The program includes a minor concentration in Automotive Technology.

## Technical Core

- ABR 111 - Non-Structural Repair 3 credits
- ABR 114 - Non-Structural Panel Replacement 3 credits
- ABR 122 - Surface Preparation 3 credits
- ABR 123 - Paint Application and Equipment 3 credits
- ABR 151 - Safety and Environmental Practices 3 credits
- ABR 157 - Automotive Plastic Repairs 3 credits
- ABR 214 - Automotive Structural Repair 3 credits
- ABR 261 - Restraint Systems 3 credits
- ABR 269 - Estimating and Damage Analysis 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101.

## Total Technical Core Coursework: 27 - 28 Credit Hours

## Minor Requirements

**Choose 18 credit hours with instructor approval**

- AUM 101 - Fundamentals of Automotive Technology 3 credits
- AUM 112 - Electrical Fundamentals 3 credits
- AUM 121 - Braking Systems 3 credits
- AUM 122 - Suspension and Steering 3 credits
- AUM 124 - Engine Repair I 3 credits
- AUM 130 - Drive Train and Axles 3 credits
- AUM 133 - Motor Vehicle Air Conditioning 3 credits
- AUM 162 - Electrical and Electronic Systems 3 credits
- AUM 220 - Engine Repair II 3 credits
- AUM 224 - Manual Transmissions 3 credits
- AUM 230 - Automatic Transmissions 3 credits
- AUM 239 - Engine Performance I 3 credits
- AUM 244 - Engine Performance II 3 credits

## Total Minor Requirement Coursework: 18 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits

- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 16 Credit Hours

Total Credit Hours for Program Completion: 64 - 65 Credit Hours

# Automotive Body Technology, Diesel Technology, AOT (CA)

This program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating. The program includes a minor concentration in Diesel Technology.

## Technical Core

- ABR 111 - Non-Structural Repair 3 credits
- ABR 114 - Non-Structural Panel Replacement 3 credits
- ABR 122 - Surface Preparation 3 credits
- ABR 123 - Paint Application and Equipment 3 credits
- ABR 151 - Safety and Environmental Practices 3 credits
- ABR 157 - Automotive Plastic Repairs 3 credits
- ABR 214 - Automotive Structural Repair 3 credits
- ABR 261 - Restraint Systems 3 credits
- ABR 269 - Estimating and Damage Analysis 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101.

Total Technical Core Coursework: 27 - 28 Credit Hours

## Minor Requirements

**Choose 18 credit hours with instructor approval**

- DEM 104 - Basic Engines 3 credits
- DEM 105 - Preventive Maintenance 3 credits
- DEM 111 - Equipment Safety/Mechanical Fundamentals 3 credits
- DEM 117 - Diesel and Gas Tune-up 3 credits
- DEM 122 - Heavy Vehicle Brakes 3 credits
- DEM 123 - Pneumatics and Hydraulics 3 credits
- DEM 125 - Heavy Vehicle Drive Trains 3 credits
- DEM 126 - Advanced Engine Analysis 3 credits
- DEM 127 - Fuel Systems 3 credits
- DEM 130 - Electrical/Electronic Fundamentals 3 credits
- DEM 135 - Heavy Vehicle Steering and Suspension 3 credits
- DEM 137 - Heating, Air Conditioning, and Refrigeration Systems 3 credits

## Total Minor Requirement Coursework: 18 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits

- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 16 Credit Hours

Total Credit Hours for Program Completion: 64 - 65 Credit Hours

# Automotive Technology, Automotive Body Technology, AOT (SW)

This program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems. The program includes a minor concentration in Automotive Body Technology.

## Technical Core

- AUM 101 - Fundamentals of Automotive Technology 3 credits
- AUM 112 - Electrical Fundamentals 3 credits
- AUM 121 - Braking Systems 3 credits
- AUM 122 - Suspension and Steering 3 credits
- AUM 124 - Engine Repair I 3 credits
- AUM 130 - Drive Train and Axles 3 credits
- AUM 133 - Motor Vehicle Air Conditioning 3 credits
- AUM 162 - Electrical and Electronic Systems 3 credits
- AUM 220 - Engine Repair II 3 credits
- AUM 224 - Manual Transmissions 3 credits
- AUM 230 - Automatic Transmissions 3 credits
- AUM 239 - Engine Performance I 3 credits
- AUM 244 - Engine Performance II 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

Total Technical Core Coursework: 39 - 40 Credit Hours

## Minor Requirements

**Choose 12 credit hours with instructor approval**

- ABR 111 - Non-Structural Repair 3 credits
- ABR 114 - Non-Structural Panel Replacement 3 credits
- ABR 122 - Surface Preparation 3 credits
- ABR 123 - Paint Application and Equipment 3 credits
- ABR 151 - Safety and Environmental Practices 3 credits
- ABR 157 - Automotive Plastic Repairs 3 credits
- ABR 214 - Automotive Structural Repair 3 credits
- ABR 261 - Restraint Systems 3 credits
- ABR 269 - Estimating and Damage Analysis 3 credits

## Total Minor Requirement Coursework: 12 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

## Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

## Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits

- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 16 Credit Hours

Total Credit Hours for Program Completion: 70-71 Credit Hours

# Automotive Technology, Diesel Technology, AOT (SW)

This program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems. The program includes a minor concentration in Diesel Technology.

## Technical Core

- AUM 101 - Fundamentals of Automotive Technology 3 credits
- AUM 112 - Electrical Fundamentals 3 credits
- AUM 121 - Braking Systems 3 credits
- AUM 122 - Suspension and Steering 3 credits
- AUM 124 - Engine Repair I 3 credits
- AUM 130 - Drive Train and Axles 3 credits
- AUM 133 - Motor Vehicle Air Conditioning 3 credits
- AUM 162 - Electrical and Electronic Systems 3 credits
- AUM 220 - Engine Repair II 3 credits
- AUM 224 - Manual Transmissions 3 credits
- AUM 230 - Automatic Transmissions 3 credits
- AUM 239 - Engine Performance I 3 credits
- AUM 244 - Engine Performance II 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

Total Technical Core Coursework: 39 - 40 Credit Hours

## Minor Requirements

**Choose 12 credit hours with instructor approval**

- DEM 104 - Basic Engines 3 credits
- DEM 105 - Preventive Maintenance 3 credits

- DEM 111 - Equipment Safety/Mechanical Fundamentals 3 credits
- DEM 117 - Diesel and Gas Tune-up 3 credits
- DEM 122 - Heavy Vehicle Brakes 3 credits
- DEM 123 - Pneumatics and Hydraulics 3 credits
- DEM 125 - Heavy Vehicle Drive Trains 3 credits
- DEM 126 - Advanced Engine Analysis 3 credits
- DEM 127 - Fuel Systems 3 credits
- DEM 130 - Electrical/Electronic Fundamentals 3 credits
- DEM 135 - Heavy Vehicle Steering and Suspension 3 credits
- DEM 137 - Heating, Air Conditioning, and Refrigeration Systems 3 credits

## Total Minor Requirement Coursework: 12 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

## Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

## Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits

- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 16 Credit Hours

Total Credit Hours for Program Completion: 70 - 71 Credit hours

# Barbering and Hair Styling, Business, AOT (CA)

This program prepares individuals to shave and trim facial/neck hair and beards, cut and dress hair, fit hairpieces, give facial and scalp massages, apply cosmetic treatments, and to prepare for licensure as professional barbers at various levels. Includes instruction in facial shaving; beard and mustache shaping and trimming; shampooing; hair cutting; hair styles and styling art; facial treatments and massage; chemical applications; hair and scalp anatomy and physiology; hairpiece and toupee fitting; equipment operation; health and safety; customer service; and shop business practices. The program includes a minor concentration in business coursework.

## Technical Core

- BAR 109 - Bacteriology and Sanitation 3 credits
- BAR 110 - Orientation to Barbering 3 credits
- BAR 111 - Science of Barbering 3 credits
- BAR 112 - Bacteriology and Sanitation 3 credits
- BAR 113 - Barber-Styling Laboratory 3 credits
- BAR 115 - Cutting and Styling Techniques 3 credits
- BAR 120 - Properties of Chemistry 3 credits
- BAR 121 - Chemical Hair Processing 3 credits
- BAR 122 - Hair Coloring Chemistry 3 credits
- BAR 124 - Hair Coloring Methodology Laboratory 3 credits
- BAR 130 - Marketing and Business Management 3 credits
- BAR 132 - Hair Styling and Design 3 credits
- BAR 133 - Hair Styling and Management Laboratory 3 credits
- BAR 141 - Practicum 2 credits
- BAR 143 - State Board Review 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

Total Technical Core Coursework: 44 - 45 Credit Hours

## Minor Requirements

**Choose 12 credit hours with instructor approval**

- ACT 145 - Basic Accounting Procedures 3 credits
- BUS 100 - Introduction to Business 3 credits
- BUS 147 - Introduction to Finance 3 credits
- BUS 186 - Elements of Supervision 3 credits
- BUS 241 - Principles of Accounting I 3 credits
- BUS 242 - Principles of Accounting II 3 credits
- BUS 263 - The Legal and Social Environment of Business 3 credits
- BUS 271 - Business Statistics I 3 credits
- BUS 272 - Business Statistics II 3 credits
- BUS 275 - Principles of Management 3 credits
- BUS 276 - Human Resource Management 3 credits
- BUS 285 - Principles of Marketing 3 credits

## Total Minor Requirement Coursework: 12 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits

- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 16 Credit Hours

Total Credit Hours for Program Completion: 72 - 73 Credit Hours

# Barbering and Hair Styling, Cosmetology, AOT (CA)

This program prepares individuals to shave and trim facial/neck hair and beards, cut and dress hair, fit hairpieces, give facial and scalp massages, apply cosmetic treatments, and to prepare for licensure as professional barbers at various levels. Includes instruction in facial shaving; beard and mustache shaping and trimming; shampooing; hair cutting; hair styles and styling art; facial treatments and massage; chemical applications; hair and scalp anatomy and physiology; hairpiece and toupee fitting; equipment operation; health and safety; customer service; and shop business practices. The program includes a minor concentration in Cosmetology.

## Technical Core

- BAR 109 - Bacteriology and Sanitation 3 credits
- BAR 110 - Orientation to Barbering 3 credits
- BAR 111 - Science of Barbering 3 credits
- BAR 112 - Bacteriology and Sanitation 3 credits
- BAR 113 - Barber-Styling Laboratory 3 credits
- BAR 115 - Cutting and Styling Techniques 3 credits
- BAR 120 - Properties of Chemistry 3 credits
- BAR 121 - Chemical Hair Processing 3 credits
- BAR 122 - Hair Coloring Chemistry 3 credits
- BAR 124 - Hair Coloring Methodology Laboratory 3 credits
- BAR 130 - Marketing and Business Management 3 credits
- BAR 132 - Hair Styling and Design 3 credits
- BAR 133 - Hair Styling and Management Laboratory 3 credits
- BAR 141 - Practicum 2 credits
- BAR 143 - State Board Review 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

Total Technical Core Coursework: 44 - 45 Credit Hours

## Minor Requirements

**Choose 12 credit hours with instructor approval**

- COS 111 - Cosmetology Science and Art 3 credits
- COS 112 - Cosmetology Science and Art Laboratory 3 credits
- COS 113 - Chemical Methodology 3 credits
- COS 114 - Chemical Methodology Laboratory 3 credits
- COS 115 - Hair Coloring Theory 3 credits
- COS 116 - Hair Coloring Lab 3 credits
- COS 117 - Basic Spa Techniques 3 credits
- COS 118 - Basic Spa Techniques Lab 3 credits
- COS 133 - Salon Management Technology 3 credits
- COS 137 - Hair Shaping and Design Theory 3 credits
- COS 145 - Hair Shaping Laboratory 3 credits
- COS 146 - Hair Additions 3 credits
- COS 151 - Nail Care 3 credits

## Total Minor Requirement Coursework: 12 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits

- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 16 Credit Hours

Total Credit Hours for Program Completion: 72 - 73 Credit Hours

# Cosmetology, Barbering, AOT (SW)

This program generally prepares individuals to cut, trim, and style scalp, facial, and body hair; apply cosmetic preparations; perform manicures and pedicures; massage the head and extremities; and prepare for practice as licensed cosmetologists in specialized or full-service salons. Includes instruction in hair cutting and styling, manicuring, pedicuring, facial treatments, shampooing, chemical applications, esthetics, shop management, sanitation and safety, customer service, and applicable professional and labor laws and regulations. The program includes a minor concentration in Barbering and Hair Styling.

## Technical Core

- COS 111 - Cosmetology Science and Art 3 credits
- COS 112 - Cosmetology Science and Art Laboratory 3 credits
- COS 113 - Chemical Methodology 3 credits
- COS 114 - Chemical Methodology Laboratory 3 credits
- COS 115 - Hair Coloring Theory 3 credits
- COS 116 - Hair Coloring Lab 3 credits
- COS 117 - Basic Spa Techniques 3 credits
- COS 118 - Basic Spa Techniques Lab 3 credits
- COS 133 - Salon Management Technology 3 credits
- COS 137 - Hair Shaping and Design Theory 3 credits
- COS 145 - Hair Shaping Laboratory 3 credits
- COS 146 - Hair Additions 3 credits
- COS 151 - Nail Care 3 credits
- COS 167 - State Board Review 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 42 - 43 Credit Hours

# Minor Requirements

**Choose 12 credit hours with instructor approval**

- BAR 109 - Bacteriology and Sanitation 3 credits
- BAR 110 - Orientation to Barbering 3 credits
- BAR 111 - Science of Barbering 3 credits
- BAR 112 - Bacteriology and Sanitation 3 credits
- BAR 113 - Barber-Styling Laboratory 3 credits
- BAR 115 - Cutting and Styling Techniques 3 credits
- BAR 132 - Hair Styling and Design 3 credits
- BAR 133 - Hair Styling and Management Laboratory 3 credits
- BAR 120 - Properties of Chemistry 3 credits
- BAR 121 - Chemical Hair Processing 3 credits
- BAR 122 - Hair Coloring Chemistry 3 credits
- BAR 124 - Hair Coloring Methodology Laboratory 3 credits
- BAR 130 - Marketing and Business Management 3 credits

## Total Minor Requirements Coursework: 12 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits

- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

## Total: 3 Credit Hours

## Total General Education Coursework: 16 Credit Hours

## Total Credit Hours for Program Completion: 70 - 71 Credit Hours

# Cosmetology, Business, AOT (SW)

This program generally prepares individuals to cut, trim, and style scalp, facial, and body hair; apply cosmetic preparations; perform manicures and pedicures; massage the head and extremities; and prepare for practice as licensed cosmetologists in specialized or full-service salons. Includes instruction in hair cutting and styling, manicuring, pedicuring, facial treatments, shampooing, chemical applications, esthetics, shop management, sanitation and safety, customer service, and applicable professional and labor laws and regulations. The program includes a minor concentration in business coursework.

## Technical Core

- COS 111 - Cosmetology Science and Art 3 credits
- COS 112 - Cosmetology Science and Art Laboratory 3 credits
- COS 113 - Chemical Methodology 3 credits
- COS 114 - Chemical Methodology Laboratory 3 credits
- COS 115 - Hair Coloring Theory 3 credits
- COS 116 - Hair Coloring Lab 3 credits
- COS 117 - Basic Spa Techniques 3 credits
- COS 118 - Basic Spa Techniques Lab 3 credits
- COS 133 - Salon Management Technology 3 credits
- COS 137 - Hair Shaping and Design Theory 3 credits
- COS 145 - Hair Shaping Laboratory 3 credits
- COS 146 - Hair Additions 3 credits
- COS 151 - Nail Care 3 credits
- COS 167 - State Board Review 3 credits

- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 42 - 43 Credit Hours

# Minor Requirements

**Choose 12 credit hours with instructor approval**

- ACT 145 - Basic Accounting Procedures 3 credits
- BUS 100 - Introduction to Business 3 credits
- BUS 147 - Introduction to Finance 3 credits
- BUS 186 - Elements of Supervision 3 credits
- BUS 285 - Principles of Marketing 3 credits
- BUS 241 - Principles of Accounting I 3 credits
- BUS 242 - Principles of Accounting II 3 credits
- BUS 263 - The Legal and Social Environment of Business 3 credits
- BUS 271 - Business Statistics I 3 credits
- BUS 272 - Business Statistics II 3 credits
- BUS 275 - Principles of Management 3 credits
- BUS 276 - Human Resource Management 3 credits

## Total Minor Requirement Coursework: 12 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits

- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

## Total General Education Coursework: 16 Credit Hours

## Total Credit Hours for Program Completion: 70-71 Credit Hours

# Cosmetology, Nail Technology, AOT (SW)

This program generally prepares individuals to cut, trim, and style scalp, facial, and body hair; apply cosmetic preparations; perform manicures and pedicures; massage the head and extremities; and prepare for practice as licensed cosmetologists in specialized or full-service salons. Includes instruction in hair cutting and styling, manicuring, pedicuring, facial treatments, shampooing, chemical applications, esthetics, shop management, sanitation and safety, customer service, and applicable professional and labor laws and regulations. The program includes a minor concentration in Nail Technology.

## Technical Core

- COS 111 - Cosmetology Science and Art 3 credits
- COS 112 - Cosmetology Science and Art Laboratory 3 credits
- COS 113 - Chemical Methodology 3 credits
- COS 114 - Chemical Methodology Laboratory 3 credits
- COS 115 - Hair Coloring Theory 3 credits
- COS 116 - Hair Coloring Lab 3 credits
- COS 117 - Basic Spa Techniques 3 credits
- COS 118 - Basic Spa Techniques Lab 3 credits
- COS 133 - Salon Management Technology 3 credits
- COS 137 - Hair Shaping and Design Theory 3 credits
- COS 145 - Hair Shaping Laboratory 3 credits
- COS 146 - Hair Additions 3 credits

- COS 167 - State Board Review 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Core Requirement Coursework: 39 - 40 Credit Hours

# Minor Requirements

- COS 151 - Nail Care 3 credits
- COS 152 - Nail Care Applications 3 credits
- COS 153 - Nail Art 3 credits
- COS 154 - Nail Art Applications 3 credits
- COS 161 - Cosmetology/Nail Anatomy 1 credits

## Total Minor Requirement Coursework: 13 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits

- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 16 Credit Hours

Total Credit Hours for Program Completion: 68 - 69 Credit Hours

# Diesel Technology, Automotive Body Technology, AOT (SW)

This program prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as automobiles, buses, ships, trucks, railroad locomotives, and construction equipment; as well as stationary diesel engines in electrical generators and related equipment. The program includes a minor concentration in Automotive Body.

## Technical Core

- DEM 104 - Basic Engines 3 credits
- DEM 105 - Preventive Maintenance 3 credits
- DEM 117 - Diesel and Gas Tune-up 3 credits
- DEM 122 - Heavy Vehicle Brakes 3 credits
- DEM 111 - Equipment Safety/Mechanical Fundamentals 3 credits
- DEM 123 - Pneumatics and Hydraulics 3 credits
- DEM 125 - Heavy Vehicle Drive Trains 3 credits
- DEM 126 - Advanced Engine Analysis 3 credits
- DEM 127 - Fuel Systems 3 credits
- DEM 130 - Electrical/Electronic Fundamentals 3 credits
- DEM 135 - Heavy Vehicle Steering and Suspension 3 credits
- DEM 137 - Heating, Air Conditioning, and Refrigeration Systems 3 credits
- DEM 192 - CO-OP Diesel Technology 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

Total Technical Core Coursework: 39 - 40 Credit Hours

## Minor Requirements

**Choose 12 credit hours with instructor approval**

- ABR 111 - Non-Structural Repair 3 credits
- ABR 114 - Non-Structural Panel Replacement 3 credits
- ABR 122 - Surface Preparation 3 credits
- ABR 123 - Paint Application and Equipment 3 credits
- ABR 151 - Safety and Environmental Practices 3 credits
- ABR 157 - Automotive Plastic Repairs 3 credits
- ABR 214 - Automotive Structural Repair 3 credits
- ABR 261 - Restraint Systems 3 credits
- ABR 269 - Estimating and Damage Analysis 3 credits

## Total Minor Requirement Coursework: 12 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits

- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 16 Credit Hours

Total Credit Hours for Program Completion: 67 - 68 Credit Hours

# Diesel Technology, Automotive Technology, AOT (SW)

This program prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as automobiles, buses, ships, trucks, railroad locomotives, and construction equipment; as well as stationary diesel engines in electrical generators and related equipment. The program includes a minor concentration in Automotive.

## Technical Core

- DEM 104 - Basic Engines 3 credits
- DEM 105 - Preventive Maintenance 3 credits
- DEM 117 - Diesel and Gas Tune-up 3 credits
- DEM 122 - Heavy Vehicle Brakes 3 credits
- DEM 111 - Equipment Safety/Mechanical Fundamentals 3 credits
- DEM 123 - Pneumatics and Hydraulics 3 credits
- DEM 125 - Heavy Vehicle Drive Trains 3 credits
- DEM 126 - Advanced Engine Analysis 3 credits
- DEM 127 - Fuel Systems 3 credits
- DEM 130 - Electrical/Electronic Fundamentals 3 credits
- DEM 135 - Heavy Vehicle Steering and Suspension 3 credits
- DEM 137 - Heating, Air Conditioning, and Refrigeration Systems 3 credits
- DEM 192 - CO-OP Diesel Technology 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

Total Technical Core Coursework: 39 - 40 Credit Hours

## Minor Requirements

**Choose 12 credit hours with instructor approval**

- AUM 101 - Fundamentals of Automotive Technology 3 credits
- AUM 112 - Electrical Fundamentals 3 credits
- AUM 121 - Braking Systems 3 credits
- AUM 122 - Suspension and Steering 3 credits
- AUM 124 - Engine Repair I 3 credits

- AUM 130 - Drive Train and Axles 3 credits
- AUM 133 - Motor Vehicle Air Conditioning 3 credits
- AUM 162 - Electrical and Electronic Systems 3 credits
- AUM 220 - Engine Repair II 3 credits
- AUM 224 - Manual Transmissions 3 credits
- AUM 230 - Automatic Transmissions 3 credits
- AUM 239 - Engine Performance I 3 credits
- AUM 244 - Engine Performance II 3 credits

## Total Minor Requirement Coursework: 12 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits

- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 16 Credit Hours

Total Credit Hours for Program Completion : 67 - 68 Credit Hours

# Diesel Technology, Truck Driving, AOT (SW)

This program prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as automobiles, buses, ships, trucks, railroad locomotives, and construction equipment; as well as stationary diesel engines in electrical generators and related equipment. The program includes a minor concentration in Truck Driving.

## Technical Core

- DEM 104 - Basic Engines 3 credits
- DEM 105 - Preventive Maintenance 3 credits
- DEM 117 - Diesel and Gas Tune-up 3 credits
- DEM 122 - Heavy Vehicle Brakes 3 credits
- DEM 111 - Equipment Safety/Mechanical Fundamentals 3 credits
- DEM 123 - Pneumatics and Hydraulics 3 credits
- DEM 125 - Heavy Vehicle Drive Trains 3 credits
- DEM 126 - Advanced Engine Analysis 3 credits
- DEM 127 - Fuel Systems 3 credits
- DEM 130 - Electrical/Electronic Fundamentals 3 credits
- DEM 135 - Heavy Vehicle Steering and Suspension 3 credits
- DEM 137 - Heating, Air Conditioning, and Refrigeration Systems 3 credits
- DEM 192 - CO-OP Diesel Technology 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

Total Technical Core Coursework: 39 - 40 Credit Hours

## Minor Requirements

Students must complete all technical core coursework prior to enrolling in truck driving courses.

- TRK 111 - Basic Vehicle Operation 4 credits
- TRK 112 - Safe Operating Practices 3 credits
- TRK 113 - Non-Vehicle Activities 2 credits
- TRK 114 - Vehicle Maintenance 2 credits
- TRK 115 - Advanced Operating Practices 1 credits
- TRK 116 - Proficiency Development 1 credits

- TRK 117 - Commercial Drivers License 2 credits

## Total Minor Requirement Coursework: 15 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits

- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 16 Credit Hours

Total Credit Hours for Program Completion: 70 - 71 Credit Hours

# Electrical Technology, Air Conditioning/Refrigeration Technology, AOT (SW)

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-or 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 program includes a minor concentration in Air Conditioning and Refrigeration.

## Technical Core

- ELT 104 - Distribution System 3 credits
- ELT 108 - DC Fundamentals 3 credits
- ELT 109 - AC Fundamentals 3 credits
- ELT 116 - Residential Wiring 6 credits
- ELT 117 - AC/DC Machines 3 credits
- ELT 118 - Commercial/Industrial Wiring I 3 credits
- ELT 209 - Motor Controls I 3 credits
- ELT 230 - Programmable Controls 6 credits
- ELT 241 - National Electrical Code 3 credits
- WKO 110 - NCCER Core 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 36 - 37 Credit Hours

## Minor Requirements

**Choose 12 credit hours with instructor approval**

- ACR 111 - Refrigeration Principles 3 credits
- ACR 112 - HVACR Service Procedures 3 credits
- ACR 113 - Refrigeration Piping Practices 3 credits
- ACR 121 - Principles of Electricity for HVACR 3 credits
- ACR 122 - HVACR Electrical Circuits 3 credits
- ACR 123 - HVACR Electrical Components 3 credits
- ACR 125 - Fundamentals of Gas and Electrical Heating Systems 6 credits
- ACR 132 - Residential Air Conditioning 3 credits
- ACR 134 - Ice Machines 3 credits
- ACR 147 - Refrigerant Transition and Recovery Theory 3 credits
- ACR 148 - Heat Pump Systems I 3 credits

- ACR 149 - Heat Pump Systems II 3 credits
- ACR 203 - Commercial Refrigeration 3 credits
- ACR 209 - Commercial Air Conditioning 3 credits

## Total Minor Requirement Coursework: 12 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits

- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 16 Credit Hours

Total Credit Hours for Program Completion: 64-65 Credit Hours

# Electrical Technology, Process and Maintenance Technology, AOT (SW)

This program prepares individuals to apply technical knowledge and skills to install, operate, maintain, and repair electric apparatus and systems such as residential, commercial, and industrial electric-power wiring; and DC and AC motors, controls, and electrical distribution panels. Includes instruction in the principles of electronics and electrical systems, wiring, power transmission, safety, industrial and household appliances, job estimation, electrical testing and inspection, and applicable codes and standards. The program includes a minor concentration in Process and Maintenance Technology.

## Technical Core

- ELT 104 - Distribution System 3 credits
- ELT 108 - DC Fundamentals 3 credits
- ELT 109 - AC Fundamentals 3 credits
- ELT 116 - Residential Wiring 6 credits
- ELT 117 - AC/DC Machines 3 credits
- ELT 118 - Commercial/Industrial Wiring I 3 credits
- ELT 209 - Motor Controls I 3 credits
- ELT 230 - Programmable Controls 6 credits
- ELT 241 - National Electrical Code 3 credits
- WKO 110 - NCCER Core 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 36 - 37 Credit Hours

## Minor Requirements

Choose 16 credit hours with instructor approval

- INT 105 - Introduction to Process Control Technology 3 credits
- INT 117 - Principles of Industrial Mechanics 3 credits
- INT 118 - Fundamentals of Industrial Hydraulics and Pneumatics 3 credits
- INT 129 - Industrial Safety and Maintenance Techniques 3 credits
- IST 137 - Industrial Process Equipment 5 credits
- IST 167 - Industrial Measurements 5 credits
- IST 207 - Principles of Automatic Control 5 credits
- IST 233 - Unit Operation 5 credits

## Total Minor Requirement Coursework: 16 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits

- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

## Total General Education Coursework: 16 Credit Hours

## Total Credit Hours for Program Completion: 68 - 69 Hours

## Certificate

# Air Conditioning/Refrigeration Technology Certificate (SW)

This program prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing and using air conditioning, refrigeration, ventilation, and heating systems. Includes instruction in principles of heating and cooling technology, design and operational testing, inspection and maintenance procedures, installation and operation procedures, and report preparation.

## Technical Core

- ACR 111 - Refrigeration Principles 3 credits
- ACR 112 - HVACR Service Procedures 3 credits
- ACR 113 - Refrigeration Piping Practices 3 credits
- ACR 121 - Principles of Electricity for HVACR 3 credits
- ACR 122 - HVACR Electrical Circuits 3 credits
- ACR 123 - HVACR Electrical Components 3 credits
- ACR 125 - Fundamentals of Gas and Electrical Heating Systems 6 credits
- ACR 132 - Residential Air Conditioning 3 credits
- ACR 134 - Ice Machines 3 credits
- ACR 147 - Refrigerant Transition and Recovery Theory 3 credits
- ACR 148 - Heat Pump Systems I 3 credits
- ACR 149 - Heat Pump Systems II 3 credits
- ACR 203 - Commercial Refrigeration 3 credits
- ACR 209 - Commercial Air Conditioning 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 45-46 Credit Hours

## General Education

### English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

### Total: 3 Credit Hours

### Mathematics

**Must complete MTH116 or higher**

- MTH 116 - Mathematical Applications 3 credits
- MTH 100 - Intermediate College Algebra 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits
- MTH 120 - Calculus and Its Applications 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 6 Credit Hours

Total Credit Hours for Certificate Completion: 51-52 Credit Hours

# Automotive Body Technology Certificate (CA)

This program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

## Technical Core

- ABR 111 - Non-Structural Repair 3 credits
- ABR 114 - Non-Structural Panel Replacement 3 credits
- ABR 122 - Surface Preparation 3 credits
- ABR 123 - Paint Application and Equipment 3 credits
- ABR 151 - Safety and Environmental Practices 3 credits
- ABR 157 - Automotive Plastic Repairs 3 credits
- ABR 214 - Automotive Structural Repair 3 credits
- ABR 261 - Restraint Systems 3 credits
- ABR 269 - Estimating and Damage Analysis 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101.

Total Technical Core Coursework: 27 - 28 Credit Hours

## General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Mathematics

**Must complete MTH116 or higher**

- MTH 116 - Mathematical Applications 3 credits
- MTH 100 - Intermediate College Algebra 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits
- MTH 120 - Calculus and Its Applications 3 credits

## Total: 3 Credit Hours

## Total General Education Coursework: 6 Credit Hours

## Total Credit Hours for Certificate Completion: 33 - 34 Credit Hours

# Automotive Technology Certificate (SW)

This program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

## Technical Core

- AUM 101 - Fundamentals of Automotive Technology 3 credits
- AUM 112 - Electrical Fundamentals 3 credits
- AUM 121 - Braking Systems 3 credits
- AUM 122 - Suspension and Steering 3 credits

- AUM 124 - Engine Repair I 3 credits
- AUM 130 - Drive Train and Axles 3 credits
- AUM 133 - Motor Vehicle Air Conditioning 3 credits
- AUM 162 - Electrical and Electronic Systems 3 credits
- AUM 220 - Engine Repair II 3 credits
- AUM 224 - Manual Transmissions 3 credits
- AUM 230 - Automatic Transmissions 3 credits
- AUM 239 - Engine Performance I 3 credits
- AUM 244 - Engine Performance II 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 39 - 40 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Mathematics

**Must complete MTH116 or higher**

- MTH 116 - Mathematical Applications 3 credits
- MTH 100 - Intermediate College Algebra 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits
- MTH 120 - Calculus and Its Applications 3 credits

## Total: 3 Credit Hours

## Total General Education Coursework: 6 Credit Hours

## Total Credit Hours for Certificate Completion: 45 - 46 Credit Hours

# Barbering and Hair Styling Certificate (CA)

This program prepares individuals to shave and trim facial/neck hair and beards, cut and dress hair, fit hairpieces, give facial and scalp massages, apply cosmetic treatments, and to prepare for licensure as professional barbers at various levels. Includes instruction in facial shaving; beard and mustache shaping and trimming; shampooing; hair cutting; hair styles and styling art; facial treatments and massage; chemical applications; hair and scalp anatomy and physiology; hairpiece and toupee fitting; equipment operation; health and safety; customer service; and shop business practices.

## Technical Core

- BAR 109 - Bacteriology and Sanitation 3 credits
- BAR 110 - Orientation to Barbering 3 credits
- BAR 111 - Science of Barbering 3 credits
- BAR 112 - Bacteriology and Sanitation 3 credits
- BAR 113 - Barber-Styling Laboratory 3 credits
- BAR 115 - Cutting and Styling Techniques 3 credits
- BAR 120 - Properties of Chemistry 3 credits
- BAR 121 - Chemical Hair Processing 3 credits
- BAR 122 - Hair Coloring Chemistry 3 credits
- BAR 124 - Hair Coloring Methodology Laboratory 3 credits
- BAR 130 - Marketing and Business Management 3 credits
- BAR 132 - Hair Styling and Design 3 credits
- BAR 133 - Hair Styling and Management Laboratory 3 credits
- BAR 141 - Practicum 2 credits
- BAR 143 - State Board Review 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 44 - 45 Credit Hours

## General Education

### English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

### Total: 3 Credit Hours

## Mathematics

**Must complete MTH116 or higher**

- MTH 116 - Mathematical Applications 3 credits
- MTH 100 - Intermediate College Algebra 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits
- MTH 120 - Calculus and Its Applications 3 credits

## Total: 3 Credit Hours

## Total General Education Coursework: 6 Credit Hours

## Total Credit Hours for Certification Completion: 50 - 51 Credit Hours

# Cosmetology Certificate (SW)

This program generally prepares individuals to cut, trim, and style scalp, facial, and body hair; apply cosmetic preparations; perform manicures and pedicures; massage the head and extremities; and prepare for practice as licensed cosmetologists in specialized or full-service salons. Includes instruction in hair cutting and styling, manicuring, pedicuring, facial treatments, shampooing, chemical applications, esthetics, shop management, sanitation and safety, customer service, and applicable professional and labor laws and regulations.

## Technical Core

- COS 111 - Cosmetology Science and Art 3 credits
- COS 112 - Cosmetology Science and Art Laboratory 3 credits
- COS 113 - Chemical Methodology 3 credits
- COS 114 - Chemical Methodology Laboratory 3 credits
- COS 115 - Hair Coloring Theory 3 credits
- COS 116 - Hair Coloring Lab 3 credits
- COS 117 - Basic Spa Techniques 3 credits
- COS 118 - Basic Spa Techniques Lab 3 credits
- COS 133 - Salon Management Technology 3 credits
- COS 137 - Hair Shaping and Design Theory 3 credits
- COS 145 - Hair Shaping Laboratory 3 credits

- COS 146 - Hair Additions 3 credits
- COS 151 - Nail Care 3 credits
- COS 167 - State Board Review 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 42 - 43 Credit Hours

## General Education

### English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

### Total: 3 Credit Hours

### Mathematics

**Must complete MTH116 or higher**

- MTH 116 - Mathematical Applications 3 credits
- MTH 100 - Intermediate College Algebra 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits
- MTH 120 - Calculus and Its Applications 3 credits

### Total: 3 Credit Hours

## Total General Education Coursework: 6 Credit Hours

## Total Credit Hours for Certificate Completion: 51 - 52 Credit Hours

# Diesel Technology Certificate (SW)

This program prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as automobiles, buses, ships, trucks, railroad locomotives, and construction equipment; as well as stationary diesel engines in electrical generators and related equipment.

# Technical Core

- DEM 104 - Basic Engines 3 credits
- DEM 105 - Preventive Maintenance 3 credits
- DEM 117 - Diesel and Gas Tune-up 3 credits
- DEM 122 - Heavy Vehicle Brakes 3 credits
- DEM 111 - Equipment Safety/Mechanical Fundamentals 3 credits
- DEM 123 - Pneumatics and Hydraulics 3 credits
- DEM 125 - Heavy Vehicle Drive Trains 3 credits
- DEM 126 - Advanced Engine Analysis 3 credits
- DEM 127 - Fuel Systems 3 credits
- DEM 130 - Electrical/Electronic Fundamentals 3 credits
- DEM 135 - Heavy Vehicle Steering and Suspension 3 credits
- DEM 137 - Heating, Air Conditioning, and Refrigeration Systems 3 credits
- DEM 192 - CO-OP Diesel Technology 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 39 - 40 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Mathematics

**Must complete MTH116 or higher**

- MTH 116 - Mathematical Applications 3 credits
- MTH 100 - Intermediate College Algebra 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits

- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits
- MTH 120 - Calculus and Its Applications 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 6 Credit Hours

Total Credit Hours for Certificate Completion: 45 - 46 Credit Hours

# Electrical Technology Certificate (SW)

This program prepares individuals to apply technical knowledge and skills to install, operate, maintain, and repair electric apparatus and systems such as residential, commercial, and industrial electric-power wiring; and DC and AC motors, controls, and electrical distribution panels. Includes instruction in the principles of electronics and electrical systems, wiring, power transmission, safety, industrial and household appliances, job estimation, electrical testing and inspection, and applicable codes and standards.

## Technical Core

- ELT 104 - Distribution System 3 credits
- ELT 108 - DC Fundamentals 3 credits
- ELT 109 - AC Fundamentals 3 credits
- ELT 116 - Residential Wiring 6 credits
- ELT 117 - AC/DC Machines 3 credits
- ELT 118 - Commercial/Industrial Wiring I 3 credits
- ELT 209 - Motor Controls I 3 credits
- ELT 230 - Programmable Controls 6 credits
- ELT 241 - National Electrical Code 3 credits
- WKO 110 - NCCER Core 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

Total Technical Core Coursework: 36 - 37 Credit Hours

## General Education

### English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or

- ENG 131 - Applied Writing I 3 credits

Total: 3 Credit Hours

## Mathematics

**Must complete MTH116 or higher**

- MTH 116 - Mathematical Applications 3 credits
- MTH 100 - Intermediate College Algebra 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits
- MTH 120 - Calculus and Its Applications 3 credits

Total: 3 Credit Hours

## Total General Education Coursework: 6 Credit Hours

## Total Credit Hours for Certificate Completion: 42 - 43 Credit Hours

# Graphic Communications Technology Certificate (MN)

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, and learn prepress and press operations.

## Technical Core

- GRD 101 - Introduction Graphics 3 credits
- GRD 112 - Layout and Design 3 credits
- GRD 114 - Illustration Graphics 3 credits
- GRD 116 - Photoshop 3 credits
- GRD 118 - Graphics Design Techniques 3 credits
- GRD 121 - Digital Photography Foundation 3 credits
- GRD 143 - Digital Video Foundation 3 credits
- GRD 190 - Portfolio Preparation 3 credits
- GRD 208 - Graphics Business Management 3 credits
- GRD 212 - Publication Design 3 credits

- GRD 214 - Illustration Design Techniques 3 credits
- GRD 250 - Web Media 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 36 - 37 Credit Hours

## General Education

### English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

### Total: 3 Credit Hours

### Mathematics

**Must complete MTH116 or higher**

- MTH 116 - Mathematical Applications 3 credits
- MTH 100 - Intermediate College Algebra 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits
- MTH 120 - Calculus and Its Applications 3 credits

### Total: 3 Credit Hours

## Total General Education Coursework: 6 Credit Hours

## Total Credit Hours for Program Completion: 42 - 43 Credit Hours

# Short-Term Certificate

# Nail Technology Short Certificate (SW)

## Core Requirements

- COS 133 - Salon Management Technology 3 credits
- COS 151 - Nail Care 3 credits
- COS 152 - Nail Care Applications 3 credits
- COS 153 - Nail Art 3 credits
- COS 154 - Nail Art Applications 3 credits
- COS 167 - State Board Review 3 credits
- COS 161 - Cosmetology/Nail Anatomy 1 credits

## Total Core Requirement Coursework: 19 Credit Hours

# Truck Driving Short Certificate (SW)

This program prepares individuals to apply technical knowledge and skills to drive trucks and buses, delivery vehicles, for-hire vehicles and other commercial vehicles, or to instruct commerical vehicle operators. Includes instruction in operating gas, diesel, or electrically-powered vehicles; loading and unloading cargo or passengers; reporting delays or accidents on the road; verifying load against shipping papers; arranging transportation for personnel; and keeping records of receipts and fares.

## Core Requirements

- TRK 111 - Basic Vehicle Operation 4 credits
- TRK 112 - Safe Operating Practices 3 credits
- TRK 113 - Non-Vehicle Activities 2 credits
- TRK 114 - Vehicle Maintenance 2 credits
- TRK 115 - Advanced Operating Practices 1 credits
- TRK 116 - Proficiency Development 1 credits
- TRK 117 - Commercial Drivers License 2 credits

## Total Core Requirement Coursework: 15 Credit Hours

# Welding Short Certificate (CA)

This prepares individuals to apply technical knowledge and skills to join or cut metal surfaces. Includes instruction in arc welding, resistance welding, brazing and soldering, cutting, high-energy beam welding and cutting, solid state welding, ferrous and non-ferrous materials, oxidation-reduction reactions, welding metallurgy, welding processes and heat treating, structural design, safety, and applicable codes and standards.

## Core Requirements

- WDT 109 - Shielded Metal Arc Fillet/PAC/CAC - Theory 3 credits
- WDT 119 - Gas Metal Arc/flux Cored Arc Welding Theory 3 credits
- WDT 120 - Shielded Metal Arc Welding Groove Theory 3 credits
- WDT 123 - Smaw Fillet/PAC/CAC Laboratory 3 credits
- WDT 124 - Gas Metal Arc/Flux Cored Arc Welding Laboratory: 3 credits
- WDT 125 - Shielded Metal Arc Welding Groove Laboratory 3 credits
- WDT 166 - Flux Core Arc Welding (FCAW) 3 credits
- WDT 167 - Flux Core Arc Welding Lab 3 credits
- WDT 181 - Special Topics 3 credits

Total Core Requirement Coursework: 27 Credit Hours

# All Programs

CA = Carver

SW = Southwest

CE = Central

MN = Main

## Associate in Applied Science

# Accounting Technology, AAS (MN)

This program prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices.

## Core Requirements

- ACT 115 - Introduction to Accounting Computer Resources 3 credits
- ACT 145 - Basic Accounting Procedures 3 credits
- ACT 246 - Microcomputer Accounting 3 credits
- ACT 249 - Payroll Accounting 3 credits
- BUS 241 - Principles of Accounting I 3 credits
- BUS 242 - Principles of Accounting II 3 credits
- BUS 271 - Business Statistics I 3 credits
- BUS 147 - Introduction to Finance 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

Total Core Requirement Coursework: 24 - 25 Credit Hours

## Electives

Must select any combination of classes to complete 21 credit hours

- BUS 100 - Introduction to Business 3 credits
- BUS 186 - Elements of Supervision 3 credits
- BUS 263 - The Legal and Social Environment of Business 3 credits
- BUS 272 - Business Statistics II 3 credits
- BUS 275 - Principles of Management 3 credits
- BUS 276 - Human Resource Management 3 credits
- BUS 285 - Principles of Marketing 3 credits
- CIS 146 - Microcomputer Applications 3 credits
- OAD 101 - Beginning Keyboarding 3 credits

## Total Elective Coursework: 21 Credit Hours

## General Education

## English Composition

- ENG 101 - English Composition I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Must choose one humanities or fine arts course, Art of Music Appreciation preferred. May not take Speech.**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Mathematics

**Select one Math Course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

## Total: 3 Credit Hours

## Natural Sciences

**Choose one 4 hour Natural Science Course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

## Total: 4 Credit Hours

## Economics

Must select ECO231 or ECO232

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits

## Total: 3 Credit Hours

## Total General Education Coursework: 16 Credit Hours

## Total Credit Hours for Program Completion: 61 - 62 Credit Hours

## Career Mobility, AAS (CE)

# LPN to RN Program Information

# Admission Requirements:

- Unconditional admission to the college. Application must be updated if you have not attended Bishop State in the previous semester.
- Original transcripts from **ALL** colleges attended must be in and evaluated by the Admission Office (Central Campus, Room 106) by the nursing application deadline.
- Receipt of completed application received in the Nursing Office by stated deadline.
- A minimum composite score of 18 on the ACT. Writing component not required. ACT results MUST be attached to the nursing application. There is NO expiration date for the ACT score.
- A minimum of 2.5 GPA on a 4.0 scale for the nursing required academic core courses (ENG 101, MTH 100 or higher, BIO 201, BIO 202).
- Good standing with the college (BSCC). Letter of good standing from any previous nursing programs that were not completed.
- Meeting the essential functions or technical standards required for nursing.
- Name on application is current legal name and matches copy of photo ID and name in Bishop State's AS400.
- Current picture ID (driver's license or Bishop State student ID only) attached to application.
- Verification of a current, unencumbered Alabama PN license (must be maintained while enrolled).
- A minimum cumulative GPA of 2.0 must be maintained while the student is in the Nursing Program.

If you have not graduated from the new state-wide concept based curriculum that was implemented Fall 2016, you will need to apply for Career Mobility that begins with NUR 209. Upon successful completion of this course, you would then proceed to join the current curriculum in progress at the 4th semester.

LPN students who completed the Alabama Community College System concept based nursing curriculum within one academic year from the start of Mobility nursing courses are exempt from taking NUR 209 and will enter the program in NUR 211.

The required number of hours per week varies with each nursing course. The program is a daytime course with set meeting times. Course times are not scheduled around rotating shifts. There are six general education course prerequisites as listed in the application.

**Pre-Requisites: MTH 100 or higher level, ENG 101, PSY 210 , BIO 201 & BIO 202, SPH 106 or SPH 107**

Deadline Date: June 1st for the Fall Semester

*Revised June, 2017*

# One-Plus-One Curriculum

# Points for Selection

After meeting minimum admission requirements, applicants are rank ordered using the following point system:

- An ACT composite score with a **minimum** of 18 to apply. There are 36 total possible points. The writing component is not required or used for calculation. There is no time limit on when the exam was taken in order to be used. ACT results must be attached to the application.
- Points will be awarded for a passing grade of "C" or higher in English Composition I, Intermediate College Algebra (MTH 100 or higher), Anatomy and Physiology I, and/or Anatomy and Physiology II. A=3 points, B=2 points, C=1 point.
- Four points are possible, one point each, for completion of Microbiology, Human Growth & Development, Fundamentals of Speech, and a Humanities elective (Art or Music Appreciation,
- Heath Related Programs
- Philosophy, Ethics, Religion or foreign language) with a grade of C or higher.
- One point will be awarded for each semester in the Nursing Learning Community. *Note: If the Learning Community is not active, 1 point will be awarded to the student who has attended Bishop State for more than one semester*.
- One-half point (1/2) will be awarded for each semester the student has attended Bishop State (Total possible point = 1).

A total of 58 points is possible with the above selection criteria.

| **Criteria** | **Maximal Possible Points** |
|---|---|
| **ACT** | 36 |

| | |
|---|---|
| English 101, Math 100, Biology 201, Biology 202<br>*(12 points* are possible, three points each) | 12 |
| Microbiology, Human Growth & Development, Fundamentals of Speech, and a Humanities elective (Art or Music Appreciation, Philosophy, Ethics, Religion or foreign language) with a grade of C or higher.<br>*(4 points* are possible, one point each) | 4 |
| English 101, Math 100, Biology 201, Biology 202, Biology 220, Psychology 210, Speech 106 or 107, Humanities Elective | 4 |
| **1 semester in Nursing Learning Community** | 1 |
| **2 semesters in Nursing Learning Community** | 1 |
| **1 semester at Bishop State** | 0.5 |
| **2 or more semesters at Bishop State** | 0.5 |
| **Total =** | **58** |

If there is tie in points in relation to the number of available spaces, then the higher cumulative GPA will be considered. High school students may obtain points for college courses through dual enrollment grades.

# Course Requirements

## First Semester

- NUR 209 - Concepts for Healthcare Transition Students credits

## Total: 10 Credit Hours

## Second Semester

- NUR 211 - Advanced Nursing Concepts credits
- BIO 220 - General Microbiology 4 credits **(if not already completed)**

## Total: 11 Credit Hours

## Third Semester

- NUR 221 - Advanced Evidence Based Clinical Reasoning credits
- Humanities Elective 3 credits **(if not already completed)**

## Total: 10 Credit Hours

Total: 31 Credit Hours

*Revised June, 2017*

# ACT Information

- Go to www.actstudent.org to register for the test. The cost for test is $39.50 (all fees are non-refundable).
- Bishop State is an ACT testing site. Test dates are on Saturday unless otherwise noted.
- Test Prep is available online or locally in face-to-face formats. A study guide can be purchased on line for $32.95.
- The ACT Residual Test is also administered by Bishop State. Please contact the Learning Assistance Center at 251-405-7100 for more information.

# Test Overview:

The English test is a 75-question, 45-minute test, covering:

Usage/Mechanics

- punctuation
- grammar and usage
- sentence structure

Rhetorical Skills

- strategy
- organization
- style

**The mathematics test is a 60-question, 60-minute test** designed to assess the mathematical skills students have typically acquired in courses taken up to the beginning of grade 12.

**The reading test is a 40-question, 35-minute test** that measures your reading comprehension. The test questions ask you to derive meaning from several texts by:

- referring to what is explicitly stated
- reasoning to determine implicit meaning

**The science test is a 40-question, 35-minute test** that measures the interpretation, analysis, evaluation, reasoning, and problem-solving skills required in the natural sciences.

- You are not permitted to use a calculator on the science test.
- **TAKE NOTE** The test assumes that students should be in the process of taking the core science course of study (three years or more) that will prepare them for college-level work and have completed a course in Earth science and/or physical science and a course in biology.

# Computer Information Systems Technology, AAS (MN)

A general program that focuses on computing, computer science, and information science and systems. Such programs are undifferentiated as to title and content and are not to be confused with specific programs in computer science, information science, or related support services.

## Technical Core

- CIS 146 - Microcomputer Applications 3 credits
- CIS 147 - Adavnced Micro Applications 3 credits
- CIS 149 - Introduction to Computers 3 credits
- CIS 150 - Computer Logic & Programming 3 credits
- CIS 215 - C# Programming 3 credits
- CIS 276 - Server Administration 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 18 - 19 Credit Hours

## Program Options

**Student MUST select one of the following program options**

## Application Development

- CIS 155 - Introduction to Mobile App Development 3 credits
- CIS 157 - Introduction to App Devleopment with Swift 3 credits
- CIS 212 - Visual Basic Programming 3 credits
- CIS 219 - Android App Development 3 credits
- CIS 220 - App Development with Swift I 3 credits
- CIS 227 - App Development with Swift II 3 credits
- CIS 259 - Advanced Mobile App Development 3 credits
- CIS 287 - Sql Server 3 credits
- GRD 114 - Illustration Graphics 3 credits

## Cyber Defense

- CIS 245 - Cyber Defense 3 credits
- CIS 246 - Ethical Hacking 3 credits
- CIS 270 - Cisco CCNA I 3 credits
- CIS 271 - Cisco CCNA II 3 credits
- CIS 272 - Cisco CCNA III 3 credits
- CIS 273 - Cisco CCNA IV 3 credits
- CIS 278 - Directory Services Administration 3 credits
- CIS 280 - Network Security 3 credits
- CIS 282 - Computer Forensics 3 credits

## Management Information Systems

- BUS 241 - Principles of Accounting I 3 credits
- BUS 242 - Principles of Accounting II 3 credits
- BUS 263 - The Legal and Social Environment of Business 3 credits

- BUS 271 - Business Statistics I 3 credits
- BUS 285 - Principles of Marketing 3 credits
- CIS 212 - Visual Basic Programming 3 credits
- CIS 278 - Directory Services Administration 3 credits
- CIS 280 - Network Security 3 credits
- CIS 287 - Sql Server 3 credits

Total Program Option Coursework: 27 Credit Hours

## General Education Requirements

## English Composition

**Must complete English Composition I and II**

- ENG 101 - English Composition I 3 credits
- ENG 102 - English Composition II 3 credits

## Humanities and Fine Arts

**Must choose one humanities or fine arts course, Art of Music Appreciation preferred. May not take Speech.**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

Total: 3 Credit Hours

## Mathematics

**Select one Math Course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits

- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

## Total: 3 Credit Hours

## Natural Sciences

**Choose one 4 hour Natural Science Course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

## Total: 4 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

## Total: 3 Credit Hours

## Total General Education Coursework: 19 Credit Hours

## Total Credit Hours for Program Completion: 64 - 65 Credit Hours

# Culinary Arts, AAS (CA)

This program prepares individuals to provide professional chef and related cooking services in restaurants and other commercial food establishments. Includes instruction in recipe and menu planning, preparing and cooking of foods, supervising and training kitchen assistants, the management of food supplies and kitchen resources, aesthetics of food presentation, and familiarity or mastery of a wide variety of cuisines and culinary techniques.

## Technical Core

- CUA 101 - Orientation to the Hospitality Profession 3 credits
- CUA 110 - Basic Food Preparation 3 credits
- CUA 111 - Foundations in Nutrition 3 credits
- CUA 112 - Sanitation, Safety and Food Service 2 credits
- CUA 114 - Meal Management 3 credits
- CUA 120 - Basic Food Preparation Lab 2 credits
- CUA 204 - Foundations of Baking 3 credits
- CUA 205 - Intro to Garde Manger 3 credits
- CUA 208 - Advanced Baking 3 credits
- CUA 210 - Beverage Management 2 credits
- CUA 213 - Food Purchasing and Cost Control 3 credits
- CUA 217 - Introduction to Pastries 2 credits
- CUA 222 - Dietary Management 3 credits
- CUA 251 - Menu Design 3 credits
- CUA 262 - Restaurant Management and Supervision 3 credits

  Choose CUA102 or CUA173
- CUA 102 - Catering 3 credits
- CUA 173 - Culinary Arts Apprenticeship 3 credits

- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 44 - 45 Credit Hours

## General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

## Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits

- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

## Total General Education Coursework: 16 Credit Hours

## Total Credit Hours for Program Completion: 60 - 61 Credit Hours

# Drafting and Design Technology, AAS (MN)

This program prepares individuals to generally apply technical skills to create working drawings and computer simulations for a variety of applications. Includes instruction in specification interpretation, dimensioning techniques, drafting calculations, material estimation, technical communications, computer applications, and interpersonal communications.

## Technical Core

- ADM 116 - Introduction to CATIA 3 credits

- ADM 128 - Plastic Material Processes 3 credits
- ADM 261 - Reverse Engineering 3 credits
- CDT 221 - Structural Drafting for Technicians 3 credits
- DDT 104 - Basic Computer Aided Drafting and Design 3 credits
- DDT 124 - Technical Drawing I 3 credits
- DDT 127 - Intermediate Computer Aided Drafting and Design 3 credits
- DDT 131 - Basic Machine Drafting 3 credits
- DDT 132 - Architectural Drafting 3 credits
- DDT 212 - Intermediate Architectural Drafting 3 credits
- DDT 214 - Pipe Drafting 3 credits
- DDT 232 - CAD Customization 3 credits
- DDT 233 - Advanced CAD 3 credits
- DDT 244 - Advanced 3D Modeling 3 credits

Select ADM101 or DDT111

- ADM 101 - Precision Measurement 3 credits
- DDT 111 - Fundamentals of Drafting and Design Technology 3 credits

- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 45 - 46 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits

- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

## Total: 3 Credit Hours

## Total General Education Coursework: 16 Credit Hours

## Total Credit Hours for Program Completion: 61 - 62 Credit hours

# Early Childhood Education, AAS (MN)

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.

## Core Requirements

- CHD 100 - Introduction to Early Care and Education Of Children 3 credits
- CHD 201 - Child Growth and Development Principles 3 credits
- CHD 202 - Children's Creative Experiences 3 credits
- CHD 203 - Children's Literature and Language Development 3 credits
- CHD 204 - Methods and Materials for Teaching Children 3 credits
- CHD 205 - Program Planning for Educating Young Children 3 credits
- CHD 206 - Children's Health and Safety 3 credits
- CHD 209 - Infant and Toddler Education Programs 3 credits
- CHD 210 - Educating Exceptional Young Children 3 credits
- CHD 219 - Supervised Practical Experience 2 credits
  CHD 219 can only be taken during the student's last term before graduation
- CIS 146 - Microcomputer Applications 3 credits
- HED 231 - First Aid 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Core Requirement Coursework: 35 Credit Hours

## General Education

## English Composition

- ENG 101 - English Composition I 3 credits
- ENG 102 - English Composition II 3 credits

## Total: 6 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts Course** (*ART100 or MUS101 Preferred)*

**Must take SPH107**

- ART 100 - Art Appreciation 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- MUS 101 - Music Appreciation 3 credits
- SPH 107 - Fundamentals of Public Speaking 3 credits

## Total: 6 Credit Hours

## Mathematics

**Select one Math Course** (*Students may use MTH116 towards graduation at Bishop State however it is unlikely that this course will transfer to a four - year college of university. MTH100 or higher is recommended for transfer purposes.)*

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## Natural Sciences

**Choose one 4 hour Natural Science Course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## History, Social, and Behavioral Science

**Choose on History, Social, or Behaivoral Science**

**Must take PSY200**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 6 Credit Hours

Total General Education Coursework: 25 Credit Hours

Total: 60 - 61 Credit Hours

# Electronics Engineering Technology, AAS (SW)

This program prepares individuals to apply basic engineering principles and technical skills in support of electrical, electronics and communication engineers. Includes instruction in electrical circuitry, prototype development and testing, systems analysis and testing, systems maintenance, instrument calibration, and report preparation.

## Technical Core

- CIS 215 - C# Programming 3 credits
- EET 105 - Solid State Fundamentals 3 credits
- EET 112 - Concepts of Direct Current 5 credits
- EET 113 - Concepts of Alternating Current 5 credits
- EET 119 - Circuit Fabrication 1 credits
- EET 203 - Electronic Circuits I 3 credits
- EET 206 - Digital Fundamentals 3 credits
- EET 230 - Communications Basics 3 credits
- EET 231 - Communications Basics Laboratory 1 credits
- EET 234 - Robotic Systems 3 credits
- EET 239 - Robotic Systems Lab 2 credits
- EET 249 - CET Preparation 3 credits
- EET 260 - Microprocessors Interfacing 3 credits
- EET 261 - Microprocessors Interfacing Laboratory 1 credits
- EET 290 - Electronics Project 1-3 credits
- ELT 253 - Industrial Robotics 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hour of coursework should take ORI101.

## Total Technical Core Coursework: 45 - 46 Credit Hours

## General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits

- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

## Total General Education Coursework: 16 Credit Hours

## Total Credit Hours for Program Completion: 61 - 62 Credit Hours

# Graphic Communications Technology, AAS (MN)

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, and learn prepress and press operations.

## Technical Core

- GRD 101 - Introduction Graphics 3 credits
- GRD 112 - Layout and Design 3 credits
- GRD 114 - Illustration Graphics 3 credits
- GRD 116 - Photoshop 3 credits
- GRD 118 - Graphics Design Techniques 3 credits
- GRD 121 - Digital Photography Foundation 3 credits
- GRD 143 - Digital Video Foundation 3 credits
- GRD 190 - Portfolio Preparation 3 credits
- GRD 208 - Graphics Business Management 3 credits
- GRD 212 - Publication Design 3 credits
- GRD 214 - Illustration Design Techniques 3 credits

- GRD 250 - Web Media 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 36 - 37 Credit Hours

# Program Options

**Student MAY select one of the following program options**

## Advanced Digital Photography

- GRD 171 - Digital Photography Techniques 3 credits
- GRD 216 - Photoshop Techniques 3 credits
- GRD 221 - Conceptual Digital Photography 3 credits
- GRD 271 - Digital Photography Studio 3 credits

## Advanced Digital Video

- GRD 183 - Digital Video Production 3 credits
- GRD 243 - Digital Video Effects 3 credits
- GRD 283 - Digital Video Studio 3 credits
- GRD 287 - 3-D Studio 3 credits

## Animation

- GRD 137 - 3-D Fundamentals 3 credits
- GRD 187 - 3-D Animation 3 credits
- GRD 219 - Photoshop Imaging 3 credits
- GRD 237 - 3-D Graphics and Animation 3 credits

## Total Program Option Coursework: 12 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

## Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits

- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

## Total General Education Coursework: 16 Credit Hours

## Total Credit Hours for Program Completion: 64 - 65 Credit Hours

# Health Information Technology, AAS (CE)

The purpose of the Health Information Technology (HIT) program at BSCC is to prepare students for certification and practice as Registered Health Information Technicians (RHIT). Health Information Technology is an evolving profession which takes the responsibility to educate and develop a skilled workforce to support the needs of the healthcare industry. A HIT professional is qualified to support the adoption and implementation of Electronic Health Records (EHRs), information exchange across healthcare providers and public health authorities, and the redesign of workflows within healthcare settings to maximize quality and efficiency. In addition, HIT professionals are specialists in managing medical records and coding information for reimbursement and research. The Health Information Technology Program consists of general education, health information courses, and concurrent and clinical affiliations which 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 and will then be eligible to take the national certification examination. Given by the American Health Information Management Association, a student will become a Registered Health Information Technician (RHIT) upon passing this exam.

Graduates of this program have employment opportunities in a variety of healthcare settings including, but not limited to: hospitals, clinics, insurance companies, government agencies, public health, home health agencies, long-term care facilities, and dental offices.

# Accreditation

The Health Information Technology Program is accredited by the Commission on Accreditation for Allied Health Education (CAAHEP) 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 fall semester of each year. Minimum requirements for consideration are as follows:

1. Application to the College.
2. Application to the HIT program. (Upon Request)
3. A 2.5 grade point average or better in general education courses completed.
4. Transcript of all previous college work.
5. Two letters of recommendation may be required.
6. Personal interview with a committee may be required.

Student applications (Upon Request) for the professional year must be submitted by July of each year. Any applications received after that date will be considered on a space-available basis.

Note: These courses may be completed on a part-time or full-time basis. Courses may be offered in the daytime, evening or online.

## Core Requirements

- HIT 110 - Medical Terminology 3 credits
- HIT 111 - Diagnostic and Pharmacology 2 credits
- HIT 115 - Pathophysiology and Pharmacology for Hit 4 credits
- HIT 130 - Hit Classification and Reimbursement 3 credits
- HIT 134 - Hit Legal and Ethical Issues 3 credits
- HIT 151 - Health Data Content and Structure 3 credits
- HIT 152 - Skills Development Laboratory I 1 credits
- HIT 153 - Operational Standards for Health Care Delivery Systems 3 credits
- HIT 160 - Professional Practice Experience 1 credits
- HIT 221 - Hit Computer Applications 2 credits
- HIT 222 - Hit Computer Applications Laboratory 1 credits
- HIT 230 - Medical Coding Systems I 3 credits
- HIT 231 - Medical Coding Skills Laboratory I 1 credits
- HIT 232 - Medical Coding Systems II 3 credits
- HIT 233 - Medical Coding Systems Laboratory II 1 credits

- HIT 235 - Medical Coding Systems III 2 credits
- HIT 254 - Organizational Improvement 3 credits
- HIT 255 - Principles of Supervision in HIT 3 credits
- HIT 260 - Professional Practice Experience II 3 credits
- HIT 286 - Expanded Medical Coding 2 credits
- HIT 292 - HIT Exam Review 2 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less that 30 hours of coursework should take ORI101

## Total Core Requirement Coursework: 48 - 49 Credit Hours

## General Education Requirements

## English Composition

- ENG 101 - English Composition I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Must choose one humanities or fine arts course, Art of Music Appreciation preferred. May not take Speech.**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Mathematics

**Select one Math Course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 116 - Mathematical Applications 3 credits

- MTH 118 - Technical Mathematics 3 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## Natural Sciences

- BIO 201 - Human Anatomy and Physiology I 4 credits
- BIO 202 - Human Anatomy and Physiology II 4 credits

Total: 8 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

## Total General Education Coursework: 20 Credit Hours

## Total Credit Hours for Program Completion: 68 - 69 Credit Hours

# Nursing, AAS (CE)

# Admission Requirements Checklist

Please check the following minimum admission criteria BEFORE submitting your application.

- Unconditional admission to the college. Application must be updated if student did not attend Bishop State the previous semester/term.
- Original transcripts from ALL colleges attended must be in and evaluated by the Admissions Office (Central Campus, Room 106) by the nursing application deadline.
- Receipt of completed application received in the Nursing Office, Suite 210, by the stated deadline.
- A minimum of 18 composite score on the ACT National or Residual. Residual only accepted if ACT taken at Bishop State. (Writing component not required). ACT results MUST be attached to this application. There is NO expiration date for the ACT score.
- A minimum of 2.5 GPA on a 4.0 scale for nursing required academic core courses which are ENG 101, MTH 100 or higher, BIO 201, and BIO 202.
- A minimum of 2.5 cumulative GPA required for high school students without prior college courses (GED will be acceptable).
- Eligibility for OR completion of ENG 101, BIO 201 and MTH 100 - Intermediate College Algebra (or higher) with a grade of "C" or higher.
- Good standing with College (Bishop State). Letter of good standing clearing from any legal, moral or ethical issues, from the Dean or Director of Nursing (on official school letterhead) from any previously attended nursing program.
- Meeting the essential functions or technical standards required for nursing.
- Name on application is current legal name and matches copy of photo ID and name in Bishop State's system.
- Current picture ID (driver's license or student ID only) attached to application.
- If applying for the Career Mobility Program (LPN to RN), you must present evidence of a current, unencumbered Alabama LPN license.
- The required number of hours per week varies with each nursing course. The program is a daytime course with set meeting times. Course times are not scheduled around rotating shifts.
- A minimum cumulative GPA of 2.0 must be maintained while the student is in the Nursing Program.

**Deadline Date: June 1st for the Fall Semester**

**October 1st for the Spring Semester**

*Revised June 2017*

# One-Plus-One Curriculum

# Points for Selection

After meeting minimum admission requirements, applicants are rank ordered using the following point system:

- An ACT composite score with a minimum of 18 to apply. There are 36 total possible points. The writing component is not required or used for calculation. There is no time limit on when the exam was taken in order to be used. ACT results must be attached to the application.
- Points will be awarded for a passing grade of "C" or higher in English Composition I, Intermediate College Algebra ( MTH 100 or higher), Anatomy and Physiology I, and/or Anatomy and Physiology II. A=3 points, B=2 points, C=1 point.
- Four points are possible, one point each, for completion of Microbiology, Human Growth & Development, Fundamentals of Speech, and a Humanities elective (Art or Music Appreciation, Philosophy, Ethics, Religion or foreign language) with a grade of C or higher.
- Four points will be awarded for a passing grade of "C" or higher for Chemistry, Pre-Calculus, Finite Math or Statistics.

- One (1) point will be awarded for each semester in the Nursing Learning Community. (Total possible points = 2). *Note: If the Learning Community is not active, 1 point will be awarded to the student who has attended Bishop State for more than one semester*.
- One-half point (1/2) will be awarded for each semester the student has attended Bishop State. (Total possible point=1).

A total of 58 points is possible with the above selection criteria.

| **Criteria** | **Maximal Possible Points** |
|---|---|
| **ACT** | 36 |
| English 101, Math 100, Biology 201, Biology 202<br>*(12 points* are possible, three points each) | 12 |
| Microbiology, Human Growth & Development, Fundamentals of Speech, and a Humanities elective (Art or Music Appreciation, Philosophy, Ethics, Religion or foreign language) with a grade of C or higher.<br>*(4 points* are possible, one point each) | 4 |
| English 101, Math 100, Biology 201, Biology 202, Biology 220, Psychology 210, Speech 106 or 107, Humanities Elective | 4 |
| **1 semester in Nursing Learning Community** | 1 |
| **2 semesters in Nursing Learning Community** | 1 |
| **1 semester at Bishop State** | 0.5 |
| **2 or more semesters at Bishop State** | 0.5 |
| **Total =** | **58** |

If there is tie in points in relation to the number of available spaces, then the higher cumulative GPA will be considered. High school students may obtain points for college courses through dual enrollment grades.

# Course Requirements

## First Semester

- NUR 112 - Fundamental Concepts of Nursing credits
- MTH 100 - Intermediate College Algebra 3 credits **(if not already completed)**
- BIO 201 - Human Anatomy and Physiology I 4 credits **(if not already completed)**

## Total: 14 Credit Hours

## Second Semester

- NUR 113 - Nursing Concepts I credits
- ENG 101 - English Composition I 3 credits **(if not already completed)**
- PSY 210 - Human Growth and Development 3 credits **(if not already completed)**
- BIO 202 - Human Anatomy and Physiology II 4 credits **(if not already completed)**

Total: 8 Credit Hours

## Third Semester

- NUR 114 - Nursing Concepts II credits
- NUR 115 - Evidence Based Clinical Reasoning credits

- SPH 107 - Fundamentals of Public Speaking 3 credits **(if not already completed)**

Total: 13 Credit Hours

Students are eligible to take the NCLEX-PN examination after successfully completing the third semester.

## Fourth Semester

- NUR 211 - Advanced Nursing Concepts credits
- BIO 220 - General Microbiology 4 credits **(if not already completed)**

Total: 11 Credit Hours

## Fifth Semester

- NUR 221 - Advanced Evidence Based Clinical Reasoning credits
- Humanities Elective 3 credits **(if not already completed)**

Total: 10 Credit Hours

# Total: 66 Credit Hours

| | |
|---|---|
| Academic & Nursing Theory Contact Hours | 660 |
| Academic & Nursing Lab Contact Hours | 255 |
| Nursing Clinical Contact Hours | 675 |
| **Total Program Contact Hours** | **1590** |

# ACT Information

- Go to www.actstudent.org to register for the test. The cost for test is $39.50 (all fees are non-refundable).
- Bishop State is an ACT testing site. Test dates are on Saturday unless otherwise noted.
- Test Prep is available online or locally in face-to-face formats. A study guide can be purchased on line for $32.95.
- The ACT Residual Test is also administerd by Bishop State. Please contact the Learning Assistance Center at 251-405-7100 for more information.

# Test Overview:

The English test is a 75-question, 45-minute test, covering:

Usage/Mechanics

- punctuation
- grammar and usage
- sentence structure

Rhetorical Skills

- strategy
- organization
- style

**The mathematics test is a 60-question, 60-minute test** designed to assess the mathematical skills students have typically acquired in courses taken up to the beginning of grade 12.

**The reading test is a 40-question, 35-minute test** that measures your reading comprehension. The test questions ask you to derive meaning from several texts by:

- referring to what is explicitly stated
- reasoning to determine implicit meaning

**The science test is a 40-question, 35-minute test** that measures the interpretation, analysis, evaluation, reasoning, and problem-solving skills required in the natural sciences.

- You are not permitted to use a calculator on the science test.
- **TAKE NOTE** The test assumes that students should be in the process of taking the core science course of study (three years or more) that will prepare them for college-level work and have completed a course in Earth science and/or physical science and a course in biology.

# Office Administration, AAS (CE)

this program prepares individuals to perform the duties of administrative assistants and/or secretaries and stenographers. Includes instruction in business communications, principles of business law, word processing and data entry, office machines operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.

## Core Requirements

- BUS 263 - The Legal and Social Environment of Business 3 credits
- OAD 101 - Beginning Keyboarding 3 credits
- OAD 103 - Intermediate Keyboarding 3 credits
- OAD 104 - Advanced Keyboarding 3 credits
- OAD 125 - Word Processing I 3 credits
- OAD 126 - Advanced Word Processing 3 credits
- OAD 138 - Records/Information Management 3 credits
- OAD 230 - Computerized Desktop Publishing 3 credits

**Select OAD130 or BUS242**

- OAD 130 - Electronic Calculations 3 credits
- BUS 242 - Principles of Accounting II 3 credits

**Select OAD131 or BUS215**

- OAD 131 - Business English 3 credits

**Select OAD135, ACT145, or BUS241**

- OAD 135 - Financial Record Keeping 3 credits
- ACT 145 - Basic Accounting Procedures 3 credits
- BUS 241 - Principles of Accounting I 3 credits

**Select OAD200, OAD202, OAD212, or HIT110**

- OAD 200 - Machine Transcription 3 credits
- OAD 202 - Legal Transcription 3 credits
- OAD 212 - Medical Transcription 3 credits
- HIT 110 - Medical Terminology 3 credits

**Select OAD136 or ACT115**

- OAD 136 - Advanced Financial Record Keeping 3 credits
- ACT 115 - Introduction to Accounting Computer Resources 3 credits

**Select OAD217 or OAD218**

- OAD 217 - Office Management 3 credits
- OAD 218 - Office Procedures 3 credits

**Select OAD201, CIS146, or CIS150**

- OAD 201 - Legal Terminology 3 credits
- CIS 146 - Microcomputer Applications 3 credits
- CIS 150 - Computer Logic & Programming 3 credits

- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Core Requirement Coursework: 45 - 46 Credit Hours

## General Education Requirements

## English Composition

- ENG 101 - English Composition I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Must choose one humanities or fine arts course, Art of Music Appreciation preferred. May not take Speech.**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Mathematics

**Select one Math Course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

## Total: 3 Credit Hours

## Natural Sciences

**Choose one 4 hour Natural Science Course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits

- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

## Total: 4 Credit Hours

## Economics

**Select ECO231 or ECO232**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits

## Total: 3 Credit Hours

## Total General Education Coursework: 16 Credit Hours

## Total Credit Hours for Program Completion: 61 - 62 Credit Hours

# Physical Therapist Assistant, AAS (CE)

The Physical Therapist Assistant is a skilled, licensed healthcare 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 which are designed 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 centers, outpatient clinics, and nursing homes. The freshman year consists of thirty-four (34) semester hours of general education prerequisites. Physical therapy course work begins in the sophomore year and totals thirty-nine (39) cumulative hours. Students must make a minimum 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 healthcare 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 checks 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.

# The Admission Process

Admission Point System for selection to the second year of the program is posted on the website at www.bishop.edu. Students are advised to check the website periodically for updates prior to contacting the PTA Program.

# Admission Requirements

Admission to the Physical Therapist Assistant Program is limited to students chosen by the Selection Committee. The number of students admitted to the class is based on the availability of space, faculty, equipment, and clinical placement sites. Minimum requirements for consideration are the following:

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 in the Counselor's Office on the Baker-Gaines Central Campus prior to submitting the application to the PTA program.
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 (for example, hospital, outpatient clinic, or skilled nursing facility). At least twenty-five (25) hours

must be in a hospital (acute care) setting. Home Health hours are not accepted. Volunteer hours and verification forms must be completed within one (1) year of the application deadline. A representative from each setting shall document the number of hours the student completed.

7. Physical Therapist Assistant Program forms will be provided by the Physical Therapist Assistant Program.
8. Admission requirements and number of admissions per year are subject to change without prior notice.
9. Three letters of recommendations should be emailed directly to the PTA department. Please check the website for details and requested format.
10. All applicants must achieve a minimum composite score on the ACT, SAT or college placement tests. These scores must be within five (5) years of the application deadline. **There are no exceptions.**
11. An essay must be submitted with the application the Physical Therapist Assistant Program. Essay topics are on the application. Please check the website for details.
12. Admission points are awarded for maintaining a 3.0 or better for one (1) semester with thirteen (13) or more credit hours. These hours must reflect one (1) science course and two academic courses required for admission. Students must submit a copy of the semester on an unofficial transcript to the PTA Program with the application for consideration.
13. Admission points are awarded for prerequisite courses taken at Bishop State Community College. Please see the program website for admission point scale.
14. Admission points are awarded for graduates of Mobile and Washington County High Schools.
15. Admissions points are awarded for students with an earned bachelor's degree in a related field. Applicants should visit the PTA Program website at https://www.bishop.edu/academics/health-related-professions/physical-therapist-assistant/, for applications, verification forms, and other information. If you have additional questions, please contact the PTA Program Office on the Baker-Gaines Central Campus for program information. Please check the program website for updates and changes to program requirements.

# 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.

## Course Requirements

### General Education Requirements

**(Prerequisites):**

### First Year, First Semester

- BIO 201 - Human Anatomy and Physiology I 4 credits

- ART 100 - Art Appreciation 3 credits
  **OR**
- MUS 101 - Music Appreciation 3 credits

- MTH 100 - Intermediate College Algebra 3 credits **or Higher**
- PSY 200 - General Psychology 3 credits

### Total: 13 Credit Hours

### First Year, Second Semester

- BIO 202 - Human Anatomy and Physiology II 4 credits
- PSY 210 - Human Growth and Development 3 credits
- SPH 107 - Fundamentals of Public Speaking 3 credits
- ENG 101 - English Composition I 3 credits
- PHS 112 - Physical Science II 4 credits

Total: 17 Credit Hours

Total Prerequisite Coursework: 30 Credit Hours

## Program Requirements Second Year

### First Semester

- PTA 180 - Medical Terminology 1 credits
- PTA 200 - PT Issues and Trends 2 credits
- PTA 202 - PTA Communication Skills 2 credits
- PTA 220 - Functional Anatomy and Kinesiology 3 credits
- PTA 222 - Kinesiology and Therapeutic Exercise Laboratory 2 credits
- PTA 240 - Physical Disabilities I 2 credits
- PTA 250 - Therapeutic Procedures I 4 credits

Total: 16 Credit Hours

### Second Semester

- PTA 230 - Neuroscience 2 credits
- PTA 231 - Rehabilitation Techniques 2 credits
- PTA 232 - Orthopedics for PTA 2 credits
- PTA 241 - Physical Disabilities II 2 credits
- PTA 251 - Therapeutic Procedures II 4 credits
- PTA 260 - Clinical Education I 1 credits
- PTA 266 - Clinical Field Work I 2 credits

Total: 15 Credit Hours

### Third Semester

- PTA 201 - PTA Seminar 2 credits
- PTA 268 - Clinical Practicum 5 credits
- PTA 293 - Directed Study for PTA 1 credits

Total: 8 Credit Hours

## Total Program Requirement Coursework: 69 Credit Hours

# Process and Maintenance Technology, AAS (SW)

The Process and Maintenance Technology program 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.

## Technical Core

- EET 112 - Concepts of Direct Current 5 credits
- EET 113 - Concepts of Alternating Current 5 credits
- ELT 117 - AC/DC Machines 3 credits
- ELT 209 - Motor Controls I 3 credits
- ELT 230 - Programmable Controls 6 credits
- INT 105 - Introduction to Process Control Technology 3 credits
- INT 117 - Principles of Industrial Mechanics 3 credits
- INT 118 - Fundamentals of Industrial Hydraulics and Pneumatics 3 credits
- INT 129 - Industrial Safety and Maintenance Techniques 3 credits
- IST 137 - Industrial Process Equipment 5 credits
- IST 167 - Industrial Measurements 5 credits
- IST 207 - Principles of Automatic Control 5 credits
- IST 233 - Unit Operation 5 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Requirements: 52 - 53 Credit Hours

## General Education Requirements

## English Composition

**Choose ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  **or**
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Must choose one humanities or fine arts course, Art of Music Appreciation preferred. May not take Speech.**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits

- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

Total: 3 Credit Hours

## Mathematics

**Select one Math Course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## Natural Sciences

**Choose one 4 hour Natural Science Course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Total General Education Coursework: 16 Credit Hours

## Total Credit Hours for Program Completion: 68 - 69 Credit Hours

## Associate of Arts

# General Education, AA (MN)

These courses should be appropriate to the degree requirements, major, and electives of the individual student who wishes to transfer to a four-year institution. Students should consult with their academic adviser for appropriate course selection. Students should also check with the institution they wish to transfer to for recommendations. For further details concerning specific majors, students should refer to STARS at http://stars.troy.edu/

## English Composition (Area I)

**Must complete English Composition I and II**

- ENG 101 - English Composition I 3 credits
- ENG 102 - English Composition II 3 credits

## Total English Composition Coursework: 6 Credit Hours

## Humanities and Fine Arts (Area II)

- **Select 12 Credit Hours**
- **Must complete Art or Music Appreciation**
- **Must complete 3 Credit Hours in Literature,** *Note: Students who do not wish to take a sequence in History (see Area IV), must complete a sequence in Literature*
- ART 100 - Art Appreciation 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits
- SPH 107 - Fundamentals of Public Speaking 3 credits

## Total Humanities and Fine Arts Coursework: 12 Credit Hours

## Mathematics and Natural Sciences (Area III)

**Must complete 3 Credit Hours in Mathematics**

- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

**Must complete 8 Credit Hours in Natural Sciences which include lab experiences**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

## Total Mathematics and Natural Sciences Coursework: 11 Credit Hours

## History, Social, and Behavioral Science (Area IV)

- **Select 12 Credit Hours**
- **Must complete 3 Credit Hours in History,** *Note: Students who do not wish to take a sequence in Literature (see Area II), must complete a sequence in History*
- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

## Total History, Social, and Behavioral Science Coursework: 12 Credit Hours

## General Education Electives (Area V)

**Refer to individual course descriptions to determine what courses can be used towards Area V completion.**

- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

Total General Education Elective Coursework: 19 - 23 Credit Hours

Total Credit Hours for Program Completion: 60 - 64 Credit Hours

## Associate in Occupational Technologies

# Air Conditioning/Refrigeration Technology, Business, AOT (SW)

This program prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing and using air conditioning, refrigeration, ventilation, and heating systems. Includes instruction in principles of heating and cooling technology, design and operational testing, inspection and maintenance procedures, installation and operation procedures, and report preparation. The program includes a minor concentration in business coursework.

## Technical Core

- ACR 111 - Refrigeration Principles 3 credits
- ACR 112 - HVACR Service Procedures 3 credits
- ACR 113 - Refrigeration Piping Practices 3 credits
- ACR 121 - Principles of Electricity for HVACR 3 credits
- ACR 122 - HVACR Electrical Circuits 3 credits
- ACR 123 - HVACR Electrical Components 3 credits
- ACR 125 - Fundamentals of Gas and Electrical Heating Systems 6 credits
- ACR 132 - Residential Air Conditioning 3 credits
- ACR 134 - Ice Machines 3 credits
- ACR 147 - Refrigerant Transition and Recovery Theory 3 credits
- ACR 148 - Heat Pump Systems I 3 credits
- ACR 149 - Heat Pump Systems II 3 credits
- ACR 203 - Commercial Refrigeration 3 credits
- ACR 209 - Commercial Air Conditioning 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

Total Technical Core Coursework: 45-46 Credit Hours

## Minor Requirements

**Choose 12 credit hours with instructor approval**

- ACT 145 - Basic Accounting Procedures 3 credits

- BUS 100 - Introduction to Business 3 credits
- BUS 147 - Introduction to Finance 3 credits
- BUS 186 - Elements of Supervision 3 credits
- BUS 241 - Principles of Accounting I 3 credits
- BUS 242 - Principles of Accounting II 3 credits
- BUS 263 - The Legal and Social Environment of Business 3 credits
- BUS 271 - Business Statistics I 3 credits
- BUS 272 - Business Statistics II 3 credits
- BUS 275 - Principles of Management 3 credits
- BUS 276 - Human Resource Management 3 credits
- BUS 285 - Principles of Marketing 3 credits

## Total Minor Requirement Coursework: 12 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

## Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

## Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits

- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 16 Credit Hours

Total Credit Hours for Program Completion: 73-74 Credit Hours

# Air Conditioning/Refrigeration Technology, Electrical, AOT (SW)

This program prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing and using air conditioning, refrigeration, ventilation, and heating systems. Includes instruction in principles of heating and cooling technology, design and operational testing, inspection and maintenance procedures, installation and operation procedures, and report preparation. The program includes a minor concentration in Electrical Technology.

## Technical Core

- ACR 111 - Refrigeration Principles 3 credits
- ACR 112 - HVACR Service Procedures 3 credits
- ACR 113 - Refrigeration Piping Practices 3 credits
- ACR 121 - Principles of Electricity for HVACR 3 credits
- ACR 122 - HVACR Electrical Circuits 3 credits
- ACR 123 - HVACR Electrical Components 3 credits
- ACR 125 - Fundamentals of Gas and Electrical Heating Systems 6 credits
- ACR 132 - Residential Air Conditioning 3 credits
- ACR 134 - Ice Machines 3 credits
- ACR 147 - Refrigerant Transition and Recovery Theory 3 credits
- ACR 148 - Heat Pump Systems I 3 credits
- ACR 149 - Heat Pump Systems II 3 credits
- ACR 203 - Commercial Refrigeration 3 credits
- ACR 209 - Commercial Air Conditioning 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

Total Technical Core Coursework: 45-46 Credit Hours

## Minor Requirements

**Choose 12 credit hours with instructor approval**

- ELT 104 - Distribution System 3 credits
- ELT 108 - DC Fundamentals 3 credits
- ELT 109 - AC Fundamentals 3 credits
- ELT 116 - Residential Wiring 6 credits
- ELT 117 - AC/DC Machines 3 credits
- ELT 118 - Commercial/Industrial Wiring I 3 credits
- ELT 209 - Motor Controls I 3 credits
- ELT 230 - Programmable Controls 6 credits
- ELT 241 - National Electrical Code 3 credits

## Total Minor Requirement Coursework: 12 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

## Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

## Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits

- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 16 Credit Hours

Total Credit Hours for Program Completion: 73 - 74 Credit Hours

# Automotive Body Technology, Automotive Technology, AOT (CA)

This program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating. The program includes a minor concentration in Automotive Technology.

## Technical Core

- ABR 111 - Non-Structural Repair 3 credits
- ABR 114 - Non-Structural Panel Replacement 3 credits
- ABR 122 - Surface Preparation 3 credits
- ABR 123 - Paint Application and Equipment 3 credits
- ABR 151 - Safety and Environmental Practices 3 credits
- ABR 157 - Automotive Plastic Repairs 3 credits
- ABR 214 - Automotive Structural Repair 3 credits
- ABR 261 - Restraint Systems 3 credits
- ABR 269 - Estimating and Damage Analysis 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101.

Total Technical Core Coursework: 27 - 28 Credit Hours

## Minor Requirements

**Choose 18 credit hours with instructor approval**

- AUM 101 - Fundamentals of Automotive Technology 3 credits
- AUM 112 - Electrical Fundamentals 3 credits
- AUM 121 - Braking Systems 3 credits
- AUM 122 - Suspension and Steering 3 credits

- AUM 124 - Engine Repair I 3 credits
- AUM 130 - Drive Train and Axles 3 credits
- AUM 133 - Motor Vehicle Air Conditioning 3 credits
- AUM 162 - Electrical and Electronic Systems 3 credits
- AUM 220 - Engine Repair II 3 credits
- AUM 224 - Manual Transmissions 3 credits
- AUM 230 - Automatic Transmissions 3 credits
- AUM 239 - Engine Performance I 3 credits
- AUM 244 - Engine Performance II 3 credits

## Total Minor Requirement Coursework: 18 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits

- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 16 Credit Hours

Total Credit Hours for Program Completion: 64 - 65 Credit Hours

# Automotive Body Technology, Diesel Technology, AOT (CA)

This program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating. The program includes a minor concentration in Diesel Technology.

## Technical Core

- ABR 111 - Non-Structural Repair 3 credits
- ABR 114 - Non-Structural Panel Replacement 3 credits
- ABR 122 - Surface Preparation 3 credits
- ABR 123 - Paint Application and Equipment 3 credits
- ABR 151 - Safety and Environmental Practices 3 credits
- ABR 157 - Automotive Plastic Repairs 3 credits
- ABR 214 - Automotive Structural Repair 3 credits
- ABR 261 - Restraint Systems 3 credits
- ABR 269 - Estimating and Damage Analysis 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101.

Total Technical Core Coursework: 27 - 28 Credit Hours

## Minor Requirements

**Choose 18 credit hours with instructor approval**

- DEM 104 - Basic Engines 3 credits
- DEM 105 - Preventive Maintenance 3 credits
- DEM 111 - Equipment Safety/Mechanical Fundamentals 3 credits
- DEM 117 - Diesel and Gas Tune-up 3 credits
- DEM 122 - Heavy Vehicle Brakes 3 credits
- DEM 123 - Pneumatics and Hydraulics 3 credits
- DEM 125 - Heavy Vehicle Drive Trains 3 credits
- DEM 126 - Advanced Engine Analysis 3 credits
- DEM 127 - Fuel Systems 3 credits

- DEM 130 - Electrical/Electronic Fundamentals 3 credits
- DEM 135 - Heavy Vehicle Steering and Suspension 3 credits
- DEM 137 - Heating, Air Conditioning, and Refrigeration Systems 3 credits

## Total Minor Requirement Coursework: 18 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits

- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 16 Credit Hours

Total Credit Hours for Program Completion: 64 - 65 Credit Hours

# Automotive Technology, Automotive Body Technology, AOT (SW)

This program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems. The program includes a minor concentration in Automotive Body Technology.

## Technical Core

- AUM 101 - Fundamentals of Automotive Technology 3 credits
- AUM 112 - Electrical Fundamentals 3 credits
- AUM 121 - Braking Systems 3 credits
- AUM 122 - Suspension and Steering 3 credits
- AUM 124 - Engine Repair I 3 credits
- AUM 130 - Drive Train and Axles 3 credits
- AUM 133 - Motor Vehicle Air Conditioning 3 credits
- AUM 162 - Electrical and Electronic Systems 3 credits
- AUM 220 - Engine Repair II 3 credits
- AUM 224 - Manual Transmissions 3 credits
- AUM 230 - Automatic Transmissions 3 credits
- AUM 239 - Engine Performance I 3 credits
- AUM 244 - Engine Performance II 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 39 - 40 Credit Hours

## Minor Requirements

**Choose 12 credit hours with instructor approval**

- ABR 111 - Non-Structural Repair 3 credits
- ABR 114 - Non-Structural Panel Replacement 3 credits
- ABR 122 - Surface Preparation 3 credits
- ABR 123 - Paint Application and Equipment 3 credits
- ABR 151 - Safety and Environmental Practices 3 credits
- ABR 157 - Automotive Plastic Repairs 3 credits
- ABR 214 - Automotive Structural Repair 3 credits

- ABR 261 - Restraint Systems 3 credits
- ABR 269 - Estimating and Damage Analysis 3 credits

## Total Minor Requirement Coursework: 12 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits

- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 16 Credit Hours

Total Credit Hours for Program Completion: 70-71 Credit Hours

# Automotive Technology, Diesel Technology, AOT (SW)

This program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems. The program includes a minor concentration in Diesel Technology.

## Technical Core

- AUM 101 - Fundamentals of Automotive Technology 3 credits
- AUM 112 - Electrical Fundamentals 3 credits
- AUM 121 - Braking Systems 3 credits
- AUM 122 - Suspension and Steering 3 credits
- AUM 124 - Engine Repair I 3 credits
- AUM 130 - Drive Train and Axles 3 credits
- AUM 133 - Motor Vehicle Air Conditioning 3 credits
- AUM 162 - Electrical and Electronic Systems 3 credits
- AUM 220 - Engine Repair II 3 credits
- AUM 224 - Manual Transmissions 3 credits
- AUM 230 - Automatic Transmissions 3 credits
- AUM 239 - Engine Performance I 3 credits
- AUM 244 - Engine Performance II 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 39 - 40 Credit Hours

## Minor Requirements

**Choose 12 credit hours with instructor approval**

- DEM 104 - Basic Engines 3 credits
- DEM 105 - Preventive Maintenance 3 credits
- DEM 111 - Equipment Safety/Mechanical Fundamentals 3 credits
- DEM 117 - Diesel and Gas Tune-up 3 credits
- DEM 122 - Heavy Vehicle Brakes 3 credits
- DEM 123 - Pneumatics and Hydraulics 3 credits
- DEM 125 - Heavy Vehicle Drive Trains 3 credits
- DEM 126 - Advanced Engine Analysis 3 credits
- DEM 127 - Fuel Systems 3 credits
- DEM 130 - Electrical/Electronic Fundamentals 3 credits
- DEM 135 - Heavy Vehicle Steering and Suspension 3 credits

- DEM 137 - Heating, Air Conditioning, and Refrigeration Systems 3 credits

## Total Minor Requirement Coursework: 12 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits

- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 16 Credit Hours

Total Credit Hours for Program Completion: 70 - 71 Credit hours

# Barbering and Hair Styling, Business, AOT (CA)

This program prepares individuals to shave and trim facial/neck hair and beards, cut and dress hair, fit hairpieces, give facial and scalp massages, apply cosmetic treatments, and to prepare for licensure as professional barbers at various levels. Includes instruction in facial shaving; beard and mustache shaping and trimming; shampooing; hair cutting; hair styles and styling art; facial treatments and massage; chemical applications; hair and scalp anatomy and physiology; hairpiece and toupee fitting; equipment operation; health and safety; customer service; and shop business practices. The program includes a minor concentration in business coursework.

## Technical Core

- BAR 109 - Bacteriology and Sanitation 3 credits
- BAR 110 - Orientation to Barbering 3 credits
- BAR 111 - Science of Barbering 3 credits
- BAR 112 - Bacteriology and Sanitation 3 credits
- BAR 113 - Barber-Styling Laboratory 3 credits
- BAR 115 - Cutting and Styling Techniques 3 credits
- BAR 120 - Properties of Chemistry 3 credits
- BAR 121 - Chemical Hair Processing 3 credits
- BAR 122 - Hair Coloring Chemistry 3 credits
- BAR 124 - Hair Coloring Methodology Laboratory 3 credits
- BAR 130 - Marketing and Business Management 3 credits
- BAR 132 - Hair Styling and Design 3 credits
- BAR 133 - Hair Styling and Management Laboratory 3 credits
- BAR 141 - Practicum 2 credits
- BAR 143 - State Board Review 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 44 - 45 Credit Hours

## Minor Requirements

**Choose 12 credit hours with instructor approval**

- ACT 145 - Basic Accounting Procedures 3 credits
- BUS 100 - Introduction to Business 3 credits
- BUS 147 - Introduction to Finance 3 credits
- BUS 186 - Elements of Supervision 3 credits
- BUS 241 - Principles of Accounting I 3 credits
- BUS 242 - Principles of Accounting II 3 credits
- BUS 263 - The Legal and Social Environment of Business 3 credits

- BUS 271 - Business Statistics I 3 credits
- BUS 272 - Business Statistics II 3 credits
- BUS 275 - Principles of Management 3 credits
- BUS 276 - Human Resource Management 3 credits
- BUS 285 - Principles of Marketing 3 credits

## Total Minor Requirement Coursework: 12 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits

- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits

- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 16 Credit Hours

Total Credit Hours for Program Completion: 72 - 73 Credit Hours

# Barbering and Hair Styling, Cosmetology, AOT (CA)

This program prepares individuals to shave and trim facial/neck hair and beards, cut and dress hair, fit hairpieces, give facial and scalp massages, apply cosmetic treatments, and to prepare for licensure as professional barbers at various levels. Includes instruction in facial shaving; beard and mustache shaping and trimming; shampooing; hair cutting; hair styles and styling art; facial treatments and massage; chemical applications; hair and scalp anatomy and physiology; hairpiece and toupee fitting; equipment operation; health and safety; customer service; and shop business practices. The program includes a minor concentration in Cosmetology.

## Technical Core

- BAR 109 - Bacteriology and Sanitation 3 credits
- BAR 110 - Orientation to Barbering 3 credits
- BAR 111 - Science of Barbering 3 credits
- BAR 112 - Bacteriology and Sanitation 3 credits
- BAR 113 - Barber-Styling Laboratory 3 credits
- BAR 115 - Cutting and Styling Techniques 3 credits
- BAR 120 - Properties of Chemistry 3 credits
- BAR 121 - Chemical Hair Processing 3 credits
- BAR 122 - Hair Coloring Chemistry 3 credits
- BAR 124 - Hair Coloring Methodology Laboratory 3 credits
- BAR 130 - Marketing and Business Management 3 credits
- BAR 132 - Hair Styling and Design 3 credits
- BAR 133 - Hair Styling and Management Laboratory 3 credits
- BAR 141 - Practicum 2 credits
- BAR 143 - State Board Review 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

Total Technical Core Coursework: 44 - 45 Credit Hours

## Minor Requirements

**Choose 12 credit hours with instructor approval**

- COS 111 - Cosmetology Science and Art 3 credits
- COS 112 - Cosmetology Science and Art Laboratory 3 credits
- COS 113 - Chemical Methodology 3 credits

- COS 114 - Chemical Methodology Laboratory 3 credits
- COS 115 - Hair Coloring Theory 3 credits
- COS 116 - Hair Coloring Lab 3 credits
- COS 117 - Basic Spa Techniques 3 credits
- COS 118 - Basic Spa Techniques Lab 3 credits
- COS 133 - Salon Management Technology 3 credits
- COS 137 - Hair Shaping and Design Theory 3 credits
- COS 145 - Hair Shaping Laboratory 3 credits
- COS 146 - Hair Additions 3 credits
- COS 151 - Nail Care 3 credits

## Total Minor Requirement Coursework: 12 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

## Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

## Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits

- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 16 Credit Hours

Total Credit Hours for Program Completion: 72 - 73 Credit Hours

# Cosmetology, Barbering, AOT (SW)

This program generally prepares individuals to cut, trim, and style scalp, facial, and body hair; apply cosmetic preparations; perform manicures and pedicures; massage the head and extremities; and prepare for practice as licensed cosmetologists in specialized or full-service salons. Includes instruction in hair cutting and styling, manicuring, pedicuring, facial treatments, shampooing, chemical applications, esthetics, shop management, sanitation and safety, customer service, and applicable professional and labor laws and regulations. The program includes a minor concentration in Barbering and Hair Styling.

## Technical Core

- COS 111 - Cosmetology Science and Art 3 credits
- COS 112 - Cosmetology Science and Art Laboratory 3 credits
- COS 113 - Chemical Methodology 3 credits
- COS 114 - Chemical Methodology Laboratory 3 credits
- COS 115 - Hair Coloring Theory 3 credits
- COS 116 - Hair Coloring Lab 3 credits
- COS 117 - Basic Spa Techniques 3 credits
- COS 118 - Basic Spa Techniques Lab 3 credits
- COS 133 - Salon Management Technology 3 credits
- COS 137 - Hair Shaping and Design Theory 3 credits
- COS 145 - Hair Shaping Laboratory 3 credits
- COS 146 - Hair Additions 3 credits
- COS 151 - Nail Care 3 credits
- COS 167 - State Board Review 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

Total Technical Core Coursework: 42 - 43 Credit Hours

## Minor Requirements

**Choose 12 credit hours with instructor approval**

- BAR 109 - Bacteriology and Sanitation 3 credits
- BAR 110 - Orientation to Barbering 3 credits
- BAR 111 - Science of Barbering 3 credits
- BAR 112 - Bacteriology and Sanitation 3 credits
- BAR 113 - Barber-Styling Laboratory 3 credits
- BAR 115 - Cutting and Styling Techniques 3 credits
- BAR 132 - Hair Styling and Design 3 credits
- BAR 133 - Hair Styling and Management Laboratory 3 credits
- BAR 120 - Properties of Chemistry 3 credits
- BAR 121 - Chemical Hair Processing 3 credits
- BAR 122 - Hair Coloring Chemistry 3 credits
- BAR 124 - Hair Coloring Methodology Laboratory 3 credits
- BAR 130 - Marketing and Business Management 3 credits

## Total Minor Requirements Coursework: 12 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits

- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 16 Credit Hours

Total Credit Hours for Program Completion: 70 - 71 Credit Hours

# Cosmetology, Business, AOT (SW)

This program generally prepares individuals to cut, trim, and style scalp, facial, and body hair; apply cosmetic preparations; perform manicures and pedicures; massage the head and extremities; and prepare for practice as licensed cosmetologists in specialized or full-service salons. Includes instruction in hair cutting and styling, manicuring, pedicuring, facial treatments, shampooing, chemical applications, esthetics, shop management, sanitation and safety, customer service, and applicable professional and labor laws and regulations. The program includes a minor concentration in business coursework.

## Technical Core

- COS 111 - Cosmetology Science and Art 3 credits
- COS 112 - Cosmetology Science and Art Laboratory 3 credits
- COS 113 - Chemical Methodology 3 credits
- COS 114 - Chemical Methodology Laboratory 3 credits
- COS 115 - Hair Coloring Theory 3 credits
- COS 116 - Hair Coloring Lab 3 credits
- COS 117 - Basic Spa Techniques 3 credits
- COS 118 - Basic Spa Techniques Lab 3 credits
- COS 133 - Salon Management Technology 3 credits
- COS 137 - Hair Shaping and Design Theory 3 credits
- COS 145 - Hair Shaping Laboratory 3 credits
- COS 146 - Hair Additions 3 credits
- COS 151 - Nail Care 3 credits
- COS 167 - State Board Review 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

Total Technical Core Coursework: 42 - 43 Credit Hours

## Minor Requirements

**Choose 12 credit hours with instructor approval**

- ACT 145 - Basic Accounting Procedures 3 credits
- BUS 100 - Introduction to Business 3 credits
- BUS 147 - Introduction to Finance 3 credits
- BUS 186 - Elements of Supervision 3 credits
- BUS 285 - Principles of Marketing 3 credits
- BUS 241 - Principles of Accounting I 3 credits
- BUS 242 - Principles of Accounting II 3 credits
- BUS 263 - The Legal and Social Environment of Business 3 credits
- BUS 271 - Business Statistics I 3 credits
- BUS 272 - Business Statistics II 3 credits
- BUS 275 - Principles of Management 3 credits
- BUS 276 - Human Resource Management 3 credits

## Total Minor Requirement Coursework: 12 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits

- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 16 Credit Hours

Total Credit Hours for Program Completion: 70-71 Credit Hours

# Cosmetology, Nail Technology, AOT (SW)

This program generally prepares individuals to cut, trim, and style scalp, facial, and body hair; apply cosmetic preparations; perform manicures and pedicures; massage the head and extremities; and prepare for practice as licensed cosmetologists in specialized or full-service salons. Includes instruction in hair cutting and styling, manicuring, pedicuring, facial treatments, shampooing, chemical applications, esthetics, shop management, sanitation and safety, customer service, and applicable professional and labor laws and regulations. The program includes a minor concentration in Nail Technology.

## Technical Core

- COS 111 - Cosmetology Science and Art 3 credits
- COS 112 - Cosmetology Science and Art Laboratory 3 credits
- COS 113 - Chemical Methodology 3 credits
- COS 114 - Chemical Methodology Laboratory 3 credits
- COS 115 - Hair Coloring Theory 3 credits
- COS 116 - Hair Coloring Lab 3 credits
- COS 117 - Basic Spa Techniques 3 credits
- COS 118 - Basic Spa Techniques Lab 3 credits
- COS 133 - Salon Management Technology 3 credits
- COS 137 - Hair Shaping and Design Theory 3 credits
- COS 145 - Hair Shaping Laboratory 3 credits
- COS 146 - Hair Additions 3 credits
- COS 167 - State Board Review 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

Total Core Requirement Coursework: 39 - 40 Credit Hours

## Minor Requirements

- COS 151 - Nail Care 3 credits
- COS 152 - Nail Care Applications 3 credits
- COS 153 - Nail Art 3 credits
- COS 154 - Nail Art Applications 3 credits
- COS 161 - Cosmetology/Nail Anatomy 1 credits

## Total Minor Requirement Coursework: 13 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits

- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits

- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 16 Credit Hours

Total Credit Hours for Program Completion: 68 - 69 Credit Hours

# Diesel Technology, Automotive Body Technology, AOT (SW)

This program prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as automobiles, buses, ships, trucks, railroad locomotives, and construction equipment; as well as stationary diesel engines in electrical generators and related equipment. The program includes a minor concentration in Automotive Body.

## Technical Core

- DEM 104 - Basic Engines 3 credits
- DEM 105 - Preventive Maintenance 3 credits
- DEM 117 - Diesel and Gas Tune-up 3 credits
- DEM 122 - Heavy Vehicle Brakes 3 credits
- DEM 111 - Equipment Safety/Mechanical Fundamentals 3 credits
- DEM 123 - Pneumatics and Hydraulics 3 credits
- DEM 125 - Heavy Vehicle Drive Trains 3 credits
- DEM 126 - Advanced Engine Analysis 3 credits
- DEM 127 - Fuel Systems 3 credits
- DEM 130 - Electrical/Electronic Fundamentals 3 credits
- DEM 135 - Heavy Vehicle Steering and Suspension 3 credits
- DEM 137 - Heating, Air Conditioning, and Refrigeration Systems 3 credits
- DEM 192 - CO-OP Diesel Technology 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

Total Technical Core Coursework: 39 - 40 Credit Hours

## Minor Requirements

**Choose 12 credit hours with instructor approval**

- ABR 111 - Non-Structural Repair 3 credits
- ABR 114 - Non-Structural Panel Replacement 3 credits
- ABR 122 - Surface Preparation 3 credits
- ABR 123 - Paint Application and Equipment 3 credits
- ABR 151 - Safety and Environmental Practices 3 credits
- ABR 157 - Automotive Plastic Repairs 3 credits
- ABR 214 - Automotive Structural Repair 3 credits

- ABR 261 - Restraint Systems 3 credits
- ABR 269 - Estimating and Damage Analysis 3 credits

## Total Minor Requirement Coursework: 12 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits

- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

## Total General Education Coursework: 16 Credit Hours

## Total Credit Hours for Program Completion: 67 - 68 Credit Hours

# Diesel Technology, Automotive Technology, AOT (SW)

This program prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as automobiles, buses, ships, trucks, railroad locomotives, and construction equipment; as well as stationary diesel engines in electrical generators and related equipment. The program includes a minor concentration in Automotive.

## Technical Core

- DEM 104 - Basic Engines 3 credits
- DEM 105 - Preventive Maintenance 3 credits
- DEM 117 - Diesel and Gas Tune-up 3 credits
- DEM 122 - Heavy Vehicle Brakes 3 credits
- DEM 111 - Equipment Safety/Mechanical Fundamentals 3 credits
- DEM 123 - Pneumatics and Hydraulics 3 credits
- DEM 125 - Heavy Vehicle Drive Trains 3 credits
- DEM 126 - Advanced Engine Analysis 3 credits
- DEM 127 - Fuel Systems 3 credits
- DEM 130 - Electrical/Electronic Fundamentals 3 credits
- DEM 135 - Heavy Vehicle Steering and Suspension 3 credits
- DEM 137 - Heating, Air Conditioning, and Refrigeration Systems 3 credits
- DEM 192 - CO-OP Diesel Technology 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 39 - 40 Credit Hours

## Minor Requirements

**Choose 12 credit hours with instructor approval**

- AUM 101 - Fundamentals of Automotive Technology 3 credits
- AUM 112 - Electrical Fundamentals 3 credits
- AUM 121 - Braking Systems 3 credits
- AUM 122 - Suspension and Steering 3 credits
- AUM 124 - Engine Repair I 3 credits
- AUM 130 - Drive Train and Axles 3 credits
- AUM 133 - Motor Vehicle Air Conditioning 3 credits
- AUM 162 - Electrical and Electronic Systems 3 credits
- AUM 220 - Engine Repair II 3 credits
- AUM 224 - Manual Transmissions 3 credits
- AUM 230 - Automatic Transmissions 3 credits

- AUM 239 - Engine Performance I 3 credits
- AUM 244 - Engine Performance II 3 credits

## Total Minor Requirement Coursework: 12 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits

- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

## Total General Education Coursework: 16 Credit Hours

## Total Credit Hours for Program Completion : 67 - 68 Credit Hours

# Diesel Technology, Truck Driving, AOT (SW)

This program prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as automobiles, buses, ships, trucks, railroad locomotives, and construction equipment; as well as stationary diesel engines in electrical generators and related equipment. The program includes a minor concentration in Truck Driving.

## Technical Core

- DEM 104 - Basic Engines 3 credits
- DEM 105 - Preventive Maintenance 3 credits
- DEM 117 - Diesel and Gas Tune-up 3 credits
- DEM 122 - Heavy Vehicle Brakes 3 credits
- DEM 111 - Equipment Safety/Mechanical Fundamentals 3 credits
- DEM 123 - Pneumatics and Hydraulics 3 credits
- DEM 125 - Heavy Vehicle Drive Trains 3 credits
- DEM 126 - Advanced Engine Analysis 3 credits
- DEM 127 - Fuel Systems 3 credits
- DEM 130 - Electrical/Electronic Fundamentals 3 credits
- DEM 135 - Heavy Vehicle Steering and Suspension 3 credits
- DEM 137 - Heating, Air Conditioning, and Refrigeration Systems 3 credits
- DEM 192 - CO-OP Diesel Technology 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 39 - 40 Credit Hours

## Minor Requirements

Students must complete all technical core coursework prior to enrolling in truck driving courses.

- TRK 111 - Basic Vehicle Operation 4 credits
- TRK 112 - Safe Operating Practices 3 credits
- TRK 113 - Non-Vehicle Activities 2 credits
- TRK 114 - Vehicle Maintenance 2 credits
- TRK 115 - Advanced Operating Practices 1 credits
- TRK 116 - Proficiency Development 1 credits
- TRK 117 - Commercial Drivers License 2 credits

## Total Minor Requirement Coursework: 15 Credit Hours

## General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 16 Credit Hours

Total Credit Hours for Program Completion: 70 - 71 Credit Hours

# Electrical Technology, Air Conditioning/Refrigeration Technology, AOT (SW)

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-or 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 program includes a minor concentration in Air Conditioning and Refrigeration.

## Technical Core

- ELT 104 - Distribution System 3 credits
- ELT 108 - DC Fundamentals 3 credits
- ELT 109 - AC Fundamentals 3 credits
- ELT 116 - Residential Wiring 6 credits
- ELT 117 - AC/DC Machines 3 credits
- ELT 118 - Commercial/Industrial Wiring I 3 credits
- ELT 209 - Motor Controls I 3 credits
- ELT 230 - Programmable Controls 6 credits
- ELT 241 - National Electrical Code 3 credits
- WKO 110 - NCCER Core 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 36 - 37 Credit Hours

## Minor Requirements

**Choose 12 credit hours with instructor approval**

- ACR 111 - Refrigeration Principles 3 credits
- ACR 112 - HVACR Service Procedures 3 credits
- ACR 113 - Refrigeration Piping Practices 3 credits
- ACR 121 - Principles of Electricity for HVACR 3 credits
- ACR 122 - HVACR Electrical Circuits 3 credits
- ACR 123 - HVACR Electrical Components 3 credits
- ACR 125 - Fundamentals of Gas and Electrical Heating Systems 6 credits
- ACR 132 - Residential Air Conditioning 3 credits
- ACR 134 - Ice Machines 3 credits
- ACR 147 - Refrigerant Transition and Recovery Theory 3 credits
- ACR 148 - Heat Pump Systems I 3 credits
- ACR 149 - Heat Pump Systems II 3 credits
- ACR 203 - Commercial Refrigeration 3 credits
- ACR 209 - Commercial Air Conditioning 3 credits

## Total Minor Requirement Coursework: 12 Credit Hours

## General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

## History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 16 Credit Hours

Total Credit Hours for Program Completion: 64-65 Credit Hours

# Electrical Technology, Process and Maintenance Technology, AOT (SW)

This program prepares individuals to apply technical knowledge and skills to install, operate, maintain, and repair electric apparatus and systems such as residential, commercial, and industrial electric-power wiring; and DC and AC motors, controls, and electrical distribution panels. Includes instruction in the principles of electronics and electrical systems, wiring, power transmission, safety, industrial and household appliances, job estimation, electrical testing and inspection, and applicable codes and standards. The program includes a minor concentration in Process and Maintenance Technology.

# Technical Core

- ELT 104 - Distribution System 3 credits
- ELT 108 - DC Fundamentals 3 credits
- ELT 109 - AC Fundamentals 3 credits
- ELT 116 - Residential Wiring 6 credits
- ELT 117 - AC/DC Machines 3 credits
- ELT 118 - Commercial/Industrial Wiring I 3 credits
- ELT 209 - Motor Controls I 3 credits
- ELT 230 - Programmable Controls 6 credits
- ELT 241 - National Electrical Code 3 credits
- WKO 110 - NCCER Core 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 36 - 37 Credit Hours

# Minor Requirements

Choose 16 credit hours with instructor approval

- INT 105 - Introduction to Process Control Technology 3 credits
- INT 117 - Principles of Industrial Mechanics 3 credits
- INT 118 - Fundamentals of Industrial Hydraulics and Pneumatics 3 credits
- INT 129 - Industrial Safety and Maintenance Techniques 3 credits
- IST 137 - Industrial Process Equipment 5 credits
- IST 167 - Industrial Measurements 5 credits
- IST 207 - Principles of Automatic Control 5 credits
- IST 233 - Unit Operation 5 credits

## Total Minor Requirement Coursework: 16 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or

- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

**Choose one Humanities or Fine Arts course**

**Art or Music Appreciation preferred**

**May not take Speech**

- ART 100 - Art Appreciation 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Natural Science

**Must complete one 4 hour Natural Science course**

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

## Total: 4 Credit Hours

## Mathematics

**Must complete one Math course**

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

Total: 3 Credit Hours

History, Social, and Behavioral Science

**Choose one History, Social, or Behaivoral Science course**

- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 16 Credit Hours

Total Credit Hours for Program Completion: 68 - 69 Hours

## Associate of Science

# General Education, AS (MN)

These courses should be appropriate to the degree requirements, major, and electives of the individual student who wishes to transfer to a four-year institution. Students should consult with their academic adviser for appropriate course selection. Students should also check with the institution they wish to transfer to for recommendations. For further details concerning specific majors, students should refer to STARS at http://stars.troy.edu/

## English Composition (Area I)

**Must complete English Composition I and II**

- ENG 101 - English Composition I 3 credits
- ENG 102 - English Composition II 3 credits

## Total English Composition Coursework: 6 Credit Hours

## Humanities and Fine Arts (Area II)

- **Select 12 Credit Hours**
- **Must complete Art or Music Appreciation**
- **Must complete 3 Credit Hours in Literature,** *Note: Students who do not wish to take a sequence in History (see Area IV), must complete a sequence in Literature*
- ART 100 - Art Appreciation 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits
- SPH 107 - Fundamentals of Public Speaking 3 credits

## Total Humanities and Fine Arts Coursework: 12 Credit Hours

## Mathematics and Natural Sciences (Area III)

**Must complete 3 Credit Hours in Mathematics**

- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

**Must complete 8 Credit Hours in Natural Sciences which include lab experiences**

- BIO 103 - Principles of Biology I 4 credits

- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Inorganic Chemistry 4 credits
- CHM 105 - Introduction Organic Chemistry 4 credits
- CHM 111 - College Chemistry I 4 credits
- CHM 112 - College Chemistry II 4 credits
- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 201 - General Physics I - Trig Based 4 credits
- PHY 202 - General Physics II - Trig Based 4 credits
- PHY 213 - General Physics with Calculus I 4 credits
- PHY 214 - General Physics with Calculus II 4 credits

## Total Mathematics and Natural Sciences Coursework: 11 Credit Hours

## History, Social, and Behavioral Science (Area IV)

- **Select 12 Credit Hours**
- **Must complete 3 Credit Hours in History,** *Note: Students who do not wish to take a sequence in Literature (see Area II), must complete a sequence in History*
- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- HIS 101 - History of Western Civilization I 3 credits
- HIS 102 - History of Western Civilization II 3 credits
- HIS 201 - United States History I 3 credits
- HIS 202 - United States History II 3 credits
- PSY 200 - General Psychology 3 credits
- PSY 210 - Human Growth and Development 3 credits
- SOC 200 - Introduction to Sociology 3 credits
- SOC 210 - Social Problems 3 credits

## Total History, Social, and Behavioral Science Coursework: 12 Credit Hours

## General Education Electives (Area V)

**Refer to individual course descriptions to determine what courses can be used towards Area V completion.**

- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total General Education Elective Coursework: 19 - 23 Credit Hours

## Total Credit Hours for Program Completion: 60 - 64 Credit Hours

## Certificate

# Air Conditioning/Refrigeration Technology Certificate (SW)

This program prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing and using air conditioning, refrigeration, ventilation, and heating systems. Includes instruction in principles of heating and cooling technology, design and operational testing, inspection and maintenance procedures, installation and operation procedures, and report preparation.

## Technical Core

- ACR 111 - Refrigeration Principles 3 credits
- ACR 112 - HVACR Service Procedures 3 credits
- ACR 113 - Refrigeration Piping Practices 3 credits
- ACR 121 - Principles of Electricity for HVACR 3 credits
- ACR 122 - HVACR Electrical Circuits 3 credits
- ACR 123 - HVACR Electrical Components 3 credits
- ACR 125 - Fundamentals of Gas and Electrical Heating Systems 6 credits
- ACR 132 - Residential Air Conditioning 3 credits
- ACR 134 - Ice Machines 3 credits
- ACR 147 - Refrigerant Transition and Recovery Theory 3 credits
- ACR 148 - Heat Pump Systems I 3 credits
- ACR 149 - Heat Pump Systems II 3 credits
- ACR 203 - Commercial Refrigeration 3 credits
- ACR 209 - Commercial Air Conditioning 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 45-46 Credit Hours

## General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Mathematics

**Must complete MTH116 or higher**

- MTH 116 - Mathematical Applications 3 credits
- MTH 100 - Intermediate College Algebra 3 credits

- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits
- MTH 120 - Calculus and Its Applications 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 6 Credit Hours

Total Credit Hours for Certificate Completion: 51-52 Credit Hours

# Automotive Body Technology Certificate (CA)

This program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

## Technical Core

- ABR 111 - Non-Structural Repair 3 credits
- ABR 114 - Non-Structural Panel Replacement 3 credits
- ABR 122 - Surface Preparation 3 credits
- ABR 123 - Paint Application and Equipment 3 credits
- ABR 151 - Safety and Environmental Practices 3 credits
- ABR 157 - Automotive Plastic Repairs 3 credits
- ABR 214 - Automotive Structural Repair 3 credits
- ABR 261 - Restraint Systems 3 credits
- ABR 269 - Estimating and Damage Analysis 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101.

Total Technical Core Coursework: 27 - 28 Credit Hours

## General Education

### English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

Total: 3 Credit Hours

## Mathematics

**Must complete MTH116 or higher**

- MTH 116 - Mathematical Applications 3 credits
- MTH 100 - Intermediate College Algebra 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits
- MTH 120 - Calculus and Its Applications 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 6 Credit Hours

Total Credit Hours for Certificate Completion: 33 - 34 Credit Hours

# Automotive Technology Certificate (SW)

This program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

## Technical Core

- AUM 101 - Fundamentals of Automotive Technology 3 credits
- AUM 112 - Electrical Fundamentals 3 credits
- AUM 121 - Braking Systems 3 credits
- AUM 122 - Suspension and Steering 3 credits
- AUM 124 - Engine Repair I 3 credits
- AUM 130 - Drive Train and Axles 3 credits

- AUM 133 - Motor Vehicle Air Conditioning 3 credits
- AUM 162 - Electrical and Electronic Systems 3 credits
- AUM 220 - Engine Repair II 3 credits
- AUM 224 - Manual Transmissions 3 credits
- AUM 230 - Automatic Transmissions 3 credits
- AUM 239 - Engine Performance I 3 credits
- AUM 244 - Engine Performance II 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 39 - 40 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Mathematics

**Must complete MTH116 or higher**

- MTH 116 - Mathematical Applications 3 credits
- MTH 100 - Intermediate College Algebra 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits
- MTH 120 - Calculus and Its Applications 3 credits

## Total: 3 Credit Hours

## Total General Education Coursework: 6 Credit Hours

## Total Credit Hours for Certificate Completion: 45 - 46 Credit Hours

# Barbering and Hair Styling Certificate (CA)

This program prepares individuals to shave and trim facial/neck hair and beards, cut and dress hair, fit hairpieces, give facial and scalp massages, apply cosmetic treatments, and to prepare for licensure as professional barbers at various levels. Includes instruction in facial shaving; beard and mustache shaping and trimming; shampooing; hair cutting; hair styles and styling art; facial treatments and massage; chemical applications; hair and scalp anatomy and physiology; hairpiece and toupee fitting; equipment operation; health and safety; customer service; and shop business practices.

## Technical Core

- BAR 109 - Bacteriology and Sanitation 3 credits
- BAR 110 - Orientation to Barbering 3 credits
- BAR 111 - Science of Barbering 3 credits
- BAR 112 - Bacteriology and Sanitation 3 credits
- BAR 113 - Barber-Styling Laboratory 3 credits
- BAR 115 - Cutting and Styling Techniques 3 credits
- BAR 120 - Properties of Chemistry 3 credits
- BAR 121 - Chemical Hair Processing 3 credits
- BAR 122 - Hair Coloring Chemistry 3 credits
- BAR 124 - Hair Coloring Methodology Laboratory 3 credits
- BAR 130 - Marketing and Business Management 3 credits
- BAR 132 - Hair Styling and Design 3 credits
- BAR 133 - Hair Styling and Management Laboratory 3 credits
- BAR 141 - Practicum 2 credits
- BAR 143 - State Board Review 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 44 - 45 Credit Hours

## General Education

### English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

### Total: 3 Credit Hours

### Mathematics

**Must complete MTH116 or higher**

- MTH 116 - Mathematical Applications 3 credits
- MTH 100 - Intermediate College Algebra 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits
- MTH 120 - Calculus and Its Applications 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 6 Credit Hours

Total Credit Hours for Certification Completion: 50 - 51 Credit Hours

# Cosmetology Certificate (SW)

This program generally prepares individuals to cut, trim, and style scalp, facial, and body hair; apply cosmetic preparations; perform manicures and pedicures; massage the head and extremities; and prepare for practice as licensed cosmetologists in specialized or full-service salons. Includes instruction in hair cutting and styling, manicuring, pedicuring, facial treatments, shampooing, chemical applications, esthetics, shop management, sanitation and safety, customer service, and applicable professional and labor laws and regulations.

## Technical Core

- COS 111 - Cosmetology Science and Art 3 credits
- COS 112 - Cosmetology Science and Art Laboratory 3 credits
- COS 113 - Chemical Methodology 3 credits
- COS 114 - Chemical Methodology Laboratory 3 credits
- COS 115 - Hair Coloring Theory 3 credits
- COS 116 - Hair Coloring Lab 3 credits
- COS 117 - Basic Spa Techniques 3 credits
- COS 118 - Basic Spa Techniques Lab 3 credits
- COS 133 - Salon Management Technology 3 credits
- COS 137 - Hair Shaping and Design Theory 3 credits
- COS 145 - Hair Shaping Laboratory 3 credits
- COS 146 - Hair Additions 3 credits
- COS 151 - Nail Care 3 credits

- COS 167 - State Board Review 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 42 - 43 Credit Hours

## General Education

### English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

### Total: 3 Credit Hours

### Mathematics

**Must complete MTH116 or higher**

- MTH 116 - Mathematical Applications 3 credits
- MTH 100 - Intermediate College Algebra 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits
- MTH 120 - Calculus and Its Applications 3 credits

### Total: 3 Credit Hours

## Total General Education Coursework: 6 Credit Hours

## Total Credit Hours for Certificate Completion: 51 - 52 Credit Hours

# Diesel Technology Certificate (SW)

This program prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as automobiles, buses, ships, trucks, railroad locomotives, and construction equipment; as well as stationary diesel engines in electrical generators and related equipment.

# Technical Core

- DEM 104 - Basic Engines 3 credits
- DEM 105 - Preventive Maintenance 3 credits
- DEM 117 - Diesel and Gas Tune-up 3 credits
- DEM 122 - Heavy Vehicle Brakes 3 credits
- DEM 111 - Equipment Safety/Mechanical Fundamentals 3 credits
- DEM 123 - Pneumatics and Hydraulics 3 credits
- DEM 125 - Heavy Vehicle Drive Trains 3 credits
- DEM 126 - Advanced Engine Analysis 3 credits
- DEM 127 - Fuel Systems 3 credits
- DEM 130 - Electrical/Electronic Fundamentals 3 credits
- DEM 135 - Heavy Vehicle Steering and Suspension 3 credits
- DEM 137 - Heating, Air Conditioning, and Refrigeration Systems 3 credits
- DEM 192 - CO-OP Diesel Technology 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 39 - 40 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Mathematics

**Must complete MTH116 or higher**

- MTH 116 - Mathematical Applications 3 credits
- MTH 100 - Intermediate College Algebra 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits

- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits
- MTH 120 - Calculus and Its Applications 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 6 Credit Hours

Total Credit Hours for Certificate Completion: 45 - 46 Credit Hours

# Early Childhood Education Paraprofessional Training Certificate (MN)

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.

## Core Requirements

- CHD 100 - Introduction to Early Care and Education Of Children 3 credits
- CHD 201 - Child Growth and Development Principles 3 credits
- CHD 202 - Children's Creative Experiences 3 credits
- CHD 203 - Children's Literature and Language Development 3 credits
- CHD 204 - Methods and Materials for Teaching Children 3 credits
- CHD 205 - Program Planning for Educating Young Children 3 credits
- CHD 206 - Children's Health and Safety 3 credits
- CHD 210 - Educating Exceptional Young Children 3 credits
- CHD 219 - Supervised Practical Experience 2 credits
  CHD 219 can only be taken during the student's last term before graduation
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

Total Core Requirement Coursework: 26 Credit Hours

## General Education

## English Composition

- ENG 101 - English Composition I 3 credits

## Total: 3 Credit Hours

## Mathematics

**Select one Math Course** (*Students may use MTH116 towards graduation at Bishop State however it is unlikely that this course will transfer to a four - year college of university. MTH100 or higher is recommended for transfer purposes.)*

- MTH 100 - Intermediate College Algebra 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 116 - Mathematical Applications 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 120 - Calculus and Its Applications 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits

## Total: 3 Credit Hours

## Total General Education Coursework: 6 Credit Hours

## Total Credit Hours for Program Completion: 32 Credit Hours

# Electrical Technology Certificate (SW)

This program prepares individuals to apply technical knowledge and skills to install, operate, maintain, and repair electric apparatus and systems such as residential, commercial, and industrial electric-power wiring; and DC and AC motors, controls, and electrical distribution panels. Includes instruction in the principles of electronics and electrical systems, wiring, power transmission, safety, industrial and household appliances, job estimation, electrical testing and inspection, and applicable codes and standards.

## Technical Core

- ELT 104 - Distribution System 3 credits
- ELT 108 - DC Fundamentals 3 credits
- ELT 109 - AC Fundamentals 3 credits
- ELT 116 - Residential Wiring 6 credits
- ELT 117 - AC/DC Machines 3 credits
- ELT 118 - Commercial/Industrial Wiring I 3 credits
- ELT 209 - Motor Controls I 3 credits
- ELT 230 - Programmable Controls 6 credits
- ELT 241 - National Electrical Code 3 credits

- WKO 110 - NCCER Core 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 36 - 37 Credit Hours

## General Education

### English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

### Total: 3 Credit Hours

### Mathematics

**Must complete MTH116 or higher**

- MTH 116 - Mathematical Applications 3 credits
- MTH 100 - Intermediate College Algebra 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits
- MTH 120 - Calculus and Its Applications 3 credits

### Total: 3 Credit Hours

## Total General Education Coursework: 6 Credit Hours

## Total Credit Hours for Certificate Completion: 42 - 43 Credit Hours

# Graphic Communications Technology Certificate (MN)

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, and learn prepress and press operations.

# Technical Core

- GRD 101 - Introduction Graphics 3 credits
- GRD 112 - Layout and Design 3 credits
- GRD 114 - Illustration Graphics 3 credits
- GRD 116 - Photoshop 3 credits
- GRD 118 - Graphics Design Techniques 3 credits
- GRD 121 - Digital Photography Foundation 3 credits
- GRD 143 - Digital Video Foundation 3 credits
- GRD 190 - Portfolio Preparation 3 credits
- GRD 208 - Graphics Business Management 3 credits
- GRD 212 - Publication Design 3 credits
- GRD 214 - Illustration Design Techniques 3 credits
- GRD 250 - Web Media 3 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Technical Core Coursework: 36 - 37 Credit Hours

# General Education

## English Composition

**Must complete ENG101 or ENG131**

- ENG 101 - English Composition I 3 credits
  or
- ENG 131 - Applied Writing I 3 credits

## Total: 3 Credit Hours

## Mathematics

**Must complete MTH116 or higher**

- MTH 116 - Mathematical Applications 3 credits
- MTH 100 - Intermediate College Algebra 3 credits
- MTH 118 - Technical Mathematics 3 credits
- MTH 110 - Finite Mathematics 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 115 - Precalculus Algebra & Trigonometry 4 credits
- MTH 125 - Calculus I 4 credits

- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits
- MTH 237 - Linear Algebra 3 credits
- MTH 238 - Applied Differential Equations I 3 credits
- MTH 120 - Calculus and Its Applications 3 credits

Total: 3 Credit Hours

Total General Education Coursework: 6 Credit Hours

Total Credit Hours for Program Completion: 42 - 43 Credit Hours

## Short-Term Certificate

# Management and Supervision Short Certificate (MN)

## Core Requirements

- BUS 100 - Introduction to Business 3 credits
- BUS 271 - Business Statistics I 3 credits

Select ACT115, ACT145, or BUS241

- ACT 115 - Introduction to Accounting Computer Resources 3 credits
- ACT 145 - Basic Accounting Procedures 3 credits
- BUS 241 - Principles of Accounting I 3 credits

Select BUS275 or BUS276

- BUS 275 - Principles of Management 3 credits
- BUS 276 - Human Resource Management 3 credits

Select BUS186 or BUS263

- BUS 186 - Elements of Supervision 3 credits
- BUS 263 - The Legal and Social Environment of Business 3 credits

Select BUS147 or CIS146

- BUS 147 - Introduction to Finance 3 credits
- CIS 146 - Microcomputer Applications 3 credits

- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Core Requirement Coursework: 18 - 19 Credit Hours

## General Education

## English Composition

- ENG 101 - English Composition I 3 credits

## Total: 3 Credit Hours

## Humanities and Fine Arts

Choose one Humanities of Fine Arts Course

Art or Music Appreciation preferred

May not take Speech

- ART 100 - Art Appreciation 3 credits
- ENG 251 - American Literature I 3 credits
- ENG 252 - American Literature II 3 credits
- ENG 261 - English Literature I 3 credits
- ENG 262 - English Literature II 3 credits
- ENG 271 - World Literature I 3 credits
- ENG 272 - World Literature II 3 credits
- MUS 101 - Music Appreciation 3 credits
- PHL 206 - Ethics and Society 3 credits
- REL 151 - Survey of the Old Testament 3 credits
- REL 152 - Survey of the New Testament 3 credits

## Total: 3 Credit Hours

## Total General Education Coursework: 6 Credit Hours

## Total Credit Hours for Program Completion: 23 - 24 Credit Hours

# Medical Coding Short Certificate (CE)

Medical coding is the transformation of verbal descriptions of diseases, injuries, and procedures into alphanumeric designations. The coding of health-related data permits access to medical records by diagnoses and procedures for use in clinical care, research, and education. Currently, reimbursement of hospital and physician claims for Medicare patients depends entirely on the assignment of codes to describe diagnoses, services, and procedures provided.

Today, there are many demands for accurately coded data from the medical record in all types of health care institutions. In addition to their use on claims for reimbursement, codes are included on data sets used to evaluate the processes and outcomes of healthcare. Coded data are also used internally by institutions for quality management activities, case management, planning, marketing, and other administrative and research activities.

The Medical Coding Certificate Program prepares students with entry level skills need to code, classify, and index diagnoses and procedures for the purpose of reimbursement, standardization, retrieval and statistical analysis. Principals in ICD-10 CM/PCS, CPT coding and third-party reimbursement will be emphasized. The courses within the medical Coding Certificate program are also applicable to the A.A.S in Health Information Technology.

# What is Coding Certification?

The American Health Information Management Association's Council on Certification (COC) administers an entry-level coding certification examination, the CCA (Certified Coding Associate). Programs that meet the criteria for coding approval have been determined by AHIMA to contain the necessary components that would prepare a student to be a competent, entry-level coder. Students who complete an approved coding certificate program should be ready to sit for the CCA exam.

In addition, the American Health Information Management Association offers two coding specialist certification examinations: the CCS (Certified Coding Specialist) and CCS-P (Certified Coding Specialist-Physicians' Office). These mastery level certification examinations have been established to recognize individuals with specialized, advanced coding competencies. Individuals interested in either of these two mastery-level certifications should gain substantial coding experience before taking either of these examinations. They are not recommended for students who have recently completed a coding certificate program and have no other coding experience.

Note: All Medical Coding Certificate program courses are offered online with the exception of the Medical Coding Preceptorship and Medical Coding with Computers in which these two courses will be offered online in the near future.

Enrollment is limited to space available. Minimum requirements for consideration are as follows:

1. Application to the College.
2. Application to the Medical Coding Short Term Certificate Program. (Upon Request)
3. Transcript of all previous work.
4. "C" or better in each prerequisite course.
5. Personal interview with a committee may be required.

The courses are required prior to receiving the Medical Coding Short Certificate and may be completed on a part-time or full-time basis. Courses may be offered in the daytime, evening, or online.

## Course Requirements

- HIT 110 - Medical Terminology 3 credits
- HIT 111 - Diagnostic and Pharmacology 2 credits
- HIT 115 - Pathophysiology and Pharmacology for Hit 4 credits
- HIT 130 - Hit Classification and Reimbursement 3 credits
- HIT 151 - Health Data Content and Structure 3 credits
- HIT 230 - Medical Coding Systems I 3 credits
- HIT 231 - Medical Coding Skills Laboratory I 1 credits
- HIT 232 - Medical Coding Systems II 3 credits
- HIT 233 - Medical Coding Systems Laboratory II 1 credits
- HIT 235 - Medical Coding Systems III 2 credits
- HIT 286 - Expanded Medical Coding 2 credits
- ORI 101 - The Wildcat Way 1 credits
  Students who have completed less than 30 hours of coursework should take ORI101

## Total Credit Hours for Program Completion: 26 - 27 Credit Hours

# Nail Technology Short Certificate (SW)

## Core Requirements

- COS 133 - Salon Management Technology 3 credits
- COS 151 - Nail Care 3 credits
- COS 152 - Nail Care Applications 3 credits
- COS 153 - Nail Art 3 credits
- COS 154 - Nail Art Applications 3 credits
- COS 167 - State Board Review 3 credits
- COS 161 - Cosmetology/Nail Anatomy 1 credits

## Total Core Requirement Coursework: 19 Credit Hours

# Truck Driving Short Certificate (SW)

This program prepares individuals to apply technical knowledge and skills to drive trucks and buses, delivery vehicles, for-hire vehicles and other commercial vehicles, or to instruct commerical vehicle operators. Includes instruction in operating gas, diesel, or electrically-powered vehicles; loading and unloading cargo or passengers; reporting delays or accidents on the road; verifying load against shipping papers; arranging transportation for personnel; and keeping records of receipts and fares.

## Core Requirements

- TRK 111 - Basic Vehicle Operation 4 credits
- TRK 112 - Safe Operating Practices 3 credits
- TRK 113 - Non-Vehicle Activities 2 credits
- TRK 114 - Vehicle Maintenance 2 credits
- TRK 115 - Advanced Operating Practices 1 credits
- TRK 116 - Proficiency Development 1 credits
- TRK 117 - Commercial Drivers License 2 credits

## Total Core Requirement Coursework: 15 Credit Hours

# Welding Short Certificate (CA)

This prepares individuals to apply technical knowledge and skills to join or cut metal surfaces. Includes instruction in arc welding, resistance welding, brazing and soldering, cutting, high-energy beam welding and cutting, solid state welding, ferrous and non-ferrous materials, oxidation-reduction reactions, welding metallurgy, welding processes and heat treating, structural design, safety, and applicable codes and standards.

## Core Requirements

- WDT 109 - Shielded Metal Arc Fillet/PAC/CAC - Theory 3 credits
- WDT 119 - Gas Metal Arc/flux Cored Arc Welding Theory 3 credits
- WDT 120 - Shielded Metal Arc Welding Groove Theory 3 credits

- WDT 123 - Smaw Fillet/PAC/CAC Laboratory 3 credits
- WDT 124 - Gas Metal Arc/Flux Cored Arc Welding Laboratory: 3 credits
- WDT 125 - Shielded Metal Arc Welding Groove Laboratory 3 credits
- WDT 166 - Flux Core Arc Welding (FCAW) 3 credits
- WDT 167 - Flux Core Arc Welding Lab 3 credits
- WDT 181 - Special Topics 3 credits

Total Core Requirement Coursework: 27 Credit Hours

# Course Descriptions

## Accounting Technology

### 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(s):** 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(s):** 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(s):** 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.

## Advanced Manufacturing

### ADM 101 - Precision Measurement

3 credits

This course covers the use of precision measurement instruments utilized in inspection. In addition, basic print reading techniques reverse engineering, and related industry standards required in advanced manufacturing disciplines are covered. Upon completion, students should be able to demonstrate correct use of precision measuring instruments, interpret basic prints and apply basic reverse engineering techniques.

### ADM 116 - Introduction to CATIA

3 credits

Introduction to parametric, three-dimensional modeling using CATIA (v5 or 6). Focus on how to navigate within this software, how to create three-dimensional solid models using industry best practices, and then how to create and manipulate assemblies made from these parts. Learn the process of designing models with CATIA from conceptual sketching, through to solid modeling, assembly design, and drawing production. Upon completion of this course you will have acquired the skills to confidently work with CATIA. Gain an understanding of the parametric design philosophy of CATIA in this extensive hands-on course.

### ADM 128 - Plastic Material Processes

3 credits

This course in plastic materials and processes includes the basic principles and methodology of various material types and manufacturing processes. Comparison of selecting the best type of manufacturing for product will be discussed. Student will learn proper instruction on safety operations, set-up and maintenance and production of parts on a Fused Deposition Manufacturing (FDM) printer or Rapid Prototype (RP) System. Emphasis is directed on 3D modeling software program (such as Solid works) and Insight software 2/3D sketches, RP manufacturing technologies, FDM usages and processing with various types of manufactured plastics. Upon completion, students should be able to discuss and understand the significance of materials properties and structure, basic rapid prototyping, and express and interpret material specifications and be able to select the best process for the type of product being produced.

### ADM 261 - Reverse Engineering

3 credits

During this course students learn the process of quality control inspection of parts and uses of reverse engineering processes employing 3D printing, scanning, and Coordinate Measuring Machine (CMM technologies). Emphasis is on using applicable software to produce 3D models or converting scanned images into 3D models; using CMM for parts inspection and generating points cloud for 3D modeling; interfacing generated models with reverse engineering methods.

# Air Conditioning/Refrigeration Technology

## ACR 111 - Refrigeration Principles

3 credits

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

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

**Prerequisite(s):** ACR 121, ACR 122 and ACR 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 pipefittings.

CORE.

## ACR 119 - Fundamentals of Gas Heating Systems

3 credits

**Prerequisite(s):** ACR 121, ACR 122 and ACR 123 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

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 hydronic systems.

## ACR 121 - Principles of Electricity for HVACR

3 credits

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

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

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 125 - Fundamentals of Gas and Electrical Heating Systems

6 credits

This course provides instruction on general service and installation for common gas and electrical heating systems. Emphasis is placed on components, general service procedures, and basic installation. Upon completion, students will be able to install and service gas and electrical heating systems in a wide range of applications. NOTE: This course is a suitable substitution for ACR 119 and 120 if those both courses are taken.

## ACR 132 - Residential Air Conditioning

3 credits

**Prerequisite(s):** ACR 111, ACR 112, ACR 121, ACR 122, ACR 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

**Prerequisite(s):** ACR 111, ACR 112, ACR 121, ACR 122, ACR 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

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

**Prerequisite(s):** ACR 111, ACR 112, ACR 121, ACR 122, ACR 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

**Prerequisite(s):** ACR 111, ACR 112, ACR 121, ACR 122, ACR 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

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 - Special Topics in ACR

1-3 credits

**Prerequisite(s):** 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 182 - Special Topics in ACR

1-3 credits

**Prerequisite(s):** 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

**Prerequisite(s):** ACR 111, ACR 112, ACR 121, ACR 122, ACR 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

**Prerequisite(s):** ACR 111, ACR 112, ACR 121, ACR 122, ACR 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

**Prerequisite(s):** ACR 111, ACR 112, ACR 121, ACR 122, ACR 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.

## 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.

Note: Course may be used in Area V for AS/AA degrees

### ART 114 - Drawing II

3 credits

**Prerequisite(s):** ART 113
This course advances the students drawing skills in various art media. Emphasis is placed on communication through experimentation, composition, technique and personal expression. Upon completion, students should demonstrate creative drawing skills, the application of the fundamentals of art, and the communication of personal thoughts and feelings.

Note: Course may be used in Area V for AS/AA degrees

### 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.

Note: Course may be used in Area V for AS/AA degrees

### ART 234 - Painting II

3 credits

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

Note: Course may be used in Area V for AS/AA degrees

## Automotive Body Repair

### ABR 111 - Non-Structural Repair

3 credits

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

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

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

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

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

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

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

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 181 - Special Topics in ABR

1-3 credits

**Prerequisite(s):** 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.

## ABR 182 - Special Topics in ABR

1-3 credits

**Prerequisite(s):** 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.

## ABR 213 - Automotive Structural Analysis

3 credits

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

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

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

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

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

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

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

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 269 - Estimating and Damage Analysis

3 credits

This course introduces the students to the principles of collision/damage estimation. Topics include cost and time estimations, determinations of repair or replacement of parts, and whether to use new, used, or aftermarket parts. Upon completion of this course students should be able to provide a hand written or computerized damage report/estimate.

### ABR 281-3 - Special Topics in ABR

1-3 credits

**Prerequisite(s):** 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.

## Automotive Mechanics

### AUM 101 - Fundamentals of Automotive Technology

3 credits

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

This is an introductory course in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components.

CORE.

### AUM 112 - Electrical Fundamentals

3 credits

This course introduces the principles and laws of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel and series-parallel circuits. Upon completion, students should be able to calculate, build, and measure circuits.

## AUM 121 - Braking Systems

3 credits

This course provides instruction in automotive technology. Emphasis is placed on the practical application of brakes.

CORE.

## AUM 122 - Suspension and Steering

3 credits

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

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

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

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 162 - Electrical and Electronic Systems

3 credits

This is an intermediate course in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of battery, starting, charging, and lighting systems, subsystems, and components.

## AUM 181 - Special Topics

1-3 credits

**Prerequisite(s):** 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.

## AUM 192 - Co-Op

1-3 credits

**Prerequisite(s):** 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 210 - Electrical/Electronic Systems II

3 credits

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

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

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

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

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

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

This is an introductory course in automotive emission systems. Emphasis is placed on trouble-shooting and repair of systems, subsystems, and components.

## AUM 247 - Dynamic Testing

3 credits

**Prerequisite(s):** 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 281 - Special Topics

1-3 credits

**Prerequisite(s):** 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.

### AUM 291 - Co-Op

1-3 credits

**Prerequisite(s):** 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.

## Barbering and Hair Styling

### BAR 109 - Bacteriology and Sanitation

3 credits

This course provides the theory of bacteriology and sanitation. Topics include the types of bacteria and sanitation procedures, and razor shaving. Upon completion, the student should be able to identify types of bacteria and methods of sanitation.

### BAR 110 - Orientation to Barbering

3 credits

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

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

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

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

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 115 - Cutting and Styling Techniques

3 credits

This course provides practical experience in basic scissor and clipper haircutting. Upon completion, the student will be able to cut and style a client's hair, demonstrating correct scissor and clipper cutting and styling techniques.

## BAR 120 - Properties of Chemistry

3 credits

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

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

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

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

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

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

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

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

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.

## BAR 143 - State Board Review

3 credits

Students are provided a complete review of all written and practical procedures in barbering and state board

requirements. Upon completion students should be able to demonstrate the practical skills necessary to meet the requirements of state board certification and employment.

# Biology

## BIO 103 - Principles of Biology I

4 credits

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.

Lab: A 120-minute laboratory is required.

## BIO 104 - Principles of Biology II

4 credits

**Prerequisite(s):** BIO 103
This course is an introduction to the basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity, including classification, morphology, physiology, and reproduction.

Lab: A 180-minute laboratory is required.

## BIO 120 - Medical Terminology

3 credits

**Prerequisite(s):** 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.

Lab: No laboratory is required.
Note: Course may be used in Area V for AS/AA degrees

## BIO 201 - Human Anatomy and Physiology I

4 credits

**Prerequisite(s):** 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.

Lab: A 120-minute laboratory is required.
Note: Course may be used in Area V for AS/AA degrees

### BIO 202 - Human Anatomy and Physiology II

4 credits

**Prerequisite(s):** 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.

Note: Course may be used in Area V for AS/AA degrees

### BIO 220 - General Microbiology

4 credits

**Prerequisite(s):** 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.

Lab: Two 120-minute laboratories are required.
Note: Course may be used in Area V for AS/AA degrees

### BIO 286 - Ecology

4 credits

**Prerequisite(s):** 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.

Note: Course may be used in Area V for AS/AA degrees

### BIO 287 - Ecology II

4 credits

**Prerequisite(s):** BIO 286 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.

Note: Course may be used in Area V for AS/AA degrees

## Business

### 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.

Note: Course may be used in Area V for AS/AA degrees

## 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.

Note: Course may be used in Area V for AS/AA degrees

## 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.

Note: Course may be used in Area V for AS/AA degrees

## 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.

Note: Course may be used in Area V for AS/AA degrees

## BUS 242 - Principles of Accounting II

3 credits

**Prerequisite(s):** 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.

Note: Course may be used in Area V for AS/AA degrees

## 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.

Note: Course may be used in Area V for AS/AA degrees

## 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.

Note: Course may be used in Area V for AS/AA degrees

## BUS 272 - Business Statistics II

3 credits

**Prerequisite(s):** 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.

Note: Course may be used in Area V for AS/AA degrees

## 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.

Note: Course may be used in Area V for AS/AA degrees

## 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.

Note: Course may be used in Area V for AS/AA degrees

## 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.

Note: Course may be used in Area V for AS/AA degrees

### 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.

## Chemistry

### CHM 104 - Introduction to Inorganic Chemistry

4 credits

**Prerequisite(s):** MTH 90  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 CHM 111. 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.

Lab: Laboratory is required.

### CHM 105 - Introduction Organic Chemistry

4 credits

**Prerequisite(s):** 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.

Lab: Laboratory is required.

### CHM 111 - College Chemistry I

4 credits

**Prerequisite(s):** 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.

Lab: Laboratory is required.

### CHM 112 - College Chemistry II

4 credits

**Prerequisite(s):** 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.

Lab: Laboratory is required.

### CHM 220 - Quantitative Analysis

4 credits

**Prerequisite(s):** 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.

Note: Course may be used in Area V for AS/AA degrees

### CHM 221 - Organic Chemistry I

4 credits

**Prerequisite(s):** 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.

Note: Course may be used in Area V for AS/AA degrees

### CHM 222 - Organic Chemistry II

4 credits

**Prerequisite(s):** 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.

Note: Course may be used in Area V for AS/AA degrees

## Civil Design Technology

### CDT 221 - Structural Drafting for Technicians

3 credits

The purpose of this course is to introduce the student to structural detailing. This will include wood, steel, and concrete detailing. Upon completion of this course the student will be able to detail in wood, steel, and reinforced concrete.

## Culinary Arts

### CUA 101 - Orientation to the Hospitality Profession

3 credits

This course introduces various facets and opportunities within the hospitality profession. The intent is for students to gain a broad base of information relative to the hospitality industry. Emphasis is placed on having students comprehend their role as a hospitality industry professional. Topics include an overview of the hospitality profession, knowledge and skills necessary for successful employment, the impact of the hospitality profession on society, issues that impact on various segments of the hospitality profession, and emerging trends.

### CUA 102 - Catering

3 credits

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, the student will have a working knowledge of the principles involved in operating a catering business.

### CUA 110 - Basic Food Preparation

3 credits

In this course students acquire fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items.

### CUA 111 - Foundations in Nutrition

3 credits

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.

### CUA 112 - Sanitation, Safety and Food Service

2 credits

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.

## CUA 114 - Meal Management

3 credits

**Prerequisite(s):** 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.

## CUA 120 - Basic Food Preparation Lab

2 credits

In this course students apply fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items. At the conclusion of this course students will demonstrate basic food preparation skills.

## CUA 173 - Culinary Arts Apprenticeship

3 credits

This course provides the student with hands-on experience in a selected (approved) commercial food operation establishment under direct supervision. This course may be repeated for credit.

## CUA 201 - Meat Preparation and Processing

2 credits

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.

## CUA 204 - Foundations of Baking

3 credits

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.

## CUA 205 - Intro to Garde Manger

3 credits

This course is designed to develop skills in the art of Garde Manger. Topics include pates, terrines, galantines, ice and

tallow carving, chaud-froid/aspic work, charcuterie, smoking, canapes, hor 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

3 credits

This course is a continuation of CUA 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

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 compliment various cuisines and particular tastes.

## CUA 213 - Food Purchasing and Cost Control

3 credits

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

This course focuses on preparing cakes and tortes. Emphasis is on the techniques necessary for Bavarian creams, ganache, buttercream, whipped cream, marzipan, chocolate, and production of mignardises and petit fours. Upon completion, students should be able to plan, execute and evaluate dessert platters, individual plated desserts, and show pieces.

## CUA 222 - Dietary Management

3 credits

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.

## CUA 222 - Dietary Management

3 credits

Course Description: 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, the student will be able to demonstrate an understanding of the principles of dietary management in food preparation and service.

### CUA 251 - Menu Design

3 credits

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.

### CUA 260 - Internship for Commercial Food Service

1-3 credits

**Prerequisite(s):** 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.

### CUA 262 - Restaurant Management and Supervision

3 credits

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 281 - Special Topics in Commercial Food Preparation

1-3 credits

**Prerequisite(s):** 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.

## Computer Information Systems

### CIS 146 - Microcomputer Applications

3 credits

**Prerequisite(s):** 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.

Note: Course may be used in Area V for AS/AA degrees

## CIS 147 - Adavnced Micro Applications

3 credits

**Prerequisite(s):** Permission of instructor
This course is a continuation of CIS 146 in which students utilize the advanced features of topics covered in CIS 146. Advanced functions and integration of word processing, spreadsheets, database, and presentation packages among other topics are generally incorporated into the course and are to be applied to situations found in society and business. Upon completion, the student should be able to apply the advanced features of selected software appropriately to typical problems found in society and business. This course will help prepare students for the MOS certification.

Note: Course may be used in Area V for AS/AA degrees

## CIS 149 - Introduction to Computers

3 credits

**Prerequisite(s):** 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 certification.

Note: Course may be used in Area V for AS/AA degrees

## CIS 150 - Computer Logic & Programming

3 credits

**Prerequisite(s):** Permission of instructor
This course includes logic, design and problem solving techniques used by programmers and analysts in addressing and solving common programming and computing problems. The most commonly used techniques of flowcharts, structure charts, and pseudocode will be covered and students will be expected to apply the techniques to designated situations and problems.

## CIS 155 - Introduction to Mobile App Development

3 credits

**Prerequisite(s):** Permission of instructor
The purpose of this course is to introduce students to various app development tools for various mobile platforms. Specific topics include: app distribution sources, mobile device operating systems, the survey of app development software, processes for design, build, deploying, and optimizing apps. At the conclusion of this course students will be able to design, build, deploy, and optimize a basic app

## CIS 157 - Introduction to App Devleopment with Swift

3 credits

**Prerequisite(s):** Permission of instructor
This introductory one-semester course is designed to help students build a solid foundation in programming fundamentals using Swift as the language. Students get practical experience with the tools, techniques, and concepts needed to build a basic iOS system.

## CIS 212 - Visual Basic Programming

3 credits

**Prerequisite(s):** CIS 150 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.

Note: Course may be used in Area V for AS/AA degrees

## CIS 214 - Security Analysis (pen Testing)

3 credits

**Prerequisite(s):** Permission of instructor
This course introduces students to the concept of security analysis, or penetration testing, of information systems. Students will evaluate the security of a computer system or network, assessing security risks from the position of a potential attacker. Emphasis is on identifying security flaws and providing technical solutions

## CIS 215 - C# Programming

3 credits

**Prerequisite(s):** CIS 150 or equivalent background
This course is an introduction to the C# programming language. The goal of this course is to provide students with the knowledge and skills they need to develop C# applications for the Microsoft .NET Platform. Topics include program structure, language syntax, and implementation details. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

## CIS 219 - Android App Development

3 credits

**Prerequisite(s):** CIS 155
In this course students learn to program apps for an Android© operating system using a specified programming language. Student will be able to develop, build, deploy, and optimize an app for an Android© operating system.

## CIS 220 - App Development with Swift I

3 credits

**Prerequisite(s):** CIS 157
This is the first of two courses designed to teach specific skills related to app development using Swift language.

## CIS 221 - Windows App Development

3 credits

**Prerequisite(s):** Permission of instructor
In this course students learn to program apps for a Windows© Phone system using a specified programming language. Student will be able to develop, build, deploy, and optimize an app for a Windows© Phone system.

## CIS 227 - App Development with Swift II

3 credits

**Prerequisite(s):** CIS 220
This course focuses on building specific features for iOS apps. Students apply their knowledge and skills to developing new apps.

## CIS 245 - Cyber Defense

3 credits

**Prerequisite(s):** Permission of instructor
The course provides students with information on the concept of cyber defense. Topics include information relative to legal aspects of cyber attacks, threats to various levels of national and local social infrastructure, financial systems, personal data, and other direct and indirect threats. As part of this course students explore current and historical cyber threats and U.S. policy regarding infrastructure protection.

## CIS 246 - Ethical Hacking

3 credits

This course emphasizes scanning, testing, and securing computer systems. The lab-intensive environment provides opportunities to understand how perimeter defenses work and how hackers are able to compromise informaiton systems. With awareness of hacking strategies, students learn to counteract those attempts in an ethical manner.

## CIS 259 - Advanced Mobile App Development

3 credits

**Prerequisite(s):** CIS 219
This course serves as a capstone class for app development. Students will conceive, design, develop and deploy a finished app for mobile platforms using specified app development software

## CIS 269 - Hardware Support

3 credits

**Prerequisite(s):** 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 270 - Cisco CCNA I

3 credits

**Prerequisite(s):** Permission of instructor
This course is the first part of a four part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.

## CIS 271 - Cisco CCNA II

3 credits

**Prerequisite(s):** CIS 270
This course is the second part of a four part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.

## CIS 272 - Cisco CCNA III

3 credits

**Prerequisite(s):** CIS 271
This course is the third part of a four part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.

## CIS 273 - Cisco CCNA IV

3 credits

**Prerequisite(s):** CIS 272
This course is the fourth part of a four part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.

## CIS 276 - Server Administration

3 credits

This course introduces network operating system administration. Topics included in this course are network operating system software installation, administration, monitoring, and maintenance; user, group, and computer account management; shared resource management; and server hardware management. Students gain hands-on experience in managing and maintaining a network operating system environment.

## CIS 278 - Directory Services Administration

3 credits

This course provides a study of planning, implementing, and maintaining a network directory service. Topics included in this course are planning and implementing network directory organizational and administrative structures. Students gain hands-on experience using a directory service to manage user, group, and computer accounts, shared folders, network resources, and the user environment.

## CIS 280 - Network Security

3 credits

This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion students will be able to identify security risks and describe appropriate counter measures.

## CIS 282 - Computer Forensics

3 credits

This course introduces students to methods of computer forensics and investigations. This course helps prepare students for industry specific certification.

## CIS 284 - CIS Internship

3 credits

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

## CIS 284 - CIS Internship

3 credits

**Prerequisite(s):** Permission of instructor
This course is part of a series wherein the student works in a degree/program related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to computer practices in informational technologies 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.

## CIS 287 - Sql Server

3 credits

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

# Cosmetology

## COS 111 - Cosmetology Science and Art

3 credits

**Corequisite(s):** 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

**Corequisite(s):** 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

**Corequisite(s):** 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

**Corequisite(s):** 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 115 - Hair Coloring Theory

3 credits

In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving. Upon completion, the student will should be able to identify all classifications of haircoloring and the effects on the hair.

## COS 116 - Hair Coloring Lab

3 credits

In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all classifications of hair coloring and lightening. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening.

## COS 117 - Basic Spa Techniques

3 credits

This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, hair removal, and nail care. Upon completion, the student will be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, disorders of the skin, and nail care.

## COS 118 - Basic Spa Techniques Lab

3 credits

This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial make-up, hair removal, and nail care. Upon completion, the student should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions, and nail care.

## COS 119 - Business of Cosmetology

3 credits

This course is designed to develop job-seeking and entry-level management skills for the beauty industry. Topics include job seeking, leader and entrepreneurship development, business principles, business laws, insurance, marketing,

and technology issues in the workplace. Upon completion, the student should be able to list job-seeking and management skills and the technology that is available for use in the salon.

## COS 121 - Colorimetry

3 credits

**Corequisite(s):** 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

**Corequisite(s):** 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

**Corequisite(s):** 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

**Corequisite(s):** 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

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 137 - Hair Shaping and Design Theory

3 credits

This course introduces students to concepts related to the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines.

## COS 141 - Applied Chemistry for Cosmetology

3 credits

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

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

**Corequisite(s):** 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 146 - Hair Additions

3 credits

This course focuses on the practice of adding artificial hair. Topics include hair extensions, weaving, and braiding. Upon completion, the student should be able to demonstrate the techniques and procedures for attaching human and synthetic hair.

## COS 151 - Nail Care

3 credits

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

**Corequisite(s):** 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

**Corequisite(s):** 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

**Corequisite(s):** 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

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 - Cosmetology/Nail Anatomy

1 credits

This course focus on anatomy and physiology of the arm, hand and foot. 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 167 - State Board Review

3 credits

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

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(s):** 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(s):** 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, student should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies

## Cosmetology Instructor Training

### CIT 211 - Teaching and Curriculum

3 credits

**Prerequisite(s):** 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

**Prerequisite(s):** Licensed managing cosmetologist 1 year of experience
**Corequisite(s):** CIT 211 or permission of instructor

This course is designed to provide practice through working with a cosmetology instructor in a mentoring relationship. Emphasis is placed on communication, 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

**Prerequisite(s):** Licensed managing cosmetologist 1 year of experience
**Corequisite(s):** 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

**Prerequisite(s):** 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

**Prerequisite(s):** Licensed managing cosmetologist 1 year of experience
**Corequisite(s):** 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

**Prerequisite(s):** Licensed managing cosmetologist 1 year of experience
**Corequisite(s):** 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.

# Criminal Justice

## CRJ 100 - Introduction to Criminal Justice

3 credits

This course surveys the entire criminal justice process from law enforcement to the administration justice through corrections. It discusses the history of the system and introduces various career opportunities.

Note: Course may be used in Area V for AS/AA degrees

## 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.

Note: Course may be used in Area V for AS/AA degrees

# Drafting and Design Technology

## DDT 104 - Basic Computer Aided Drafting and Design

3 credits

This course provides an introduction to basic Computer Aided Drafting and Design (CADD) functions and techniques, using "hands-on" applications. Topics include terminology, hardware, basic CADD and operating system functions, file manipulation, and basic CADD software applications in producing softcopy and hardcopy.

## DDT 111 - Fundamentals of Drafting and Design Technology

3 credits

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

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

**Prerequisite(s):** 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

**Prerequisite(s):** 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

**Prerequisite(s):** 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

**Prerequisite(s):** 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 134 - Descriptive Geometry

3 credits

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

**Prerequisite(s):** 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 at 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 212 - Intermediate Architectural Drafting

3 credits

**Prerequisite(s):** 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 home light commercial application. Upon completion, students should be able to draw and specify advanced-level plans, including various architectural details.

## DDT 214 - Pipe Drafting

3 credits

**Prerequisite(s):** 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

**Prerequisite(s):** 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

**Prerequisite(s):** 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 232 - CAD Customization

3 credits

**Prerequisite(s):** 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 232 - CAD Customization

3 credits

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 efficiency of the CAD operator.

## DDT 233 - Advanced CAD

3 credits

**Prerequisite(s):** DDT 127 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 239 - Independent Studies

1-4 credits

**Prerequisite(s):** DDT 131 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 244 - Advanced 3D Modeling

3 credits

In this course, students will receive instruction on advanced 3D modeling concepts such as surfacing, advanced sheet metal creation and editing, assemblies utilizing sub-assemblies, advanced assembly features and top down design, and 3D sketching and weldments.  Students will continue to enhance their skills using 3D software to produce 3D models using advanced techniques and create detailed industry ready 2D working drawings. Students will also use industry standard dimensioning and advanced tolerancing practices per ANSI standards as applicable to 3D design and working

drawings. Students will explore current industry topics and work on team building exercises in an effort to prepare the students for the workforce.

### DDT 267 - Co-Op Elective

1-2 credits

**Prerequisite(s):** 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.

### DDT 268 - Co-Op Elective

1-2 credits

**Prerequisite(s):** 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 104 - Basic Engines

3 credits

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

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 111 - Equipment Safety/Mechanical Fundamentals

3 credits

This course provides instruction in the fundamentals of vehicle operation and safety when basic service work is to be performed in the shop. Topics include service manuals, mechanical fundamentals, preventive maintenance and component adjustment. Upon completion, students should be able to demonstrate knowledge of the fundamentals of vehicle operation and safety in the shop.

## DEM 117 - Diesel and Gas Tune-up

3 credits

This course introduces tune-up and troubleshooting according to manufacturers' specifications. Topics include troubleshooting engine systems, tune-up procedures, and use and care of special test tools and equipment. Upon completion, students should be able to troubleshoot, diagnose, and repair engines and components using appropriate diagnostic equipment.

## DEM 122 - Heavy Vehicle Brakes

3 credits

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

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 125 - Heavy Vehicle Drive Trains

3 credits

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

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

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 130 - Electrical/Electronic Fundamentals

3 credits

This course introduces the student to basic Electrical / Electronic concepts and fundamentals. It provides the principles of electricity, magnetism, and Ohm's Law. Emphasis is placed on batteries, starting, charging, and lighting circuits, which include series, parallel, and series-parallel circuits. Troubleshooting and repair of wiring harnesses, starting motors, charging systems, and accessories are included along with the computerized monitoring of vehicle systems. Upon completion, students should be able to identify components, test systems, and repair minor electrical problems according to manufacturer's literature.

### DEM 135 - Heavy Vehicle Steering and Suspension

3 credits

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 137 - Heating, Air Conditioning, and Refrigeration Systems

3 credits

This course provides instruction in fundamentals, diagnosis, and repair of cab and cargo heating and refrigeration systems. Topics include operation theory, safety, maintenance, recycling and recovery procedures, recharging procedures, troubleshooting procedures, refrigerant leaks, and system repairs.

### DEM 192 - CO-OP Diesel Technology

3 credits

This course allows the student to work parallel in a job closely related to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.

## Early Childhood Education

### 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

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

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

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(s):** 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 219 - Supervised Practical Experience

2 credits

This course provides hands-on, supervised experienced in an approved program for young children. Emphasis is placed on performance of daily duties which are assessed by the college instructor and the cooperating teacher. Upon completion, students will be able to demonstrate competency in a child care setting.

## Economics

### 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.

## Electrical Technology

### EET 260 - Microprocessors Interfacing

3 credits

Emphasis is placed on interfacing microprocessor systems. Upon completion of this course and EET 261 a student will be able to interface a microprocessor.

### ELT 104 - Distribution System

3 credits

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

**Prerequisite(s):** MTH 90  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

**Prerequisite(s):** ELT 108 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 parallel combinations. Upon completion, students should be able to describe AC circuits and explain the function of AC such as RLC, impedance, phase relationships and power 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

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

**Prerequisite(s):** ELT 108, ELT 109 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

**Prerequisite(s):** ELT 108, ELT 109 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

**Prerequisite(s):** ELT 109 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

**Prerequisite(s):** ELT 108, 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

**Prerequisite(s):** ELT 109, ELT 118 or permission of instructor
This course is a continuation of ELT 118 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

1-3 credits

**Prerequisite(s):** 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(s):** 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

**Prerequisite(s):** ELT 108, ELT 109 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

**Prerequisite(s):** ELT 108, ELT 109, ELT 209 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

**Prerequisite(s):** ELT 109 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

**Prerequisite(s):** 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 230 - Programmable Controls

6 credits

This state-of-the-art course includes the fundamental principles of programmable logic controls (PLC's) including hardware, programming and program design. Emphasis is placed on hardwiring associated with PLC, different options available with most PLC's basic ladder logic programming, developing working programs, timers, counters, different special functions, and designing programs from existing hardwired systems. Upon completion, students should be able to develop programs, load programs into PLC's and troubleshoot the system.

## ELT 231 - Programmable Controls I

3 credits

**Prerequisite(s):** 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

**Prerequisite(s):** ELT 102 or instructor approval;
**Corequisite(s):** 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 241 - National Electrical Code

3 credits

This course introduces the students to the National Electric Code and text and teaches the student how to find needed information within this manual. Emphasis is placed on locating and interpreting needed information within the NEC code manual. Upon completion, students should be able to locate, with the NEC code requirements for a specific electrical installation.

### ELT 242 - Journeyman-Master Prep Exam

3 credits

**Prerequisite(s):** 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.

### ELT 253 - Industrial Robotics

3 credits

This course provides instruction in concepts and theories for the operation of robotic servo motors and power systems used with industrial robotic equipment. Emphasis is on the application of the computer to control power systems to perform work. Student competencies include understanding of the functions of hydraulic, pneumatic, and electrical power system components, ability to read and interpret circuitry for proper troubleshooting and ability to perform preventative maintenance.

## Electronics Engineering Technology

### EET 103 - DC Fundamentals

3 credits

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

**Prerequisite(s):** EET 103 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 parallet 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

**Prerequisite(s):** EET 103, 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

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 112 - Concepts of Direct Current

5 credits

This course provides an advanced study of direct current (DC) concepts and application principles. Specific topics include safety, terms and symbols, electrical theory, Ohm's law, power law, electrical measurement, DC electrical components, series, parallel, and series-parallel circuit construction. Students gain hands-on experience through various laboratory problems. Emphasis is placed on the use of scientific calculators, reading schematics, and the operation of

common test equipment used to analyze and troubleshoot DC circuits and to prove the theories taught during classroom instruction.

## EET 113 - Concepts of Alternating Current

5 credits

This course provides an advanced study of alternating current (AC) concepts and application principles. Specific topics include safety, terms and symbols, AC electrical theory, components, circuits, electrical measurement instruments, laws of AC, and methods for constructing and measuring various types of AC circuits. Students gain hands-on experience through laboratory exercises designed to analyze complex circuits, power requirements, faults, phase relationships, and power factors. Emphasis is placed on the use of scientific calculators and the operation of various types of test equipment used to analyze and troubleshoot AC circuits

## EET 119 - Circuit Fabrication

1 credits

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

**Prerequisite(s):** 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 I

3 credits

**Prerequisite(s):** EET 105 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

**Prerequisite(s):** EET 105
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

**Prerequisite(s):** EET 203
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 credits

**Corequisite(s):** EET 230

This is a companion course to EET 230. Topics include RF amplifiers, oscillators, mixers, AM and FM modulation and demodulation. Upon completion of this course and EET 230, students should be able to describe, operate, and troubleshoot basic communication circuits.

## EET 234 - Robotic Systems

3 credits

**Corequisite(s):** EET 239

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 EET 239, students will be able to program and operate a simple robot.

## EET 239 - Robotic Systems Lab

2 credits

**Corequisite(s):** EET 234

This is a companion course to EET 234. The course emphasizes hands-on experience in the basics of a robotic system in the laboratory. Upon completion of this course and EET 234, students will be able to program and operate a simple robot.

## EET 249 - CET Preparation

3 credits

This course is designed to prepare students for the Associate Certified Electronics Technicians (CET) examination. This course covers a wide spectrum of materials presented in the electronics program. Upon completion, students should be prepared to take the CET exam.

## EET 254 - Microcomputer Systems Basics

3 credits

**Corequisite(s):** EET 255

This course is a fundamental study of the systems and subsystems in a microcomputer and covers the core harware requirements for A+ certification.

## EET 255 - Microcomputer Systems Basics Lab

2 credits

**Corequisite(s):** EET 254

This course is a practical application of the techniques learned in EET 254. Upon completion, students should have the core computer hardware skills necessary for acquiring A+ certification.

## EET 256 - Microcomputer Systems Advanced

3 credits

**Prerequisite(s):** EET 254, EET 255;
**Corequisite(s):** EET 257

This course is a continuation of EET 254 and EET 255. 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

**Prerequisite(s):** EET 254, EET 255;
**Corequisite(s):** EET 256

This course provides opportunities for practical application of the techniques learned in EET 256. Upon completion, students are prepared to acquire A+ certification.

## EET 261 - Microprocessors Interfacing Laboratory

1 credits

Emphasis is placed on interfacing microprocessor systems. Upon completion of this course and EET 260 a student will be able to interface a microprocessor.

### EET 281 - Special Topics in EET

1-3 credits

**Prerequisite(s):** 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

**Prerequisite(s):** 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

**Prerequisite(s):** 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.

## English

### ENG 099 - Introduction to College Writing

1 credits

**Corequisite(s):** ENG 101

This course places emphasis on providing students with additional academic and noncognitive support with the goal of success in the students' paired ENG 101 class. The material covered or practiced in the ENG 099 course is complementary to and supportive of material taught in ENG 101 and the needs of the ENG 099 student.

### ENG 101 - English Composition I

3 credits

**Prerequisite(s):** A grade of C or higher in Writing and Reading for College ENR 098  or appropriate English placement 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(s):** 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 131 - Applied Writing I

3 credits

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 - Creative Writing

3 credits

**Prerequisite(s):** 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.

Note: Course may be used in Area V for AS/AA degrees

## ENG 247 - Creative Writing

3 credits

**Prerequisite(s):** 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.

Note: Course may be used in Area V for AS/AA degrees

## ENG 251 - American Literature I

3 credits

**Prerequisite(s):** 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(s):** 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(s):** 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(s):** 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(s):** 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(s):** 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(s):** 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.

Note: Course may be used in Area V for AS/AA degrees

## English and Reading

### ENR 098 - Writing and Reading for College

4 credits

This course integrates reading and writing skills students need to comprehend and interact with college-level texts and to produce original college-level writing. Reading skills will center on processes for literal and critical comprehension, as well as the development of vocabulary skills. Writing skills will focus on using an effective writing process including generating ideas, drafting, organizing, revising and editing to produce competent essays using standard written English. This course may include a one-hour lab component.

## English as a Second Language

### ESL 048 - Intensive Grammar, Speaking, Listening, & Reading

3 credits

This course provides a review of fundamentals and an introduction to more complex grammar and oral communication skills and strategies for intermediate to high-intermediate students whose native language is not English. Focus is on improving sentence structure, and on improving listening, reading and speaking skills in various situations.

## Graphic Communications Technology

### GRD 101 - Introduction Graphics

3 credits

This course introduces the student to the Graphic Design industry. Emphasis is placed on visual language vocabularies,

the elements and principles of design, typography, creative problem solving, design processes, current design technologies, and professional expectations of graphic designers..

## GRD 112 - Layout and Design

3 credits

This course introduces students to layout and design principles using current software. Topics include importing, combining and manipulating text, graphic elements, and images for composite layout. Upon completion, students should be able to design and layout various projects at a professional level for production.

## GRD 114 - Illustration Graphics

3 credits

**Prerequisite(s):** GRD 101 or permission of instructor
This course covers the use of vector based software for preparing illustrations for output using form, balance, repetition, proportion, and color theory. Emphasis is placed on creating clip art, logos, and illustrations to be reproduced in print and electronic media. Upon completion, students should be able to successfully prepare scalable artwork for production.

## GRD 116 - Photoshop

3 credits

**Prerequisite(s):** GRD 101 or permission of instructor
This course introduces students to digital imaging software. Emphasis is placed on painting and editing, creating special effects, basic image corrections, photo retouching, preparing images for web publications and creating color separations. Upon completion, students should be able to identify the different tools, work with multiple layer images, retouch a photograph, create special effects and prepare an image for a web publication.

## GRD 118 - Graphics Design Techniques

3 credits

**Prerequisite(s):** GRD 101 or permission of instructor
This course introduces the different creative processes involved to produce professional graphic designs. Emphasis is placed on the student developing a standard of design quality to be used throughout the graphic design program and professional life.

## GRD 121 - Digital Photography Foundation

3 credits

**Prerequisite(s):** GRD 101 or permission of instructor
This course introduces the creative process of digital photography. Emphasis is placed on the components, accessories, and maintenance of a digital camera. Upon completion, a student will comprehend how to compose and shoot a picture using a digital camera.

## GRD 137 - 3-D Fundamentals

3 credits

This course introduces students to fundamental concepts, principles, and practices of 3D digital modeling and 3D modeling and rendering software. Students are given instruction in 3D modeling techniques including: production of geometric and organic surfaces and forms using NURBS (Nonuniform rational B-spline), polygon construction and sub-divisional surfaces.

## GRD 143 - Digital Video Foundation

3 credits

**Prerequisite(s):** GRD 101 or permission of instructor
This course introduces students to the basic knowledge and development of digital video and audio. Students are introduced to creating digital video productions and editing techniques. Emphasis is placed on aesthetics and techniques of digital video and audio recording and non-linear editing.

## GRD 171 - Digital Photography Techniques

3 credits

This course focuses on picture composition, lighting, camera angles, depth of field and camera settings to create a visual impression. Emphasis is placed on the student's ability to shoot and present photographic work in various delivery platforms. Design concepts are reinforced in this course for use with all media types.

## GRD 183 - Digital Video Production

3 credits

This course focuses on production planning, camera techniques, lighting, audio, and advanced non-linear editing. Students will work independently or in small groups to develop, capture, edit, and deliver digital video projects while also learning compression and delivery standards.

## GRD 187 - 3-D Animation

3 credits

This course focuses on a series of project-based lessons designed to guide students through the process of creating and generating an animation. Emphasis is placed on animation, texture map, adding visual effects and rendering techniques using lighting, camera, and color manipulation within a current 3D Modeling and Animation software.

## GRD 190 - Portfolio Preparation

3 credits

**Prerequisite(s):** 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.

## GRD 208 - Graphics Business Management

3 credits

**Prerequisite(s):** Permission of instructor
This course is designed to introduce the student to general business practices including finance, accounting, insurance, taxes, management, marketing, and negotiation. Students are provided a foundation that addresses the complexities of intellectual properties, copyright, and basic business and contract law as it pertains to creative content.

## GRD 212 - Publication Design

3 credits

**Prerequisite(s):** 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 course work. Upon completion, students should be able to prepare and produce a portfolio for presentation.

## GRD 214 - Illustration Design Techniques

3 credits

**Prerequisite(s):** Permission of instructor
This course further develops the student's ability to communicate visually by incorporating raster and vector imagery for illustration purposes. Emphasis is placed on creating complex illustrations that communicates an idea or concept.

## GRD 216 - Photoshop Techniques

3 credits

This course further enhances the student's experience with digital imaging software. Emphasis is placed on the development of intermediate level skills in the use of Photoshop for the purpose of creating and manipulating imagery that communicates an idea or concept.

## GRD 219 - Photoshop Imaging

3 credits

This course draws from the student's previous experiences to enhance their use of digital imaging software. Emphasis is placed on the development of advanced level skills in the use of Photoshop for the purpose of creating and manipulating imagery that communicates an idea or concept.

## GRD 221 - Conceptual Digital Photography

3 credits

This course allows the student to create powerful images through different utilizations of light, perspective, and composition. Advanced camera functions, software and final image output are explored. Emphasis is placed on improving the students' photographic skills by encouraging discovery of personal style.

## GRD 237 - 3-D Graphics and Animation

3 credits

Building on previously learned skills this course is a series of project-based lessons designed to guide students through the process of creating and generating an animation. Emphasis is placed on animation, texture map, adding visual effects and rendering techniques using lighting, camera, and color manipulation within a current 3D Modeling and Animation software.

## GRD 243 - Digital Video Effects

3 credits

This course focuses on the creation of 2D visual effects in digital video productions. Emphasis is placed on keyframe, chroma key screen, composition, and proper rendering techniques. Students will conceptualize and create an original scene for a movie, TV, or video game.

## GRD 250 - Web Media

3 credits

**Prerequisite(s):** Permission of instructor
This course focuses on creating original graphics for the web. Students will design web based media, animation, and navigation for the purpose of human interface design. Emphasis is placed on techniques and technologies for designing web media in which interactivity is the focus.

## GRD 265 - Package Design Studio

3 credits

**Prerequisite(s):** Permission of instructor
This course is designed to allow the student to draw on their previous course work to produce a prototype package design. Classes are designed to allow students to explore the form and function of 3-D packaging. Emphasis is placed on designing and constructing containers and/or displays for various products.

## GRD 271 - Digital Photography Studio

3 credits

This course allows the student to develop photographic skills in professional, editorial and studio photography. The use of advanced digital photography techniques and processes will be expected, including studio photography with portrait figure, still life, and architectural form, as well as black-and-white, and color formats.

## GRD 283 - Digital Video Studio

3 credits

This course allows the student to design and produce a project suitable for use in a movie, TV, or video game. Emphasis is placed on creating an original concept, storyboarding, production, and post-production processing. The student will document each stage of the project's development. The project will be presented for critique and evaluation at each of the developmental stages.

### GRD 287 - 3-D Studio

3 credits

**Prerequisite(s):** This course allows the student to design and produce a project suitable for digital animation, 3D design, or game development. Emphasis is placed on creating an original concept, storyboarding, and post-production processing. The student will document each stage of the project's development. The project will be presented for critique and evaluation at each of the developmental stages.

## Health

### 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.

Note: Course may be used in Area V for AS/AA degrees

### 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.

Note: Course may be used in Area V for AS/AA degrees

### 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.

Note: Course may be used in Area V for AS/AA degrees

### HED 232 - Care and Prevention of Athletic Injuries

3 credits

This course provides a study of specific athletic injuries, their treatment, and preventive measures.

Note: Course may be used in Area V for AS/AA degrees

### 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.

Note: Course may be used in Area V for AS/AA degrees

### 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.

Note: Course may be used in Area V for AS/AA degrees

## Health Information Technology

### 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 111 - Diagnostic and Pharmacology

2 credits

**Pre or Co-requisite(s):** HIT 110 or HIT 113
This course is a study of drug classification and diagnostic procedures. Instruction includes information on common laboratory findings and the significance of abnormal findings in diseases processes. At the conclusion of the course, the student should be able to apply knowledge regarding medications and tests used in treatment and diagnosis of abnormal human conditions.

### HIT 115 - Pathophysiology and Pharmacology for Hit

4 credits

**Prerequisite(s):** Admission to program and permission of instructor.
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 130 - Hit Classification and Reimbursement

3 credits

**Prerequisite(s):** Admission to program and permission of instructor.
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 131 - Classification Skills Laboratory

1 credits

**Prerequisite(s):** As required by program
This course allows the student to develop basic skills in classification and reimbursement methodologies. Emphasis is on coding techniques and billing procedures. Student competency is demonstrated by application of skills acquired in the theory class.

## HIT 134 - Hit Legal and Ethical Issues

3 credits

**Prerequisite(s):** Admission to program and permission of instructor.
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(s):** Admission to program and permission of instructor.
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 credits

**Prerequisite(s):** Admission to program and permission of instructor.
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(s):** Admission to program and permission of instructor.
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(s):** Admission to program and permission of instructor.
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 credits

**Prerequisite(s):** 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 - Professional Practice Experience

1 credits

**Prerequisite(s):** Admission to program and permission of instructor.
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(s):** Admission to program and permission of instructor.
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(s):** Admission to program and permission of instructor.
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 credits

**Prerequisite(s):** Admission to program and permission of instructor.
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(s):** Admission to program and
**Corequisite(s):** HIT 231 - Medical Coding Skills Laboratory I.

All HIT students must complete HIT 110 - Medical Terminology, BIO 201 - Human Anatomy and Physiology I & BIO 202 - Human Anatomy and Physiology II prior to entering course, as well as receive permission from instructor. 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 credits

**Prerequisite(s):** Admission to program and
**Corequisite(s):** HIT 230 - Medical Coding Systems I.

All HIT students must complete HIT 110 - Medical Terminology, BIO 201 - Human Anatomy and Physiology I & BIO 202 - Human Anatomy and Physiology II prior to entering course, as well as receive permission from instructor. 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(s):** Admission to program and
**Corequisite(s):** HIT 233 MEDICAL CODING SYSTEMS II.

All HIT students must complete HIT 110 Medical Terminology, BIO 201 & 202 Anatomy and Physiology I & II prior to entering course, as well as receive permission from instructor. 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 Systems Laboratory II

1 credits

**Prerequisite(s):** Admission to program and
**Corequisite(s):** HIT 232 - Medical Coding Systems II.

All HIT students must complete HIT 110 - Medical Terminology, BIO 201 - Human Anatomy and Physiology I & BIO 202 - Human Anatomy and Physiology II prior to entering course, as well as receive permission from instructor. 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 235 - Medical Coding Systems III

2 credits

**Prerequisite(s):** Admission to program and
**Corequisite(s):** HIT 236 - Medical Coding Skills Laboratory III.

All HIT students must complete HIT 110 - Medical Terminology, BIO 201 - Human Anatomy and Physiology I & BIO 202 - Human Anatomy and Physiology II prior to entering course, as well as receive permission from instructor. This course is intended to develop an understanding of coding and classification systems in outpatient settings in order to assign valid diagnostic and procedure codes. Instruction includes coding diagnoses and procedures; sequencing codes; analyzing actual physician documentation to identify data elements to be coded; and validated coded clinical information. Student competency includes demonstration of outpatient coding principles and applications (manual and/or computer assisted).

## HIT 236 - Medical Coding Skills Laboratory III

1 credits

**Prerequisite(s):** Admission to program and
**Corequisite(s):** HIT 235 - Medical Coding Systems III.

This course provides laboratory experience in medical coding in an outpatient setting. This course allows the student to become proficient at skills learned in medical coding systems theory classes. Student competency is demonstrated by accuracy and speed in medical coding simulation.

## HIT 254 - Organizational Improvement

3 credits

**Prerequisite(s):** Admission to program and permission of instructor.
This course is a study of the purpose and principles of improving organizational performance through quality assessment and utilization 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(s):** Admission to program and permission of instructor.
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 - Professional Practice Experience II

3 credits

**Prerequisite(s):** Admission to program and permission of instructor.
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

**Prerequisite(s):** As required by program.
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 credits

**Prerequisite(s):** As required by program.
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 286 - Expanded Medical Coding

2 credits

**Prerequisite(s):** As required by program.
This course covers advanced guidelines of medical classification systems. The course focuses on coding techniques and coded data quality issues in relation to reimbursement systems and medical research. Upon completion, the student should be able to demonstrate proficiency in advanced coding systems.

## HIT 290 - HIT Seminar (problem Solving)

1 credits

**Prerequisite(s):** As required by program.
This course is an examination of problem solving skills in health information management. Course work includes use of case studies for problem solving responses to management and supervisory issues. Student outcomes include demonstrated proficiency in problem solving.

## HIT 291 - HIT Seminar (exam Preparation)

1 credits

**Prerequisite(s):** As required by program.
This course is an extensive review of health information technology skills. Course work includes a review of various aspects of health information technology. Student outcomes include demonstrated understanding of the topics covered in this course.

## HIT 292 - HIT Exam Review

2 credits

This course is an extensive review of health information technology skills. Course work includes a review of various aspects of health information technology. Student outcomes include demonstrated understanding of the topics covered in this course.

## HIT 294 - Special Topics in HIT II

2 credits

**Prerequisite(s):** As required by program.
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, emerging technology, security and control programs, risk assessment, and/or data analysis techniques. Student outcomes include demonstrated understanding of the topics covered in this course.

### HIT 294 - Special Topics in HIT II

2 credits

**Prerequisite(s):** As required by program.
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.

### HIT 295 - Special Topics in HIT III

3 credits

**Prerequisite(s):** As required by program.
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, emerging technology, security and control programs, risk assessment, and/or data analysis techniques. Student outcomes include demonstrated understanding of the topics covered in this course.

### HIT 296 - Clinical Practicum

2 credits

**Prerequisite(s):** As required by program.
This course allows the student to correlate the experience of previous courses with on-site and on-campus laboratory learning experience. Course focuses on providing a full range of practical experiences in a variety of hospital departments, such as Human Resources/Personnel, Business Office, Medical Staff Coordination, Finance Department, and the Health Information Management Department. Student competency is demonstrated by application of skills covered in theory and laboratory classes.

## History

### 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 the history of the United States from the Exploration period to 1877. It addresses the political, social and intellectual history of the United States.

### HIS 202 - United States History II

3 credits

This course is a continuation of HIS 201; It surveys the political, economic, social, and historical aspects of the United States from 1877 to the present.

### HIS 256 - African-American History

3 credits

A survey of the history of Black Americans from the Trans-Atlantic Slave Trade period to the present. It addresses the continued struggle for political, educational, and economic equality by African Americans. Emphasis is placed on the contributions of African Americans in the development of an industrialized United States as well as their place in the historical record.

Note: Course may be used in Area V for AS/AA degrees

### 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.

Note: Course may be used in Area V for AS/AA degrees

## Industrial Maintenance Technology

### INT 105 - Introduction to Process Control Technology

3 credits

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

**Prerequisite(s):** 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

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

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

**Prerequisite(s):** 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

**Prerequisite(s):** 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

**Prerequisite(s):** 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

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

**Prerequisite(s):** 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

**Prerequisite(s):** 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

## Instrumentation Technology

### IST 137 - Industrial Process Equipment

5 credits

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 or 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 constraints in solving problems and taking lab tests.

### IST 167 - Industrial Measurements

5 credits

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 will also have a basic understanding of P&ID diagrams.

### IST 207 - Principles of Automatic Control

5 credits

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 the process.

### IST 233 - Unit Operation

5 credits

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 basic 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.

## Interdisciplinary Studies

### IDS 299G-L - Ambassadors Class

1 credits

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.

Note: Course may be used in Area V for AS/AA degrees

## Mathematics

### MTH 098 - Elementary Algebra

4 credits

This course provides a study of the fundamentals of algebra. Topics include the real number system, linear equations and inequalities, graphing linear equations and inequalities in two variables and systems of equations. This course does not apply toward the general core requirement for mathematics.

## MTH 099 - Support for Intermediate College Algebra

1 credits

**Prerequisite(s):** Appropriate mathematics placement score or MTH 098 Elementary Algebra. *(Note that MTH 099 is required for students completing MTH 098 Elementary Algebra.)*
**Corequisite(s):** MTH 100 Intermediate College Algebra.

This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 100. The material covered in this course is parallel to and supportive of the material taught in MTH 100. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 100 class. This course does not apply toward the general core requirement for mathematics.

## MTH 100 - Intermediate College Algebra

3 credits

**Prerequisite(s):** A grade of C or higher in MTH 098 or appropriate placement score
**Corequisite(s):** MTH 099 Support for Intermediate College Algebra, if required. *(Note that MTH 099 is required for students completing MTH 098 Elementary Algebra.)*

This course provides a study of algebraic concepts such as laws of exponents, polynomial operations, factoring polynomials, radical and rational expressions and equations and quadratic equations. Functions and relations are introduced and graphed. This course does not apply toward the general core requirement for mathematics.

Note: Course may be used in Area V for AS/AA degrees

## MTH 109 - Support for Finite Mathematics

1 credits

**Prerequisite(s):** Appropriate mathematics placement score or a grade of C or higher in MTH 100
**Corequisite(s):** MTH 110 Finite Mathematics

This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 110. The material covered in this course is parallel to and supportive of the material taught in MTH 110. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 110 class. This course does not apply toward the general core requirement for mathematics.

## MTH 110 - Finite Mathematics

3 credits

**Prerequisite(s):** High school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score, or a grade of C or higher in MTH 100
**Corequisite(s):** MTH 109 Support for Finite Mathematics, if required.

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 scientific calculator is required. Required computer component based on textbook.

CORE

## MTH 111 - Support for Precalculus Algebra

1 credits

**Prerequisite(s):** Appropriate mathematics placement score or a grade of C or higher in MTH 100
**Corequisite(s):** MTH 112  Precalculus Algebra

This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 112. The material covered in this course is parallel to and supportive of the material taught in MTH 112. Emnphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 112 class. This course does not apply toward the general core requirement for mathematics.

## MTH 112 - Precalculus Algebra

3 credits

**Prerequisite(s):** High school Algebra I, Geometry and Algebra II with an appropriate mathematics placement score, or a mathematics or ACT score of 20, or a grade of C or higher in MTH 100
**Corequisite(s):** MTH 111 Support for Precalculus Algebra, if required.

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(s):** 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 required.

CORE

## MTH 115 - Precalculus Algebra & Trigonometry

4 credits

**Prerequisite(s):** High school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score, or a grade of C or higher in MTH 100
ons) and inverse trigonometry functions, and includes extensive work with trigonometric identities and trigonometric equations, vectors, complex numbers, DeMoivre's Theorem and polar coordinates. A graphing calculator is required.

## MTH 116 - Mathematical Applications

3 credits

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(s):** 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(s):** 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(s):** 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. There is a required computer component for this course.

CORE

## MTH 126 - Calculus II

4 credits

**Prerequisite(s):** 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. There is a required computer component for this course. A graphing calculator is required.

CORE

## MTH 227 - Calculus III

4 credits

**Prerequisite(s):** 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(s):** 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.

Note: Note: Course may be used in Area V for AS/AA degrees

## MTH 232 - Math for the Elementary Teacher II

3 credits

**Prerequisite(s):** 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.

Note: Note: Course may be used in Area V for AS/AA degrees

### MTH 237 - Linear Algebra

3 credits

**Prerequisite(s):** 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 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

**Corequisite(s):** 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(s):** 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.

Note: Course may be used in Area V for AS/AA degrees

## Music

### 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 knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music.

Core-Area II

# Music Ensemble

## MUL 101 - Music Ensembles I

1-2 credits

**Prerequisite(s):** 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.

Note: Course may be used in Area V for AS/AA degrees

## MUL 102 - Music Ensembles II

1-2 credits

**Prerequisite(s):** 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.

Note: Course may be used in Area V for AS/AA degrees

## MUL 180 - Chorus I

Note: Course may be used in Area V for AS/AA degrees

## MUL 181 - Chorus II

Note: Course may be used in Area V for AS/AA degrees

## MUL 182 - Vocal Ensemble I

Note: Course may be used in Area V for AS/AA degrees

## MUL 183 - Vocal Ensemble II

Note: Course may be used in Area V for AS/AA degrees

## MUL 192 - Instrumental Ensemble I

Note: Course may be used in Area V for AS/AA degrees

## MUL 193 - Instrumental Ensemble II

Note: Course may be used in Area V for AS/AA degrees

## MUL 201 - Music Ensembles III

1-2 credits

**Prerequisite(s):** 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.

Note: Course may be used in Area V for AS/AA degrees

## MUL 202 - Music Ensembles IV

1-2 credits

**Prerequisite(s):** 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.

Note: Course may be used in Area V for AS/AA degrees

## MUL 280 - Chorus III

Note: Course may be used in Area V for AS/AA degrees

## MUL 281 - Chorus IV

Note: Course may be used in Area V for AS/AA degrees

## MUL 282 - Vocal Ensemble III

Note: Course may be used in Area V for AS/AA degrees

### MUL 283 - Vocal Ensemble IV

Note: Course may be used in Area V for AS/AA degrees

### MUL 292 - Instrumental Ensemble III

Note: Course may be used in Area V for AS/AA degrees

### MUL 293 - Instrumental Ensemble IV

Note: Course may be used in Area V for AS/AA degrees

## Nursing

### NUR 112 - Fundamental Concepts of Nursing

**Prerequisite(s):** Admission to Program
**Corequisite(s):** BIO 201, MTH 100 or higher

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to health care delivery systems, professionalism, health promotion, psychosocial well-being, functional ability, gas exchange, safety, pharmacology, and coordinator/manager of care.

### NUR 113 - Nursing Concepts I

**Prerequisite(s):** NUR 112
**Corequisite(s):** ENG 101, BIO 202, PSY 210

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of are, perfusion, oxygenation, infection, inflammation, tissue integrity, nutrition, elimination, mobility/immobility, cellular regulation, acid/base balance, and fluid/electrolyte balance.

### NUR 114 - Nursing Concepts II

**Prerequisite(s):** NUR 113
**Corequisite(s):** SPH 106  or SPH 107, NUR 115

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, sexuality, reproduction and childbearing, infection, inflammation, sensory perception, perfusion, cellular regulation, mood disorders and affect, renal fluid/electrolyte balance, and medical emergencies.

### NUR 115 - Evidence Based Clinical Reasoning

**Prerequisite(s):** NUR 113
**Corequisite(s):** SPH 106 or SPH 107, NUR 114

This course provides students with opportunities to collaborate with various members of the health care team in a family and community context. Students utilize clinical reasoning to assimilate concepts within the individual, health, and nursing domains.

### NUR 209 - Concepts for Healthcare Transition Students

**Prerequisite(s):** Admission to nursing program.
This course focuses on application of nursing concepts to assist health care professionals to transition into the role of the registered nurse. Emphasis in this course is placed on evidenced based clinical decision making and nursing concepts provided in a family and community context for a variety of health alterations across the lifespan.

### NUR 211 - Advanced Nursing Concepts

**Prerequisite(s):** NUR 114, NUR 115 or NUR 209
**Corequisite(s):** BIO 220

This course provides opportunities for students to integrate advanced nursing care concepts within a family and community context. Content includes but is not limited to manager of care for advanced concepts in safety, fluid/electrolyte balance, cellular regulation, gas exchange, psychosocial well-being, growth and development, perfusion, and medical emergencies.

### NUR 221 - Advanced Evidence Based Clinical Reasoning

**Prerequisite(s):** BIO 220, NUR 211
**Corequisite(s):** HUM (Ethics preferred)

This course provides students with opportunities to demonstrate graduate competencies through didactic and preceptorship experiences necessary to transition to the profession of nursing. Content in nursing and health care domains includes management of care, professionalism, healthcare delivery systems.

## Office Administration

## 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.
Note: Students may take and pass a proficiency test for OAD100 and/or OAD101. Permission of instructor and Chair of the Division is required.

## OAD 103 - Intermediate Keyboarding

3 credits

**Prerequisite(s):** OAD 100/OAD 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(s):** 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(s):** 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(s):** 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(s):** 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(s):** OAD 100/OAD 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(s):** 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(s):** 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(s):** 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(s):** 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

**Prerequisite(s):** 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(s):** 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.

# Orientation

## ORI 101 - The Wildcat Way

1 credits

This course aids first time students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution.

# Philosophy

## PHL 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.

## PHL 210 - Ethics and the Health Sciences

3 credits

This course is a study of ethical issues related to the health sciences such as contraception, abortion, and eugenics; human experimentation; truth in drugs and medicine; death and dying; and other health related issues. The student should be able to clarify relevant ethical considerations and have a philosophical basis for decisions on right and wrong, good and bad, rights and responsibilities.

# Physical Education and Recreation

## PED 103 - Weight Training (Beginning)

1 credits

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.

Note: Course may be used in Area V for AS/AA degrees

## PED 104 - Weight Training (Intermediate)

1 credits

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.

Note: Course may be used in Area V for AS/AA degrees

## PED 105 - Personal Fitness

1 credits

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.

Note: Course may be used in Area V for AS/AA degrees

## PED 106 - Aerobics

1 credits

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.

Note: Course may be used in Area V for AS/AA degrees

## PED 140 - Swimming (Beginning)

1 credits

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, back float, and use the crawl stroke for twenty (20) yards.

Note: Course may be used in Area V for AS/AA degrees

## PED 141 - Swimming (Intermediate)

1 credits

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.

Note: Course may be used in Area V for AS/AA degrees

## PED 142 - Swimming (Advanced)

1 credits

This course introduces lap swimming, aquatics, 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.
Note: Course may be used in Area V for AS/AA degrees

## PED 143 - Aquatic Exercise

1 credits

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.

Note: Course may be used in Area V for AS/AA degrees

## 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.

Note: Course may be used in Area V for AS/AA degrees

## 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.

Note: Course may be used in Area V for AS/AA degrees

## PED 248 - Varsity Basketball I

1 credits

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in competitive basketball.

## PED 249 - Varsity Basketball II

1 credits

Note: This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of

the rules, and basic game strategy. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive basketball.

## PED 250 - Varsity Basketball III

1 credits

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive basketball.

## PED 251 - Varsity Basketball IV

1 credits

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.

Repeated: This course may be repeated for credit.

## PED 252 - Varsity Baseball I

1 credits

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.

Repeated: This course may be repeated for credit.

## PED 253 - Varsity Golf I

1 credits

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able to demonstrate the knowledge and ability to play competitive golf.

## PED 254 - Varsity Softball I

1 credits

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.

Repeated: This course may be repeated for credit.

## PED 257 - Varsity Cheerleading I

1 credits

It is recommended that students be a member of the Varsity Cheerleading Team.

## PED 261 - Varsity Baseball II

1 credits

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play baseball at a competitive level.

## PED 262 - Varsity Baseball III

1 credits

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play baseball at a competitive level.

## PED 263 - Varsity Baseball IV

1 credits

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play baseball at a competitive level.

## PED 268 - Varsity Golf II

1 credits

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to demonstrate the knowledge and ability to play competitive golf.

## PED 269 - Varsity Golf III

1 credits

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to demonstrate the knowledge and ability to play competitive golf.

## PED 270 - Varsity Golf IV

1 credits

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to demonstrate the knowledge and ability to play competitive golf.

## PED 271 - Varsity Softball II

1 credits

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play competitive softball.

## PED 272 - Varsity Softball III

1 credits

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play competitive softball.

## PED 273 - Varsity Softball IV

1 credits

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play competitive softball.

## PED 280 - Varsity Cheerleading II

1 credits

This course covers advanced co-ed cheerleading techniques.  Emphasis is placed on refining skills and improving all areas related to co-ed cheerleading including:  knowledge of safety techniques, partner stunts, tumbling, basket tosses, pyramids, motions, physical conditioning, and mental preparation. This course builds upon previous instruction and provides additional opportunities to develop skills.

## PED 281 - Varsity Cheerleading III

1 credits

This course covers advanced co-ed cheerleading techniques.  Emphasis is placed on refining skills and improving all areas related to co-ed cheerleading including:  knowledge of safety techniques, partner stunts, tumbling, basket tosses, pyramids, motions, physical conditioning, and mental preparation. This course builds upon previous instruction and provides additional opportunities to develop skills.

## PED 282 - Varsity Cheerleading IV

1 credits

This course covers advanced co-ed cheerleading techniques.  Emphasis is placed on refining skills and improving all areas related to co-ed cheerleading including:  knowledge of safety techniques, partner stunts, tumbling, basket tosses, pyramids, motions, physical conditioning, and mental preparation. This course builds upon previous instruction and provides additional opportunities to develop skills.

# Physical Science

## PHS 111 - Physical Science

4 credits

This course provides non-technical students with an introduction to the basic principles of geology, oceanography, meteorology, and astronomy. Laboratory is required.

## PHS 112 - Physical Science II

4 credits

This course provides non-technical students with an introduction to the basic principles of chemistry and physics.

Lab: Laboratory is required.

# Physics

## PHY 120 - Introduction to Physics

4 credits

**Prerequisite(s):** MTH 98  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.

Lab: Laboratory is required.
Note: Course may be used in Area V for AS/AA degrees

## PHY 201 - General Physics I - Trig Based

4 credits

**Prerequisite(s):** 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.

Lab: Laboratory is required.

## PHY 202 - General Physics II - Trig Based

4 credits

**Prerequisite(s):** 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.

Lab: Laboratory is required.

## PHY 205 - Recitations in Physics I - Trig Based

1 credits

One hour weekly purely for problem solving.

Note: Course may be used in Area V for AS/AA degrees

## PHY 206 - Recitations in Physics II - Trig Based

1 credits

One hour weekly purely for problem solving.

Note: Course may be used in Area V for AS/AA degrees

## PHY 213 - General Physics with Calculus I

4 credits

**Prerequisite(s):** MTH 125
This course provides a calculus-based treatment of the principle subdivision of classical physics, mechanics, and energy.

Lab: Laboratory is required.

## PHY 214 - General Physics with Calculus II

4 credits

**Prerequisite(s):** PHY 213
This course provides a calculus-based study in classical physics. Topics include simple harmonic motion, waves, sound, light, optics, electricity, and magnetism.

Lab: Laboratory is required.

## PHY 216 - Recitations in Physics with Calculus I

1 credits

One hour weekly purely for problem solving.

Note: Course may be used in Area V for AS/AA degrees

### PHY 217 - Recitations in Physics with Calculus II

1 credits

One hour weekly purely for problem solving.

Note: Course may be used in Area V for AS/AA degrees

## Psychology

### 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(s):** PSY 200 (Except for nursing students)
This course is a study of the psychological, social, and physical factors that affect human behavior from conception to death.

## Physical Therapist Assistant

### PTA 180 - Medical Terminology

1 credits

**Prerequisite(s):** 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(s):** 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(s):** 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(s):** Admission to program
This course is the study of verbal and nonverbal communication and documentation in health care. Emphasis will be placed on terminology, forms, documentation formats, 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(s):** 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(s):** Admission to program
This laboratory course allows for a-hands-on appreciation of anatomical structures and kinesiology 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(s):** 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, the function of the nervous system, basic concepts

of human growth and development, and identification of neurological pathologies.

CORE.

## PTA 231 - Rehabilitation Techniques

2 credits

**Prerequisite(s):** 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(s):** 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 interventions, 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(s):** 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(s):** 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 interventions appropriate to a variety of diagnoses.

## PTA 250 - Therapeutic Procedures I

4 credits

**Prerequisite(s):** Admission to program
This laboratory course provides hands-on introduction to the principles and procedures of therapeutic physical therapy interventions. 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(s):** PTA 250 and permission of instructor
This laboratory course is a continued study of the principles and procedures of therapeutic PT interventions. 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 credits

**Prerequisite(s):** 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, the student, and the 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(s):** 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, student, 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(s):** 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 instructions. The course entails on-going communication between the clinical instructor, the student, 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 credits

**Prerequisite(s):** 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.

## Religion

### 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 200 - Introduction to Sociology

3 credits

This course is an introduction to vocabulary, concepts, and theory of sociological perspectives of human behavior.

### SOC 210 - Social Problems

3 credits

**Prerequisite(s):** 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(s):** 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 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.

## Truck Driving

### TRK 111 - Basic Vehicle Operation

4 credits

**Corequisite(s):** TRK 112, TRK 113

Proficiency in skill field tasks and pre-trip inspections, according to Commercial Driver's License standards.

### TRK 112 - Safe Operating Practices

3 credits

**Corequisite(s):** TRK 111, TRK 113

This course offers proper defensive driving techniques applicable to the commercial motor vehicle driver and involves the interaction between the student/vehicle and the highway traffic environment. Topics include visual search, communication, speed and space management, night operation, extreme driving conditions, and proficiency development. Upon completion, students should demonstrate basic operating skills that ensure safety of the driver and other vehicle operators, according to Commercial Driver's License standards.

## TRK 113 - Non-Vehicle Activities

2 credits

**Corequisite(s):** TRK 111, TRK 112

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 Driver's License standards, to ensure safety to the driver, vehicle, cargo, and other motorists.

## TRK 114 - Vehicle Maintenance

2 credits

**Corequisite(s):** TRK 111, TRK 112, TRK 113, TRK 115, TRK 116

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 credits

**Corequisite(s):** TRK 111, TRK 112, TRK 113

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 credits

**Corequisite(s):** TRK 111, TRK 112, TRK 113

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 Driver's License.

## TRK 117 - Commercial Drivers License

2 credits

This course is a review of information and requirements for obtaining a Commercial Driver's License CDL. Upon completion, students should demonstrate preparedness for passing the Commercial Driver's License examination with CDL endorsements.

# Welding

## WDT 109 - Shielded Metal Arc Fillet/PAC/CAC - Theory

3 credits

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 119 - Gas Metal Arc/flux Cored Arc Welding Theory

3 credits

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

**Corequisite(s):** WDT 125

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 123 - Smaw Fillet/PAC/CAC Laboratory

3 credits

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

**Corequisite(s):** WDT 119

This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gases.

CORE

### WDT 125 - Shielded Metal Arc Welding Groove Laboratory

3 credits

**Prerequisite(s):** WDT 109 or permission of instructor;
**Corequisite(s):** WDT 120

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 166 - Flux Core Arc Welding (FCAW)

3 credits

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

### WDT 167 - Flux Core Arc Welding Lab

3 credits

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

### WDT 181 - Special Topics

3 credits

This course provides specialized instruction in various areas of the welding industry. Emphasis is placed on meeting students' needs.

## Work Skills Enhancement

## WKO 110 - NCCER Core

3 credits

This course is designed to provide students with knowledge and skills related to multi-craft technicians in a variety of fields. Information in this course is based on the National Center for Construction Education and Research (NCCER) core curriculum and prepares students to test for the NCCER credential.

# 2019-2021 General Catalog and Student Handbook Addendums

## Additional Accreditation

### Culinary Arts

AMERICAN CULINARY FEDERATION EDUCATION FOUNDATIONS
ACCREDITING COMMISSION
180 Center Place Way, St. Augustine, Florida 32095; telephone 1-904-940-0741

### Health Information Technology

COMMISSION ON ACCREDITATION FOR HEALTH INFORMATICS AND
INFORMATION MANAGEMENT EDUCATION (CAHIIM)
200 East Randolph St., Suite 5100, Chicago, IL 60601; telephone 1-312-235-3255

## General Information

### Our Vision

Bishop State Community College will be a comprehensive learning institution that equips students and the community with the skills, knowledge, and ability to achieve real-world success.

### Our Mission

Bishop State Community College provides open access to an affordable, quality education, which promotes student success, academic transfer, workforce training, adult education, and community partnerships.

**Tuition and Fees**

## Tuition and Fee Schedule for traditional courses 2020-2021 School Year*

*In-state tuition is $133.00 per semester hour and out-of-state tuition is $266.00 per semester hour; facility fee is $9.00 per semester hour, technology fee is $9.00 per semester hour; special building fee is $10.00 per semester hour and bond surety fee is $1.00 per semester hour.

| Credit Hours | Alabama Residents Tuition | Non-Alabama Residents Tuition | Bond Surety Fee | Technology Fee | Facility Renewal Fee | Special Building Fee | Alabama Resident Total Tuition and Fees | Non-Alabama Resident Total Tuition and Fees |
|---|---|---|---|---|---|---|---|---|
| 1 | $133.00 | $266.00 | $1.00 | $9.00 | $9.00 | $10.00 | $162.00 | $295.00 |
| 2 | $266.00 | $532.00 | $2.00 | $18.00 | $18.00 | $20.00 | $324.00 | $590.00 |
| 3 | $399.00 | $798.00 | $3.00 | $27.00 | $27.00 | $30.00 | $486.00 | $885.00 |
| 4 | $532.00 | $1,064.00 | $4.00 | $36.00 | $36.00 | $40.00 | $648.00 | $1,180.00 |
| 5 | $665.00 | $1,330.00 | $5.00 | $45.00 | $45.00 | $50.00 | $810.00 | $1,475.00 |
| 6 | $798.00 | $1,596.00 | $6.00 | $54.00 | $54.00 | $60.00 | $972.00 | $1,770.00 |
| 7 | $931.00 | $1,862.00 | $7.00 | $63.00 | $63.00 | $70.00 | $1,134.00 | $2,065.00 |
| 8 | $1,064.00 | $2,128.00 | $8.00 | $72.00 | $72.00 | $80.00 | $1,296.00 | $2,360.00 |
| 9 | $1,197.00 | $2,394.00 | $9.00 | $81.00 | $81.00 | $90.00 | $1,458.00 | $2,655.00 |
| 10 | $1,330.00 | $2,660.00 | $10.00 | $90.00 | $90.00 | $100.00 | $1,620.00 | $2,950.00 |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 11 | $1,463.00 | $2,926.00 | $11.00 | $99.00 | $99.00 | $110.00 | $1,782.00 | $3,245.00 |
| 12 | $1,596.00 | $3,192.00 | $12.00 | $108.00 | $108.00 | $120.00 | $1,944.00 | $3,540.00 |
| 13 | $1,729.00 | $3,458.00 | $13.00 | $117.00 | $117.00 | $130.00 | $2,106.00 | $3,835.00 |
| 14 | $1,862.00 | $3,724.00 | $14.00 | $126.00 | $126.00 | $140.00 | $2,268.00 | $4,130.00 |
| 15 | $1,995.00 | $3,990.00 | $15.00 | $135.00 | $135.00 | $150.00 | $2,430.00 | $4,425.00 |
| 16 | $2,128.00 | $4,256.00 | $16.00 | $144.00 | $144.00 | $160.00 | $2,592.00 | $4,720.00 |
| 17 | $2,261.00 | $4,522.00 | $17.00 | $153.00 | $153.00 | $170.00 | $2,754.00 | $5,015.00 |
| 18 | $2,394.00 | $4,788.00 | $18.00 | $162.00 | $162.00 | $180.00 | $2,916.00 | $5,310.00 |
| 19 | $2,527.00 | $5,054.00 | $19.00 | $171.00 | $171.00 | $190.00 | $3,078.00 | $5,605.00 |
| 20 | $2,660.00 | $5,320.00 | $20.00 | $180.00 | $180.00 | $200.00 | $3,240.00 | $5,900.00 |
| 21 | $2,793.00 | $5,586.00 | $21.00 | $189.00 | $189.00 | $210.00 | $3,402.00 | $6,195.00 |
| 22 | $2,926.00 | $5,852.00 | $22.00 | $198.00 | $198.00 | $220.00 | $3,564.00 | $6,490.00 |

*Special Fees (when applicable)*
Nursing, Physical Therapist Assistant Students:

| | |
|---|---|
| Liability insurance fee is | $13.00 - $17.50 |
| I.D. Cards (Replacement) | $5.00 |
| Graduation fee (non-refundable) | $50.00 |

*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 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. Students who live in the following counties meet the 50 miles radius qualification and shall receive in-state tuition: Mississippi Counties: George, Greene, Harrison, Jackson, Perry, and Stone; Florida Counties: Escambia, Okaloosa, Santa Rosa, and Walton.

**Partial Withdrawal**

Students who do not completely withdraw from the College but drop a class during the regular drop/add period 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 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.

| | |
|---|---|
| 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 |

For calculating refunds during the fall and spring fifteen (15) week terms, a "week" is defined as seven calendar days. Refunds of tuition for terms shorter that fifteen (15) 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.

# Satisfactory Academic Progress (SAP) Policy

(Academic Requirements to Continue Receiving Federal Student Aid)

Students receiving any form of Federal Student Aid and Alabama Student Assistance from Bishop State Community College will be expected to maintain satisfactory academic progress (SAP) toward their program objective. Failure to achieve the qualitative and quantitative levels required by SAP will result in the termination of the student's Federal Student Aid. SAP will be checked at the end of each semester or term.

Federal Student Aid consists of:

- Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Work-Study

Alabama Student Assistance consists of:

- ASAP

Students must pass a minimum percentage of all courses attempted (quantitative) and must maintain a minimum cumulative grade point average (GPA) as shown below and calculated by the student information system in the Office of Admissions and Records. SAP will be measured at the end of every term according to the following criteria:

1. **Long-Term Certificate and Degree Seeking Qualitative and Quantitative Measures.**

| Hours Attempted | Minimum Required GPA (Qualitative) | Minimum Required Completion Rate* (Quantitative) |
|---|---|---|
| 0 – 21 | 1.50 | 58% |
| 22 – 32 | 1.75 | 67% |
| 33 or more | 2.00 | 67% |

*Completion rate is calculated by dividing the number of hours the student has completed by the total number of hours the student has attempted (including withdrawals and failing grades).

2. **Short Term Certificate Qualitative and Quantitative Measures.**

| Hours Attempted | Minimum Required GPA (Qualitative) | Minimum Required Completion Rate* (Quantitative) |
|---|---|---|
| 0 – 12 | 1.50 | 58% |
| 13 or more | 2.00 | 67% |

3. **150 percent rule.** Students must complete the educational program (major/program of study/degree plan) within 150 percent of the published length (according to the Bishop State Community College *Catalog*). For example, a major or program requiring 60 hours for a degree allows a maximum of 90 attempted hours (60 hours x 150% = 90). Once a student exceeds 150 percent of hours needed to complete the degree, he/she will no longer be eligible for Federal Student Aid. All attempted courses, to include transfer credits accepted by the institution, incompletes, periods where Academic Bankruptcy was applied, forgiven courses, and developmental courses, must be factored into the calculation for Maximum Time Frame.
4. **Transfer hours from other colleges.** A student's entire academic record will be evaluated to determine eligibility for Federal Student Aid, regardless of whether financial aid was received for all semesters. Official transcripts from all previous colleges must be forwarded to the Office of Admissions and Records and

evaluated for transfer credits. All credit hours added to the Bishop State transcript will be included as hours attempted. Repeat hours earned for the same class will only be included once in hours earned and in the GPA calculation. All transfer students, during their first semester of enrollment will be in good financial aid standing. At the end of their first semester, SAP will be evaluated using all attempted and earned credit hours. Transfer students not meeting SAP at the end of their first semester of enrollment will be placed on suspension and may follow the appeal process.

5. **Exceeding the maximum hours that may be attempted.** Students not meeting SAP requirements due to exceeding the maximum hours attempted, generally 90 credit hours, will be placed on financial aid suspension and are no longer eligible for Federal Student Aid. Students not eligible for Federal Student Aid may appeal the financial aid suspension. There is no warning period for maximum timeframe.
6. **Financial aid warning.** Students not meeting SAP due to not passing the percentage of hours attempted or earning the minimum GPA requirements at the end of the semester will be placed on financial aid warning for the next semester. Students on financial aid warning may continue to receive Federal Student Aid for one more semester. If the student does not meet SAP at the end of the next semester of enrollment, the student will be placed on financial aid suspension and is no longer eligible for Federal Student Aid. Students not eligible for Federal Student Aid may appeal the financial aid suspension. There is no warning semester for maximum timeframe.
    a. **Break in enrollment.** Students who were on financial aid warning previously and experienced a break in enrollment (whether it was one semester or many years) will return on financial aid warning as long as they did not attend other institutions during that break in enrollment at Bishop State Community College. If they attended other institutions, SAP will be calculated as normal once additional transcripts are received.
7. **Financial aid suspension.** Students on financial aid suspension are no longer eligible for Federal Student Aid. The student may pay out-of-pocket and attempt to regain compliance with the SAP requirements, or the student may appeal the suspension if there were any extenuating or special circumstances that prevented them from meeting the SAP requirements.
8. **Financial aid probation.** Students on financial aid suspension and who have an approved appeal will be placed on financial aid probation and will be eligible for Federal Student Aid for one semester. At the end of the semester, the student must be meeting SAP requirements or successfully following an academic plan, generally the student's degree/academic plan. Students following an academic plan must pass all work attempted with a 2.0 GPA or higher each semester. Repeat courses do not count unless the student needs a higher grade to graduate or transfer. Students who fail to meet the conditions of their appeal will be returned to financial aid suspension. These students may be required to regain eligibility without an appeal.
9. **Withdrawals.** Withdrawals ('W' Grade) for classes attempted at Bishop State Community College will count as hours attempted.
10. **Developmental classes.** Developmental studies classes will be treated the same as regular classes.
11. **Incomplete courses.** Grades of incomplete are counted as an 'F' until the course is completed and the grade is recorded by the College Registrar.
12. **Repeat courses.** Repeat courses will count as hours attempted but only once in hours earned, if the student passes the course, and only the highest grade on the repeated courses will be included in the GPA calculation.
    a. **NOTE:** Students who have been academically dismissed or placed on academic suspension and wish to appeal that status should contact the College Registrar in the Office of Admissions and Records for instructions. Completing an appeal of financial aid suspension will not correct the student's academic standing. Likewise, being readmitted through the College Registrar in the Office of Admissions and Records will not automatically remedy the student's financial aid suspension.
13. **Program of Study.** Students are expected to take classes within their chosen program of study. Courses outside the published curriculum (excluding pre-requisites) are not eligible for federal student aid; however, such courses will count in future SAP calculations.
    **a.** **NOTE:** Since the purpose of federal student aid is degree attainment, progress to degree will be considered in appeal decisions. This means if a student is failing SAP based on their cumulative record yet meets the minimum requirements to graduate based only on the courses in their program of study their appeal may be more likely to be approved. Students still must follow the appeal process.
14. **Change of Major.** Generally, all periods of the student's enrollment count when judging SAP, even if the student did not receive federal Title IV funds. However, if a student changes their major, credits attempted and grades earned that do not count toward the new major will not be included in the SAP determination, unless the credits are transfer credits. Students can "reset" SAP utilizing the change of major option a maximum of one time.

15. **Reinstatement of Financial Aid Eligibility.** A student who becomes ineligible for financial aid because he or she does not maintain satisfactory academic progress toward completion of his or her degree may reapply for financial aid when he or she has cleared the deficiency and is again progressing satisfactorily according to the requirements outlined previously. It is the student's responsibility to notify the financial aid office that satisfactory progress has been regained. A student may also choose to pay for and successfully complete a minimum of six hours of coursework, within their program of study, with a "C" or better. IF the student chooses to take more than six hours of coursework, they MUST successfully complete all hours taken with a "C" or better. During the time that a student is trying to regain eligibility for financial aid, any courses taken and not completed successfully will cause the student to start over with the required hours. If a student is awarded financial aid after the successful completion of six hours and is still not meeting satisfactory academic progress, any classes not completed successfully will cause the students award to be suspended. The courses taken during the probationary period must be required in the chosen program of study. After successful completion of six hours, the student must submit a letter to the Manager of Financial Aid requesting reinstatement of eligibility for financial aid. If the student fails there will be no probationary period in which they can pay for six hours. The student will automatically be suspended and aid will not be granted until the student is once again meeting all areas of SAP.
16. **How to appeal financial aid suspension.** Any student being denied Federal Student Aid due to not meeting SAP requirements may appeal for extenuating or special circumstances such as illness or severe injury of the student, death of close relative of the student or other hardships such as lack of transportation, incarceration, military service or other circumstance determined by the Financial Aid Office as extenuating or special. Appeals will be considered on their own merit on a case-by-case basis. Appeals may be denied. Students will be notified of appeal decisions through their Bishop State email. Appeals will generally be reviewed within 14 days after receipt. Appeals received after the appeal deadlines for each semester will generally be effective for the subsequent term. If an appeal is denied by the Financial Aid Manager, the student can ask for a review by an Appeals Committee. If the appeal is denied by an Appeals Committee, the student can ask for an in-person hearing with the Financial Aid Manager and possibly an Appeals Committee. If the appeal is denied after an in-person hearing, the decision is final and may not be appealed again.

    If the student has extenuating circumstances, the student may submit a financial aid appeal with the *Satisfactory Academic Progress Appeal* form which is available online at www.bishop.edu/financialaid. Appeal forms can also be picked up in the Financial Aid Office and/or emailed upon request.

    The student must **explain the reason for failure** to maintain SAP and **explain what has changed** in his/her situation that will allow demonstration of achievement of SAP at the end of the next term(s), if the appeal is approved. Additional documentation such as accident reports, physician's statements, third-party affidavits, etc. should be attached if applicable. The student must also attach their degree plan to the appeal and may need to meet with his/her adviser or counselor to develop an academic plan.

    Appeals and other documentation may be delivered personally, by mail, by email or by fax to the Financial Aid office on any campus.

    The current and pending statuses, as well as final result, will be displayed in the OneACCS portal. In addition, the decision will be emailed to the student's Bishop State email address.

## 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 be performed in 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% of the semester has expired. After the 60% point in the payment period or period of enrollment, a student has earned 100% 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% 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.

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 last date of attendance 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. In addition, for purposes of Return to Title IV Aid Calculations, the last date of attendance is recorded by the instructor.

## Health Information Technology

The Health Information Technology Program (HIT) prepares graduates to serve the healthcare industry and the public by managing, analyzing and utilizing data vital for patient care. Health information technicians work to ensure the quality of health records and healthcare data by verifying their completeness, accuracy and proper entry into computer systems. Health Information Technologists use computer applications to analyze patient data to improve clinical documentation and the quality of patient care. Some areas of specialization include coding diagnoses and procedures in patient records for reimbursement and research, privacy roles due to HIPAA legislation and other clinical data management functions. Employment opportunities exist in any organization that uses health information, including hospitals, managed care organizations, long-term care facilities consulting and law firms, information system vendors, ambulatory care facilities, skilled nursing facilities, home care providers, government agencies, pharmaceutical companies, physician practices and insurance companies.

Upon successfully completing the program, the student is awarded an Associate in Applied Science Degree (AAS) in Health Information Technology and will then be eligible to take the national certification examination. The national certification examination is administered by the American Health Information Management

Association. Upon successfully passing this examination, a student will become a Registered Health Information Technician (RHIT).

## ACCREDITATION

The Health Information Technology Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

200 East Randolph St.
Suite 5100
Chicago, IL 60601
Telephone 1-312-235-3255

## REQUIREMENTS

The minimum requirements for the Health Information Technology program are as follows:

- Complete an Application for Bishop State;
- Submit official transcript(s) from high school or high school equivalency diploma (GED);
- Submit official transcript(s) from all Colleges/Universities attended;
- A grade point average of a 2.0 or better in general education courses completed;
- While completing HIT professional courses a student must maintain a grade of "C" or higher, in all HIT professional courses.

**Medical Coding**

The American Health Information Management Association's Council on Certification (COC) administers an entry-level coding certification examination, the CCA (Certified Coding Associate). Programs that meet the criteria for coding approval have been determined by AHIMA to contain the necessary components that would prepare a student to be a competent, entry-level coder. Students who complete an approved coding certificate program should be ready to sit for the CCA exam.

In addition, the American Health Information Management Association offers two coding specialist certification examinations: the CCS (Certified Coding Specialist) and CCS-P (Certified Coding Specialist-Physicians' Office). These mastery level certification examinations have been established to recognize individuals with specialized, advanced coding competencies. Individuals interested in either of these two mastery-level

certifications should gain substantial coding experience before taking either of these examinations. They are not recommended for students who have recently completed a coding certificate program and have no other coding experience.

## Nursing AAS, Career Mobility

### Nursing Degree/Certificate Descriptions

Associate Degree Nursing – Upon successful completion of the ADN program, the student is awarded an Associate in Applied Science Degree.

Practical Nursing – Upon successful completion of the PN program, the student is awarded a certificate in Practical Nursing.

Associate Degree or Upon successful completion of 3rd block – Upon successful completion of the program of studies in either the Associate Degree or Practical Nursing Programs, the graduate may be eligible to write the National Council Licensure Examination, upon approval by the Alabama Board of Nursing.

### Admissions Requirements Checklist Nursing AAS

- Unconditional admission to the college. Application must be updated if student did not attend Bishop State during the previous semester/term.
- Original transcripts from all colleges attended must be on file and evaluated by the Admission Office prior to the nursing application deadline.
- A completed application for admission to nursing program received in the Nursing Office (Suite 210) before published deadline.
- A minimum of **18 ACT** composite score National or Residual. ACT results must be attached to the application. There is no expiration date for the ACT score.
- A minimum of **2.5 GPA** for nursing required academic core courses which are: ENG 101, MTH 100 or higher, BIO 201, BIO 202, BIO 220, PSY 210, SPH 106 or 107, and a Humanities elective (MUS 101, ART 100, or PHL 206 suggested).
- Minimum 2.0 cumulative GPA at current, native institution or cumulative 2.0 in institution from which student is transferring.
- A minimum of **2.5 GPA** cumulative high school GPA for students without prior college courses (GED will be used if applicable).
- Eligibility for or completion of ENG 101, MTH 100 or higher, and BIO 201 with a grade of "C" or higher.
- Good standing with College. A letter of good standing clearing from any legal, moral, or ethical issues, sent by the Dean or Director of Nursing

(must be on official school letterhead) from any previously attended nursing program.
- Meeting the essential functions for nursing.
- Name on application is current legal name and matches copy of photo ID and name in Bishop State's computer system.
- Current picture ID (driver's license or student ID) attached to application.
- The required number of hours per week varies with each nursing course. The program is offered during the daytime with set meeting times. Courses are not scheduled around rotating shifts.
- A cumulative GPA of 2.0 must be maintained while in the nursing program.

**Admissions Requirements Checklist for Career Mobility**

- Unconditional admission to the college. Application must be updated if student did not attend Bishop State during the previous semester/term.
- Original transcripts from all colleges attended must be on file and evaluated by the Admission Office prior to the nursing application deadline.
- A completed application for admission to nursing program received in the Nursing Office (Suite 210) before published deadline.
- A minimum of **18 ACT** composite score National or Residual. ACT results must be attached to the application. There is no expiration date for the ACT score.
- A minimum of **2.5 GPA** for nursing required academic core courses which are: ENG 101, MTH 100 or higher, BIO 201, BIO 202, BIO 220, PSY 210, SPH 106 or 107, and a Humanities elective (MUS 101, ART 100, or PHL 206 suggested).
- Minimum 2.0 cumulative GPA at current, native institution or cumulative 2.0 in institution from which student is transferring.
- A minimum of **2.5 GPA** cumulative high school GPA for students without prior college courses (GED will be used if applicable).
- Eligibility for or completion of ENG 101, MTH 100 or higher, and BIO 201 with a grade of "C" or higher.
- Good standing with College. A letter of good standing clearing from any legal, moral, or ethical issues, sent by the Dean or Director of Nursing (must be on official school letterhead) from any previously attended nursing program.
- Meeting the essential functions for nursing.
- Name on application is current legal name and matches copy of photo ID and name in Bishop State's computer system.
- Current picture ID (driver's license or student ID) attached to application.

- Mobility students are additionally required to provide proof of unencumbered, Alabama licensure (i.e. LPN, Paramedic). No work history is required. No associate degree is required for paramedics. Prerequisites required for Mobility program application: ENG 101, MTH 100 or higher level math, BIO 201 & 202, SPH 106 or 107, and PSY 210. **NUR209 is offered only in the fall semester.**
- The required number of hours per week varies with each nursing course. The program is offered during the daytime with set meeting times. Courses are not scheduled around rotating shifts.
- A cumulative GPA of 2.0 must be maintained while in the nursing program.

**Points for Selection NUR AAS and Career Mobility**

- *ACT score. There are 36 points possible. No time limit on when the ACT was taken.
- Points for grades in the following nursing required core general educational courses are as documented:
  A = 3 points, B = 2 points, C = 1 point (Total possible=12)
  English Composition I; Intermediate College Algebra; Anatomy & Physiology I; Anatomy & Physiology II
- One point each, for completion of Microbiology, Human Growth & Development, Fundamentals of Speech, and a Humanities elective (Art or Music Appreciation, Ethics, Religion or Literature) with a grade of C or higher (Total possible = 4) .
- Four points will be awarded for student having completed all eight required general education courses required in the program.
- One (1) point will be awarded to the student who has attended Bishop State for one semester.
- One (1) point will be awarded to the student who has attended Bishop State for two or more semesters.
- *Minimum 2.5 GPA required in the core general educational courses for the nursing program. Not all courses may have been completed at time of admission. Core general educational courses taken in high school as dual enrollment will be used in GPA calculation.
  Practical nursing core courses (for stand-alone PN programs): ENG 101, MTH 100, BIO 201, BIO 202, Human Growth & Development, and Speech.
  Associate degree nursing core courses: ENG 101, MTH 100, BIO 201, BIO 202, PSY 210, SPH 106 or SPH 107, BIO 220, and a Humanities elective (MUS 101, ART 100, PHL 206).
- Minimum 2.0 cumulative GPA at current, native institution or cumulative 2.0 GPA at institution from which student is transferring

- Minimum 2.5 cumulative high school GPA for students without prior college courses (GED as applicable)
- Cumulative GPA of 2.0 must be maintained while the student is enrolled in the nursing program.

## Physical Therapist Assistant

### Admissions Requirements

- Please submit an application for general admission to Bishop State Community College. This may be done Online.
- Request official copies of all transcripts from each college or university attended. **Confirm** that all spring semester course transcripts have been received at Bishop State Community College prior to the June 1st deadline. They should be sent to the following address:

  Office of Student Development Services
  Central Campus, Room 106
  1365 Dr. Martin Luther King Ave.
  Mobile, AL 36603

- Students must request ACT or SAT scores to be sent to Bishop State Community College by the deadline. Documentation of scores must also be attached to the application. Students who have earned a Bachelor's degree or higher may be exempt from having ACT or SAT scores.
- Students are required to complete a minimum of 50 volunteer hours or paid time at **TWO** different types of clinical settings (hospital, nursing home, or outpatient clinic). Hours of observation must be performed under the supervision of a licensed physical therapist or physical therapist assistant and documented on the verification of work/volunteer hours form. A minimum of 25 hours is required at each location. These forms should be mailed/brought to the Physical Therapist Assistant Program office (Room 122) by May 15th.
- A proctored College Entrance Essay is required. The essay is to be between 450 - 500 words. Applicants will be able to call the Program office to schedule a time for the essay in the months of April and May prior to the application deadline. Students will be given a choice of topics to choose from. The Program phone number is (251) 405-4441.
- PTA students are required to pass a drug screen and a background check prior to attending clinical education experiences. Students may need to contact the Alabama Board of Physical Therapy regarding regulations for licensure if there is a history of drug dependency, mental or emotional disorders or conviction of a criminal offense.

- Students are required to submit the names of references on the application which should include a 1. Physical Therapist or Physical Therapist Assistant, 2. College Instructor in a prerequisite course, and 3. Employer or person you have worked with either for pay or as a volunteer. Please inform the reference that you have selected them to complete the reference form.

There are 2 options for submitting a completed application:

- Applications may be mailed to the PTA Program on Central Campus *(Be advised this option requires reference letters to be in a separate sealed envelops, with the signature of the reference across the seal.)*
- Applications *(including voluntary & reference forms)* may be submitted electronically via pta@bishop.edu

***It is the student's responsibility to verify the Program's receipt of a completed application.***

## Truck Driving

### Admissions Requirements

Admissions requirements for entry into the Short Certificate Truck Driving program are (1) be at least 21 years of age, (2)possess a good driving record and 3) be able to successfully pass a Department of Transportation (DOT) physical examination and a DOT controlled substance test. Note: In compliance with Federal Motor Carrier Regulations, a Motor Vehicle Report, a copy of the results of the DOT physical, and a copy of the drug screening test results must be furnished.
Note: Books and other out-of-pocket expenses are not included in the tuition.

## Title IX Grievances

### GUIDING PRINCIPLES

- **Historic Recognition of Sexual Harassment as Sex Discrimination**

For the first time, the Department's Title IX regulations recognize that sexual harassment, including sexual assault, is unlawful sex discrimination. The Department previously addressed sexual harassment only through guidance documents, which are not legally binding and do not have the force and effect of law. Now, the Department's regulations impose important legal obligations on school districts, colleges, and universities (collectively "schools"), requiring a prompt response to reports of sexual harassment. The Final Rule improves the clarity and transparency of the requirements for how schools must respond to sexual harassment under Title IX so that every complainant receives appropriate support, respondents are treated as responsible only after receiving due process and fundamental fairness, and school officials serve impartially without bias for or against any

party.

- **Supporting Complainants & Respecting Complainants' Autonomy**

  Under the Final Rule, schools must offer free supportive measures to every alleged victim of sexual harassment (called "complainants" in the Final Rule). Supportive measures are individualized services to restore or preserve equal access to education, protect student and employee safety, or deter sexual harassment. Supportive measures must be offered even if a complainant does not wish to initiate or participate in a grievance process. Every situation is unique, and individuals react to sexual harassment differently. Therefore, the Final Rule gives complainants control over the school-level response best meeting their needs. It respects complainants' wishes and autonomy by giving them the clear choice to file a formal complaint, separate from the right to supportive measures. The Final Rule also provides a fair and impartial grievance process for complainants, and protects complainants from being coerced or threatened into participating in a grievance process.

- **Non-Discrimination, Free Speech, and Due Process**

  The Final Rule reflects core American values of equal treatment on the basis of sex, free speech and academic freedom, due process of law, and fundamental fairness. Schools must operate free from sex discrimination, including sexual harassment. Complainants and respondents must have strong, clear procedural rights in a predictable, transparent grievance process designed to reach reliable outcomes. The Final Rule ensures that schools do not violate First Amendment rights when complying with Title IX.

**A SCHOOL'S RESPONSE TO SEXUAL HARASSMENT**

- Under the Final Rule, any of the following conduct on the basis of sex constitutes sexual harassment:
  - A school employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (often called "*quid pro quo*" harassment);
  - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
  - Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f), and the Violence Against Women Act, 34 U.S.C. § 12291(a)).

## U.S. Department of Education Title IX Final Rule Overview

- Consistent with Supreme Court precedent and the text of Title IX, a school must respond when: (1) the school has actual knowledge of sexual harassment; (2) that occurred within the school's education program or activity; (3) against a person in the United States. The Final Rule expands "actual knowledge" to include notice to any elementary or secondary school employee, and states that any person (*e.g.*, the alleged victim or any third party) may report to a Title IX Coordinator in person or by e-mail, phone, or mail. The Final Rule

also specifies that a school's "education program or activity" includes situations over which the school exercised substantial control, and also buildings owned or controlled by student organizations officially recognized by a postsecondary institution, such as many fraternity and sorority houses.

- Consistent with Supreme Court precedent, a school violates Title IX when its response to sexual harassment is clearly unreasonable in light of the known circumstances, and the Final Rule adds mandatory response obligations such as offering supportive measures to every complainant, with or without a formal complaint.

- Schools must investigate every formal complaint (which may be filed by a complainant or by a school's Title IX Coordinator). If the alleged conduct does not fall under Title IX, then a school may address the allegations under the school's own code of conduct and provide supportive measures.

### A FAIR GRIEVANCE PROCESS

The Final Rule requires schools to investigate and adjudicate formal complaints of sexual harassment using a grievance process that incorporates due process principles, treats all parties fairly, and reaches reliable responsibility determinations. A school's grievance process must:

- Give both parties written notice of the allegations, an equal opportunity to select an advisor of the party's choice (who may be, but does not need to be, an attorney), and an equal opportunity to submit and review evidence throughout the investigation;
- Use trained Title IX personnel to objectively evaluate all relevant evidence without prejudgment of the facts at issue and free from conflicts of interest or bias for or against either party;
- Protect parties' privacy by requiring a party's written consent before using the party's medical, psychological, or similar treatment records during a grievance process;
- Obtain the parties' voluntary, written consent before using any kind of "informal resolution" process, such as mediation or restorative justice, and not use an informal process where an employee allegedly sexually harassed a student;
- Apply a presumption that the respondent is not responsible during the grievance process (often called a "presumption of innocence"), so that the school bears the burden of proof and the standard of evidence is applied correctly;
- Use either the preponderance of the evidence standard or the clear and convincing evidence standard (and use the same standard for formal complaints against students as for formal complaints against employees);
- Ensure the decision-maker is not the same person as the investigator or the Title IX Coordinator (i.e., no "single investigator models");
- For postsecondary institutions, hold a live hearing and allow cross-examination by party advisors (never by the parties personally); K-12 schools do not need to hold a hearing, but parties may submit written questions for the other parties and witnesses to answer;
- Protect all complainants from inappropriately being asked about prior sexual history ("rape shield" protections);

## U.S. Department of Education Title IX Final Rule Overview

- Send both parties a written determination regarding responsibility explaining how and why the decision-maker reached conclusions;
- Effectively implement remedies for a complainant if a respondent is found responsible for sexual harassment;
- Offer both parties an equal opportunity to appeal;
- Protect any individual, including complainants, respondents, and witnesses, from retaliation for reporting sexual harassment or participating (or refusing to participate) in any Title IX grievance process;
- Make all materials used to train Title IX personnel publicly available on the school's website or, if the school does not maintain a website, make these materials available upon request for inspection by members of the public; and
- Document and keep records of all sexual harassment reports and investigations.

## SEX DISCRIMINATION REGULATIONS

Relating to sex discrimination generally, and not only to sexual harassment, the final regulations also:

- Affirm that the Department may require schools to take remedial action for discriminating on the basis of sex or otherwise violating the Department's Title IX regulations;
- Expressly state that in response to any claim of sex discrimination under Title IX, schools are never required to deprive an individual of rights guaranteed under the U.S. Constitution;
- Account for the interplay of Title IX, Title VII, and FERPA, as well as the legal rights of parents or guardians to act on behalf of individuals with respect to exercising Title IX rights;
- Update the requirement for schools to designate and identify a Title IX Coordinator, disseminate their non-discrimination policy and the Title IX Coordinator's contact information to ensure accessible channels for reporting sex discrimination (including sexual harassment), and notify students, employees, parents, and others of how the school will respond to reports and complaints of sex discrimination (including sexual harassment); and
    - Clarify that an institution controlled by a religious organization is not required to submit a written statement to the Department to qualify for the Title IX religious exemption.