General Catalog

and Student Handbook

2025 - 2026

College Accreditation

Bishop State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate degree in Arts, Associate in Science, Associate in Applied Science, Associate in Occupational Technologies Degrees and Certificates. Questions about the accreditation of Bishop State Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097, by calling (404) 679-4500), or by using information available on SACSCOC's website (www.sacscoc.org).

Additional Accreditation

ACCREDITATION COMMISSION FOR EDUCATION IN NURSING (ACEN) 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326 (404) 975-5000

AMERICAN CULINARY FEDERATION (ACFEF) 180 Center Place Way, St. Augustine, FL 32095; (904) 824-4468, Fax: (904) 940-0741

ASSOCIATION OF COLLEGIATE BUSINESS SCHOOLS AND PROGRAMS 7007 College Boulevard, Suite 420, Overland Park, KS 66211; telephone 1-913-339- 9356

COMMISSION ON ACCREDITATION FOR HEALTH INFORMATICS AND INFORMATION MANAGEMENT EDUCATION (CAHIIM) 200 East Randolph Street, Suite 5100, Chicago, IL 60601, (312) 235-3255

COMMISSION ON ACCREDITATION IN PHYSICAL THERAPY EDUCATION (CAPTE) 1111 N. Fairfax Street, Alexandria, VA 22314; telephone 1-703-706-3245

Member

ALABAMA COMMUNITY COLLEGE SYSTEM
ALABAMA COMMUNITY COLLEGE ASSOCIATION
AMERICAN ASSOCIATION OF COMMUNITY AND JUNIOR COLLEGES

Alabama Community College System
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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 Vision Statement:

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.

Bishop State Community College Mission Statement:

Bishop State Community College provides an accessible and affordable higher education through quality academic pathways, relevant career-focused training, and innovative technology that empowers individuals to succeed in a rapidly changing world.

Bishop State Community College Core Values:

- Access - Strengthen and expand access by increasing awareness of educational opportunities that are reflective of student, industry, and community needs.
- Student Success- Promote a student-centered environment that utilize technology and educational pathways that concentrates on student achievement, engagement and educational excellence
- Integrity - Operating with accountability, transparency and mutual respect of all stakeholders.
- Workforce - Achieve regional and statewide recognition as a primary college of choice for providing workforce training by delivering high quality programs and instruction that enables students to grow, succeed, and stay globally competitive.
- Collaboration - Nurture collaborative relationships with K-12, universities, industry, philanthropic, and community partners to develop a cohesive educational strategy that seek to solve common challenges.
- Resources & Efficiency - Strategically leverage, grow and utilize resources to maximize student success and institutional sustainability and effectiveness.

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 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.

On July 14, 2021 Dr. Reggie Sykes retired from the College. On July 15, 2021, the Alabama Community College System appointed then Executive Vice President, Dr. Lawrence Brandyburg, to serve as the interim president of Bishop State Community College.

On July 13, 2022, the Alabama Community College System (ACCS) Board of Trustees appointed Olivier Charles, ACCS Vice Chancellor for Student Success, as 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:

ADA Services Delchamps Student Life Complex	Rehabilitation Act of 1973 (Section 504) Cherry Watkins	Title IX Cherry Watkins

ADA Office	Delchamps Student Life Complex	Acting ADA Coordinator and Title IX Coordinator
adaoffice@bishop.edu	Main Campus	cwatkins@bishop.edu
(251) 405-7156	(251) 405-7156	(251) 405-7156

2025-2026 Calendar

Friday, August 1, 2025
Fall 2025 Classes Dropped for Nonpayment

Wednesday, August13, 2025
Faculty Duty Days
Local Professional Development

Thursday, August 14, 2025
Faculty Duty Days
Local Professional Development

Friday, August 15, 2025

Faculty Duty Days
Fall 2025 Classes Dropped for Nonpayment

Monday, August 18, 2025
Faculty Duty Days
Fall Walk-In Registration

Tuesday, August 19, 2025
Faculty Duty Days
Last Day 100% Refund Full-Term/Mini-Term 1
Fall Walk-In Registration

Wednesday, August 20, 2025
Fall 2025 Classes Begin Full Term & Mini Term 1
Drop & Add/Late Registration Full Term/Mini-Term 1

Thursday, August 21, 2025
Drop & Add/Late Registration Full Term/Mini-Term 1

Friday, August 22, 2025
Last Day 75% Refund Mini-Term 1
Drop & Add/Late Registration Full Term/Mini-Term 1

Saturday, August 23, 2025
Weekend Classes Begin

Monday, August 25, 2025
Drop & Add/Late Registration Full Term/Mini-Term 1

Tuesday, August 26, 2025
Last Day 75% Refund Full-Term
Last Day 50% Refund Mini-Term 1
Drop & Add/Late Registration Full Term/Mini-Term 1

Friday, August 29, 2025
Last Day 25% Refund Mini-Term 1
10:00 a.m. Last Day to Verify Attendance Full-Term/Mini-Term 1

Monday, September 1, 2025
College Closed
Labor Day/No Classes

Tuesday, September 2, 2025
Financial Aid Freezes Hours
Last Day 50% Refund Full-Term
Attendance Verification Processed 8:00 a.m.
Drop for Nonpayment Full-Term/Mini-Term 1

Monday, September 8, 2025
Last Day No Show Appeals Full-Term/Mini-Term 1

Tuesday, September 9, 2025
Last Day 25% Refund Full-Term

Tuesday, September16,2025
Pell Grant Refunds Mailed

Tuesday, September 23, 2025
60% of Mini-Term 1

Wednesday, October 8, 2025
Last Day to Withdraw Mini-Term 1 Classes

Thursday, October 9, 2025
Final Exams Mini-Term 1

Friday, October 10, 2025
Final Exams Mini-Term 1

Monday, October 13, 2025
Final Exams Mini-Term 1
Classes Dropped for Nonpayment Mini Term 2

Tuesday, October 14, 2025
Final Exams Mini-Term 1
Last Day 100% Refund Mini-Term 2
Mid-Term of Full-Term
Mini-Term 1 Ends

Wednesday, October 15, 2025
Drop & Add/Late Registration Mini-Term 2
3:00 p.m. Grades Due Mini-Term 1
Mini Term-2 Begins

Thursday, October 16, 2025
Drop & Add/Late Registration Mini-Term 2

Friday, October 17, 2025
Last Day 75% Refund Mini-Term 2

Tuesday, October 21, 2025
3:00 p.m. Mid-Term Grades Due

Wednesday, October 22, 2025
Last Day 50% Refund Mini-Term 2

Thursday, October 23, 2025
10:00 a.m. Last Day to Verify Attendance Mini-Term 2

Friday, October 24, 2025
Classes Dropped for Nonpayment Mini Term 2
Attendance Verification Processed 8:00 a.m.

Monday, October 27, 2025
Last Day 25% Refund Mini-Term 2
60% of Full-Term

Thursday, October 30, 2025
Last Day No Show Appeals Mini Term 2

Tuesday, November 4, 2025
Faculty Duty Day
Election Day/No Classes

Friday, November 7, 2025
Pell Grant Refunds Mailed

Tuesday, November 11, 2025
College Closed
Veteran's Day/No Classes

Wednesday, November 19, 2025
60% of Mini-Term 2

Monday, November 24, 2025
Thanksgiving Holiday/No Classes
Faculty Duty Days
Statewide Professional Development

Tuesday, November 25, 2025
Thanksgiving Holiday/No Classes
Faculty Duty Days
Statewide Professional Development

Wednesday, November 26, 2025
Thanksgiving Holiday/No Classes
Staff Duty Day

Thursday, November 27, 2025
Thanksgiving Holiday/No Classes
College Closed

Friday, November 28, 2025
Thanksgiving Holiday/No Classes
College Closed

Saturday, November 29, 2025
Thanksgiving Holiday/No Classes

Sunday, November 30, 2025
Thanksgiving Holiday/No Classes

Wednesday, December 10, 2025
Last Day to Withdraw Full-Term & Mini-Term 2 Classes

Thursday, December 11, 2025
Final Exams Full-Term/Mini-Term 2 Classes

Friday, December 12, 2025
Final Exams Full-Term/Mini-Term 2 Classes

Saturday, December 13, 2025
Final Exams Full-Term/Mini-Term 2 Classes

Sunday, December 14, 2025
Final Exams Full-Term/Mini-Term 2 Classes

Monday, December 15, 2025
Final Exams Full-Term/Mini-Term 2 Classes

Tuesday, December 16, 2025
Final Exams Full-Term/Mini-Term 2 Classes

Wednesday, December 17, 2025
Final Exams Full-Term/Mini-Term 2 Classes
Full-Term/Mini-Term 2 Ends

Thursday, December 18, 2025
Faculty Duty Days
Spring 2026 Classes Dropped for Nonpayment

Friday, December 19, 2025
Faculty Duty Days
10:00 a.m. Grades Due

Monday, December 22, 2025
Staff Duty Days

Tuesday, December 23, 2025
Staff Duty Days

Wednesday, December 24, 2025
Christmas Holiday/College Closed

Thursday, December 25, 2025
Christmas Holiday/College Closed

Friday, December 26, 2025
Local Holiday/College Closed

Monday, December 29, 2025
Staff Duty Day

Tuesday, December 30, 2025
Local Holiday/College Closed

Wednesday, December 31, 2025
Local Holiday/College Closed

Thursday, January 1, 2026
New Year's Day Holiday/College Closed

Friday, January 2, 2026
Staff Duty Day

Monday, January 5, 2026
Faculty Duty Days
Local Professional Development

Tuesday, January 6, 2026
Faculty Duty Days
Classes Dropped for Nonpayment Full-Term/Mini-Term 1

Wednesday, January 7, 2026
Faculty Duty Days
Spring Walk-In Registration

Thursday, January 8, 2026
Faculty Duty Days
Spring Walk-In Registration

Friday, January 9, 2026
Faculty Duty Days
Spring Walk-In Registration

Sunday, January 11, 2026
Last Day 100% Refund Full-Term/Mini-Term 1

Monday, January 12, 2026
Spring 2026 Classes Begin Full Term/Mini Term 1
Drop & Add/Late Registration Full Term/Mini-Term 1

Tuesday, January 13, 2026
Drop & Add/Late Registration Full Term/Mini-Term 1

Wednesday, January 14, 2026
Last Day 75% Refund Mini-Term 1
Drop & Add/Late Registration Full Term/Mini-Term 1

Thursday, January 15, 2026
Drop & Add/Late Registration Full Term/Mini-Term 1

Friday, January 16, 2026
Drop & Add/Late Registration Full Term/Mini-Term 1

Saturday, January 17, 2026
Weekend Classes Begin

Sunday, January 18, 2026
Last Day 75% Refund Full-Term

Monday, January 19, 2026
Last Day 50% Refund Mini-Term 1
College Closed
Martin Luther King Jr. Holiday/No Classes

Thursday, January 22, 2026
Last Day 25% Refund Mini-Term 1
10:00 a.m. Last Day to Verify Attendance Full-Term/Mini-Term 1

Friday, January 23, 2026

Financial Aid Freezes Hours
Drop for Nonpayment Full-Term/Mini-Term 1
Attendance Verification Processed 8:00 a.m.

Sunday, January 25, 2026

Last Day 50% Refund Full-Term
Thursday, January 29, 2026
Last Day No Show Appeals Full-Term/Mini-Term 1

Sunday, February 1, 2026

Last Day 25% Refund Full-Term

Monday, February 9, 2026

Pell Grant Refunds Mailed

Monday, February 16, 2026

Local Holiday/College Closed
Mardi Gras Holiday/No Classes
60% of Mini-Term 1

Tuesday, February 17, 2026

Local Holiday/College Closed
Mardi Gras Holiday/No Classes

Wednesday, April 1, 2026

Spring Break/No Classes
Staff Duty Day

Thursday, April 2, 2026

Spring Break/No Classes
Staff Duty Day

Friday, April 3, 2026

Spring Break/No Classes
Staff Duty Day
Pell Grant Refunds Mailed

Saturday, April 4, 2026

Spring Break/No Classes

Sunday, April 5, 2026

Spring Break/No Classes

Tuesday, April 21, 2026

60% of Mini-Term 2

Monday, May 4, 2026

Last Day to Withdraw Full-Term & Mini-Term 2 Classes

Tuesday, May 5, 2026

Final Exams Full-Term and Mini-Term 2 Classes

Wednesday, May 6, 2026

Final Exams Full-Term and Mini-Term 2 Classes

Thursday, May 7, 2026

Final Exams Full-Term and Mini-Term 2 Classes

Friday, May 8, 2026

Final Exams Full-Term and Mini-Term 2 Classes

Saturday, May 9, 2026

Final Exams Full-Term and Mini-Term 2 Classes

Sunday, May 10, 2026

Final Exams Full-Term and Mini-Term 2 Classes

Monday, May 11, 2026

Final Exams Full-Term and Mini-Term 2 Classes
Full Term/Mini-Term 2 Ends

Tuesday, May 12, 2026

Faculty Duty Days
Possible Graduation Days
10:00 a.m. Grades Dues Full-Term & Mini-Term 2 Classes

Wednesday, May 13, 2026

Faculty Duty Days
Possible Graduation Days

Thursday, May 14, 2026

Faculty Duty Days
Possible Graduation Days

Friday, May 15, 2026

Faculty Duty Days
Possible Graduation Days

Monday, May 18, 2026

Summer 2025 Classes Dropped for Non-Payment

Tuesday, May 19, 2026

Faculty Duty Days Summer 2026
Summer Walk-In Registration

Wednesday, May 20, 2026

Faculty Duty Days Summer 2026
Last Day 100% Refund Full-Term/Mini-Term 1
Summer Walk-In Registration

Thursday, May 21, 2026

First Day Summer 2026 Full-Term/Mini-Term 1
Drop & Add/Late Registration

Friday, May 22, 2026
Drop & Add/Late Registration

Saturday, May 23, 2026
Weekend Classes Begin

Monday, May 25, 2026
Memorial Day/No Classes
College Closed

Tuesday, May 26, 2026
Last Day 75% Refund Mini-Term 1

Wednesday, May 27, 2026
Last Day 75% Refund Full-Term

Friday, May 29, 2026
Last Day 50% Refund Mini-Term 1

Wednesday, July 1, 2026
Mid-Term Grades Due

Thursday, July 2, 2026
Last Day 50% Refund Mini-Term 2

Friday, July 3, 2026
College Closed
4th of July Holiday/No Classes

Saturday, July 4, 2026
60% of Full-Term

Monday, July 6, 2026
Last Day 25% Refund Mini-Term 2
10:00 a.m. Last Day to Verify Attendance Mini-Term 2

Tuesday, July 7, 2026
Drop for Nonpayment Mini-Term 2
Attendance Verification Processed 8:00 a.m.

Monday, July 13, 2026
Last Day No Show Appeals Mini-Term 2

Saturday, July 18, 2026
60% of Mini-Term 2
Wednesday, July 22, 2026
Pell Grant Refunds Mailed

Sunday, July 26, 2026
Last Day to Withdraw Full-Term & Mini-Term 2 Classes

Monday, July 27, 2026
Finals Full-Term and Mini-Term 2 Classes

Tuesday, July 28, 2026
Finals Full-Term and Mini-Term 2 Classes

Wednesday, July 29, 2026
Finals Full-Term and Mini-Term 2 Classes

Thursday, July 30, 2026
Finals Full-Term and Mini-Term 2 Classes

Friday, July 31, 2026
Finals Full-Term and Mini-Term 2 Classes
Full Term/Mini Term 2 Classes End

Monday, August 3, 2026
Faculty Duty Days

Tuesday, August 4, 2026
Faculty Duty Days
10:00 a.m. Grades Due

Admission and Records

General Admission Requirements

An applicant who has not previously attended a duly accredited post-secondary institution will be designated as a first-time college student or a native student. All first-time college students must attend a new student orientation session to complete advising and orientation activities before registration. It is also required that first-time college students take Orientation and Student Success (ORI 105), a college student success course.

Admission Requirements

All students must complete an admission application, provide a high school transcript or GED, and any other supplemental documentation that may be required prior to beginning the registration process.

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.

Bishop State Community College In-State Residency Documentation Checklist
Along with your Certification of Eligibility for In-State Residency application, submit a copy of your Alabama Driver License or another Alabama government issued photo ID **and** copies of 3 of the following documents:

- ⌂ **Selective Service Registration (Alabama address)**
- ⌂ Proof of graduation from an Alabama High School within 3 years of date of application to the school (copy of transcript or diploma)
- ⌂ Alabama auto title registration
- ⌂ Alabama auto tag registration (official registration receipt from courthouse)
- ⌂ Insurance policy with an Alabama address (**Only 1 item from this category**)
- ⌂ Alabama hunting/fishing license (**current**)
- ⌂ Alabama pistol permit (**current**)
- ⌂ Stock/Bond Registration (Alabama address)
- ⌂ Annuities or Retirement Plan (Alabama address)

- ⌂ Payment of Alabama state taxes as a resident (if you are a minor, tax return should state your name as a dependent) (**State Form 40**)
- ⌂ Proof of ownership of residence or other real property in state and payment of ad valorem taxes on the residency or property **(No rental leases)**
- ⌂ Payment of state taxes on personal property & possession of state license plate (automobile, boat)
- ⌂ Full-time Employment of applicant, spouse, or parent in Alabama (**letter from employer on company letterhead stating full-time employment and hire date**)
- ⌂ Proof of residency in state of parent, spouse, or children
- ⌂ Alabama Voter Registration (**prior registration required/active**)
- ⌂ Possession of state or local licenses to do business or practice a profession in Alabama
- ⌂ Membership in religious, professional, business, civil or social organization in Alabama
- ⌂ Checking, savings or investment account, or safety deposit box in Alabama (Alabama address)
- ⌂ Last Will and Testament with Alabama address

Only documents from this list above are valid forms of documentation

The deadline to submit your Certification of Eligibility for In-State Residency application is five days after the end of schedule adjustment in the semester for which you are applying. Applications received after that deadline will be processed for the next semester.

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
- Santa Rosa County - Florida
- George County - Mississippi
- Greene County - Mississippi
- Harrison County - Mississippi
- Jackson 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:

Veteran Residency Requirements: (Veterans must qualify under at least one of the following two requirements).

1. Permanent civilian resident for at least one year immediately prior to initial entry into federal active military service or any subsequent entry into federal active military service where a 12 month break in service occurred AND one of the following:

- Current resident for at least two years immediately prior to the date of this application or date of veteran's death; or
- Current resident who was discharged within the last 12 months; or
- Filed a resident Alabama income tax return for the past 10 consecutive years.

2. Bona fide permanent resident for at least five years immediately prior to the date of this application or the date of the veteran's death. Applies to 100% permanent and total ratings only.

3. Student Requirements: As of July 31, 2017, Students applying for benefits for the first time must meet all of the following:

- Must be a current resident of the state of Alabama at the time of application, and.
- Must complete a Free Application for Federal Student Aid (FAFSA) for each year that they are covered under the Alabama G.I. Dependent Scholarship Program; and
- Must comply with Standards of Satisfactory Academic Progress (SAP) as defined by their education institution; and

- Must complete a Family Educational Rights and Privacy Act (FERPA) release form for each educational institution that they attend to authorize the release of personally identifiable information required to determine continued eligibility and as required for necessary reporting.

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 GI Bill® - Active Duty Program) or chapter 33 (Post-9/11 GI 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 after 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 after 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 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 the transfer or 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.

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. Students who have completed dual enrollment coursework from another regionally accredit institution will be required to submit an official transcript from that institution as well.

Conditional Admission of First-Time College Students

First-time freshmen may be conditionally admitted to Bishop State Community College for one semester if their official high school or GED transcripts are pending receipt. No student shall be allowed to enroll for a second semester until all required admission documents have been received by the College. Likewise, official Bishop State transcripts will not be released until all required admission documents have been received.

Students who are conditionally admitted to the College are ineligible to receive federal financial aid benefits.

B. Transfer Students

Applicants who have previously attended another regionally accredited post-secondary institution will be considered transfer students and will be required to furnish official transcripts of all work attempted at all said institutions. 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 and Records Committee.

Unconditional Admission of Transfer Students

Students who have submitted to the College an application for admission and official transcripts from all duly accredited post-secondary institutions attended and their official high school transcript or GED shall be admitted as unconditional. Students who have earned an associate's degree or higher are not required to submit a high school transcript or GED, however they still must submit submit transcripts from ALL post-secondary institutions attended.

Conditional Admission of Transfer Students

Students who have applied but have not submitted all required documentation to the College shall be admitted as conditional status. No student will be allowed to enroll for a second semester until all required admission documents have been received by the College. Likewise, official Bishop State transcripts will not be released until all required admission documents have been received.

Students who are conditionally admitted to the College are ineligible to receive federal financial aid benefits.

Initial Academic Status of Transfer Students

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.

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 post-secondary 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.

General Principles for Transfer of Credit

Courses completed at other regionally accredited post-secondary institutions with a grade of C or better will be accepted for transfer as potentially creditable toward graduation requirements.

1. A transfer grade of "D" can be accepted towards fulfilling graduation requirements when the transfer student's cumulative GPA from the institution's transcript where the grade lies is a 2.0. Some programs will not accept grades of "D" towards degree completion.
2. Coursework transferred or accepted for credit toward a program must represent collegiate coursework relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own degree and certificate programs. A course completed at other regionally or duly accredited post-secondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.
3. The criteria for awarding credit for work completed at international colleges and universities are the same as for institutions within the United States. Students must obtain a Course-by-Course evaluation from World Education Services (WES). You can visit their website at https://wes.org for more information.

C. Transient Students

Students who attend an institution other than Bishop State Community College, who seek credit for transfer to their home institution, may be admitted as a transient student. The student must submit an application for admission and a "letter of transiency" from the institution which certifies that the credit earned at the College will be accepted as a part of the student's academic program. Transient letters should be submitted to the Records Office. Letters can be emailed to records@bishop.edu or mailed to the following:

Bishop State Community College

Office of Admissions and Records/Records

351 N. Broad St.

Mobile, AL 36603

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 post-secondary institutions.

It is the student's responsibility to request their Bishop State transcript be sent to their home institution at the end of the semester.

Transient students are not eligible to receive federal financial aid benefits.

D. Returning Bishop State Student (Readmission)

A student who has previously attended Bishop State as a credit student (after high school/GED) and is returning to the College after a break in continuous enrollment is considered a returning (readmit) student. Students who have attended the College within the past year do not need to reapply. Students who only attended the College as a dual enrollment student should apply as a first-time freshman if he or she plans to attend the College after high school graduation.

Required Admission Documentation:

- Bishop State application for admission
- Official high school / GED transcript documenting graduation if not already submitted
- Official college transcripts from all previously attended institutions after last attending Bishop State

Readmission to Specialized Programs: Students seeking readmission to specialized programs, such as Nursing and Physical Therapist Assistant, should refer to the programs section of the catalog for that particular program.

E. 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 at the Downtown 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 Advisor 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.

F. 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 awarded.

Information must be obtained from the Office of Early College Programs. 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.
- The student may enroll only in Post secondary 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.

G. 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.
- 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.
- 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 state approved 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 post-secondary level shall equal one credit at the high school level in the same or related subject.

H. Audit Student

An audit student is an applicant who wishes to enroll for classes only on an audit basis. The applicant must comply with the college admissions requirements by submitting an application for admission and an official high school transcript or GED certificate, and official transcripts from all colleges attended. Students who have earned an associate's degree or higher are not required to submit a high school transcript or GED, however they still must submit submit transcripts from ALL post-secondary institutions attended. Audit students must abide by class attendance policy and all standard course requirements, excluding the completion of course examinations. The cost of auditing a course is the same as enrolling for credit. Course auditing must be approved by the appropriate Dean before enrolling.

Admission to Non-Credit Special Course

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 Department at 251-405-7082 or email workforce@bishop.edu.

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, 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.

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. The graduation date cannot exceed more than 5 years to be considered for placement puposes
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 link below:

ENGLISH Placement Guidelines

SCREENING LEVEL 1		SCREENING LEVEL 2		SCREENING LEVEL 3	
ACT		High School GPA and English IV Grade		ACCUPLACER Placement Test	
Score*	Course Placement	GPA/English IV Grade*	Course Placement	Score*	Course Placement
≥ 18	ENG101	≥ 2.75 GPA and "A" or "B" in English IV	ENG101	5	ENG101
= 17	ENG101 with ENG099	≥ 2.75 GPA and "C" in English IV	ENG101 with ENG099	4	ENG101 with ENG099
≤ 16	See SCREENING LEVEL 2	< 2.75 GPA	See SCREENING LEVEL 3	0-3	ENR098

*Scores may be used for placement up to five years from the date of test. English IV grade (including Elements of College English) and GPA may be used for placement up to five years from the high school graduation date.

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.

Credit for Non-Traditional and Prior Learning Assessment (PLA) Credit

Prior Learning Assessment (PLA) is a means for a student to receive college level credit for learning that took place in a non-traditional learning environment, such as on-the-job training, military training, professional development seminars, volunteerism, workforce programs, and experience in-field. PLA relies heavily on aligning learning gained through experience with outcomes found in traditional courses of higher education. PLA

MATH Placement Guidelines

SCREENING LEVEL 1		SCREENING LEVEL 2		SCREENING LEVEL 3	
ACT		High School GPA and Math Grade		ACCUPLACER Placement Test	
Score*	Course Placement	GPA/Math Grade*	Course Placement	Score*	Course Placement
≤ 16	See SCREENING LEVEL 2	< 2.75 GPA	See SCREENING LEVEL 3	QAS 200-242	MTH 098
= 17	MTH 100 with MTH 099 MTH 110 with support	≥ 2.75 GPA and "C" in Math	MTH 100 with MTH 099 MTH 110 with support	QAS 243-252	MTH 100 with MTH 099 MTH 110 with support
18-19	MTH 100 MTH 110 MTH 112 with support	≥ 2.75 GPA and "A" or "B" in Math	MTH 100 MTH 110 MTH 112 with support	QAS 253-266	MTH 100 MTH 110 MTH 112 with support
≥ 20	HS Math Completed	Course Placement		QAS 267-300	MTH 110 MTH 112
	Algebra I	MTH100 MTH110 with support			
	Algebra II	MTH 110 MTH 112 MTH 113 MTH 115	MTH 231 MTH 232 MTH 265		
	Pre-Calculus or Calculus	MTH 110 MTH 112 MTH 113 MTH 115 MTH 120	MTH 125 MTH 231 MTH 232 MTH 265		

*Scores may be used for placement up to five years from the date of test. Math grade and GPA may be used for placement up to five years from the high school graduation date. Math grade must be from Algebra II, Elements of College Math, Algebra II with Trigonometry, Pre-Calculus, or Calculus.

applies only to non-academic transfer courses. PLA credit may not count toward the 25% of Bishop State work needed to satisfy residency for graduation. Bishop State considers credit for PLA as transfer work and a grade of "TS" (Satisfactory) will be assigned for the course. For questions and more information about Prior Learning Assessment, contact the Records Office at 251-405-7003 or email records@bishop.edu.

A maximum of 25% of non-traditional credit may be awarded and applied toward graduation. Non-traditional credit is not posted to the student's transcript until the student

is enrolled. Non-traditional credit may not count toward the 25% of Bishop State work needed to satisfy residency for graduation. Students may not earn credit, through non-traditional academic work, for any course in which a grade has previously been received.

Credit awarded through nontraditional means for academic transfer courses may be awarded by examination or nationally recognized guidelines (AP, CLEP, ACT/PEP, DSST, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY) or through other statewide programs identified by the Alabama Community College System office.

Applicants must have their official test scores sent directly to the Records Office from the appropriate testing agency.

Acceptance of non-traditional academic work by Bishop State does not guarantee that other institutions will accept such work. This determination will be made by the respective transfer institution. Bishop State considers credit for Non-Traditional Academic Work as transfer work and a grade of "TS" (Satisfactory) will be assigned for the course. For questions and more information about non-traditional academic work, contact the Records Office at 251-405-7003 or email records@bishop.edu.

College Level Examination Program (CLEP)

Bishop State awards credit for CLEP Subject Examinations with a minimum score of 50 or higher earned on each exam. Students may receive CLEP credit instead of enrolling in the equivalent course by submitting official CLEP scores to the Records Office for evaluation. Click the link below for the list of approved subject examinations and their Bishop State equivalents.

Subject Examination	Bishop State Equivalent	Hours Awarded
American Government	POL 211	3
American Literature	ENG 251	3
Biology	BIO 101, 102	8
Calculus	MTH 125	4
Chemistry	CHM 111, 112	8
College Algebra	MTH 112	3
College Composition	ENG 101, 102	6
College Composition Modular	ENG 101	3
English Literature	ENG 261	3
Financial Accounting	BUS 241	3
History of the US I	HIS 201	3
History of the US II	HIS 202	3
Human Growth and Development	PSY 210	3
Macroeconomics, Principles	ECO 231	3
Management, Principles	BUS 275	3
Marketing, Principles of	BUS 285	3
Microeconomics, Principles	ECO 232	3
Precalculus	MTH 113	3
Psychology, Introductory	PSY 200	3
Sociology, Introductory	SOC 200	3
Western Civilization I	HIS 101	3
Western Civilization II	HIS 102	3
Statistics	MTH 265	3
World History	HIS 121, 122	6

Advanced Placement Test (AP)

Bishop State awards credit for Advanced Placement courses taken in high school with scores of 3 or higher earned on the national examinations of the College Entrance Examination Board Advanced Placement Program. Click the link below for the list of approved courses.

AP Course and Exam	Bishop State Equivalent	Hours Awarded
Art History	ART 100	3
Art Studio	ART 113	3
Biology	BIO 101, 102	8
Calculus AB	MTH 125	4
Calculus BC	MTH 125	4
Chemistry	CHM 104	4
English Language/Composition		
Score of 3	ENG 101	3
Score of 4 or 5	ENG 101, 102	6
English Literature/Composition		
Score of 3	ENG 101	3
Score of 4 or 5	ENG 101, 102	6
European History	HIS 101, 102	6
Government and Politics (United States)	POL 211	3
History (United States)	HIS 201, 202	6
Macroeconomics	ECO 231	3
Microeconomics	ECO 232	3
Music Listening and Literature	MUS 101	3
Physics B	PHY 201, 202	8
Physics 1	PHY 201	4
Physics 2	PHY 202	4
Physics C: Mechanics	PHY 213	4
Physics C: Electricity and Magnetism	PHY 214	4
Psychology	PSY 200	3

Military Credit

Military credit may be awarded on the basis of recommendations in the Guide to the Evaluations of Educational Experiences in the Armed Services published by the American Council on Education. Credit may be awarded if Bishop State offers an equivalent course and the ACE credit hour recommendation is the same as the course offered by Bishop State. Students will be awarded credit for completion of Basic Training with the following courses: HED 221 Personal Health (3 semester hours) and PED 100 Fundamentals of Fitness (3 semester hours). Students must submit their Joint Services Transcript, (JST) directly to the Records Office.

Wildcat Portal and Campus Email

Once a student has been admitted to Bishop State as a conditionally admitted, information will be sent to the email address that was the provided on their admissions application. The email will include their A# (Student Number) and their Bishop State Email Address.

Through thier Wildcat portal, students will be able to access their campus email, register for classes, check and pay thier balances, access their degree plan through Degree Works, access their Canvas account as well as other functions.

All students must regularly check their Bishop State email account. Once a student has enrolled, the College will no longer communicate with the student through their personal email. Students taking online or hybrid courses will only be contacted through their student email account.

Having Trouble with your Wildcat Portal or E-mail?

If you are having trouble accessing your Campus E-mail account submit a helpdesk ticket from your personal e-mail account to itservices@bishop.edu. Be sure to include your A number, your name, and the problem you are having.

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 may drop/add courses at any time until the last day of the drop/add late registration period through their Wildcat Portal. Students may drop all of their classes except for the last one. Once classes begin students must use the Withdrawal Form to drop all of their classes.

Withdrawals

Withdrawals from a course that occur after the add/drop period has ended and prior to the last day to withdraw from a course as designated in the college calendar will result in the student receiving (a) non-punitive grade of "W".

A Complete Withdrawal occurs when a student withdraws from all of his or her courses after the add/drop period and prior to the last day to withdraw from courses as designated in the college calendar. Students will receive a grade of "W" in each class.

Withdrawals from a Course

It is the responsibility of the student to initiate the process for dropping a course. Students who wish to withdraw from a course prior to the end of the current term must complete the following process:

Students should log into their Wildcat Portal. Once logged in they should select the Open Registration Dashboad card then click on Registration → Register for Classes → Select a Term. On the Schedule Summary they should click on the drop down menu next to the course they wish to withdraw from and select DROP. A student may not drop all of their classes through their Wildcat Portal. To completely withdraw from the College a student will need to follow the Complete Withdrawal from the College process.

Complete Withdrawal 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. Students who wish to exit the College prior to the end of the current term must follow the process described below. It is the student's responsibility to initiate the Complete Withdrawal Process.

To withdraw from the College a student should navigate to the following link to access the Withdrawal Form: https://www.bishop.edu/admissions/withdrawal-policies.
A representative from the Academic Advising Center will make a reasonable effort to contact the student within 3 business days of the withdrawal's submission to counsel the student. Students who wish to reverse their withdrawal after counseling will be allowed to do so by emailing the Records Office at records@bishop.edu from their Bishop State email address requesting the reversal. The email should include the student's name, A number, date of birth, and a complete list of the classes which should include the name of the class and the course reference number (CRN). Requests to reverse a withdrawal must be submitted within 5 business days from the date of submission. Requests made after the last day to drop a class/withdraw from the College, will not be honored.

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

Course forgiveness is implemented when a student repeats a course and the higher/highest grade awarded (excluding the grades of W and WP) replaces all previous grades for that course in the computation of the cumulative grade point average. The official transcript will list the course and grade each time it is attempted.

When a student completes a course more than once, the highest grade will be counted in the GPA and all other grades excluded from the GPA. Official transcripts will list each course in which a student was enrolled.

A student may repeat a course more than once, but the course may be counted only once toward fulfillment of credit hours for graduation.

NOTE: STUDENTS SHOULD CHECK FINANCIAL AID REGULATIONS REGARDING REPETITION OF COURSES.

Bishop State Student Transient Policy

A student enrolled at Bishop State is not permitted to take credit work as a transient student at another institution to be applied toward a degree without prior permission from the Records Office. The permission must be in writing, specifying which courses are acceptable and their equivalents at Bishop State.

- Transient course approval may be granted to students in good academic standing.
- The student must complete the Transient Letter Request form.
- The student must submit a copy of the course description from the college to be attended with the Transient Letter Request form.
- If approved, the Records Office will send a copy of the Transient Letter Approval to the student's Bishop State email address.

At the end of the semester, it is the responsibility of the student to submit an official copy of the transcript from the attending college to Bishop State's Records Office. Failure to obtain prior approval may result in loss of transfer credit for the course work. The Transient Letter Request may be obtained from the Records Office or by emailing records@bishop.edu. Once completed, the form and course descriptions may be emailed to records@bishop.edu or brought in person to the office. Transient approval cannot be granted to students on suspension. Approval cannot be granted for a course the student is not eligible to take at Bishop State. Please allow 5 business days for processing. Career Tech courses will have to be approved by the appropriate department chair.

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 post-secondary 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 Records 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 do not receive a graduation letter but who believe that they should be graduating should consult with their academic advisor

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. Pay the $55 graduation fee. This fee covers the student's regalia to participate in the yearly graduation ceremony that is held at the end of the spring semester. It also covers the diploma fee for their diploma or certificate. Students who will receive multiple awards must pay an additional $15 for each additional diploma or certificate that they earned. Students who do not wish to participate in the graduation ceremony must pay the $15 diploma fee for each award that they earned.
11. The Director of Admissions and Records shall approve the formal award when the student meets all requirements for graduation satisfactorily.
12. The Appropriate 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 participating 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.

New Student Orientation

New students are required to attend a new student orientation session prior to regular registration at Bishop State Community College. This session is designed to acquaint students with college life and the academic environment, advising process, policies and procedures, student services, and extracurricular activities available on campus. The

orientation information on placement testing, introduction to academic programs and requirements, selection of a major field of study, and advising on class schedule preparation and registration.

In addition to the orientation session, new students are required to enroll in Orientation and Student Success (ORI 105), a three credit hour course designed to give information about college life and strategies on how to be a successful college student. *Students who have completed 50% or more of their current degree or certificate through native or transfer coursework may not be required to take ORI 105. Students who have previously completed ORI 101 with a grade of D or higher will also not be required to take ORI 105 .

*Some programs require ORI 105 regardless of the amount of the degree has been completed.

Registration

Registration dates for each semester are published in advance and can be found on the College's website and on the College's calendar. Information regarding registration is sent to new students at the time they are accepted. Students are encouraged to meet with an academic advisor or counselor prior to registration.

Any registration which is completed after the beginning of classes is considered late. Late registration dates will be published in the College Calendar and on the College's website. No credit will be awarded to any student who (1) is not properly registered for a class; (2) has not paid all tuition and/or fees; or (3) has not resolved all registration discrepancies during the term in which the discrepancies occurred or before the first day of class of the next term.

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, before the 1st day the term begins, 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.

Credit Hours	Alabama Resident's Tuition	Non-Alabama Residents Tuition	Bond Surety Fee	Technology Fee	Facility Renewal Fee	Special Building Fee	Enhancement Fee	Alabama Resident Total Tuition and Fees	Non-Alabama Resident Total Tuition and Fees
1	$131.00	$262.00	$1.00	$15.00	$15.00	$20.00	$10.00	$192.00	$323.00
2	$262.00	$524.00	$2.00	$30.00	$30.00	$40.00	$20.00	$384.00	$646.00
3	$393.00	$786.00	$3.00	$45.00	$45.00	$60.00	$30.00	$576.00	$969.00
4	$524.00	$1,048.00	$4.00	$60.00	$60.00	$80.00	$40.00	$768.00	$1,292.00
5	$655.00	$1,310.00	$5.00	$75.00	$75.00	$100.00	$50.00	$960.00	$1,615.00
6	$786.00	$1,572.00	$6.00	$90.00	$90.00	$120.00	$60.00	$1,152.00	$1,938.00
7	$917.00	$1,834.00	$7.00	$105.00	$105.00	$140.00	$70.00	$1,344.00	$2,261.00
8	$1,048.00	$2,096.00	$8.00	$120.00	$120.00	$160.00	$80.00	$1,536.00	$2,584.00
9	$1,179.00	$2,358.00	$9.00	$135.00	$135.00	$180.00	$90.00	$1,728.00	$2,907.00
10	$1,310.00	$2,620.00	$10.00	$150.00	$150.00	$200.00	$100.00	$1,920.00	$3,230.00
11	$1,441.00	$2,882.00	$11.00	$165.00	$165.00	$220.00	$110.00	$2,112.00	$3,553.00
12	$1,572.00	$3,144.00	$12.00	$180.00	$180.00	$240.00	$120.00	$2,304.00	$3,876.00
13	$1,703.00	$3,406.00	$13.00	$195.00	$195.00	$260.00	$130.00	$2,496.00	$4,199.00
14	$1,834.00	$3,668.00	$14.00	$210.00	$210.00	$280.00	$140.00	$2,688.00	$4,522.00
15	$1,965.00	$3,930.00	$15.00	$225.00	$225.00	$300.00	$150.00	$2,880.00	$4,845.00
16	$2,096.00	$4,192.00	$16.00	$240.00	$240.00	$320.00	$160.00	$3,072.00	$5,168.00
17	$2,227.00	$4,454.00	$17.00	$255.00	$255.00	$340.00	$170.00	$3,264.00	$5,491.00
18	$2,358.00	$4,716.00	$18.00	$270.00	$270.00	$360.00	$180.00	$3,456.00	$5,814.00
19	$2,489.00	$4,978.00	$19.00	$285.00	$285.00	$380.00	$190.00	$3,648.00	$6,137.00
20	$2,620.00	$5,240.00	$20.00	$300.00	$300.00	$400.00	$200.00	$3,840.00	$6,460.00
21	$2,751.00	$5,502.00	$21.00	$315.00	$315.00	$420.00	$210.00	$4,032.00	$6,783.00
22	$2,882.00	$5,764.00	$22.00	$330.00	$330.00	$440.00	$220.00	$4,224.00	$7,106.00

Special Fees:

- Nursing and Physical Therapist Assistant Students Liability Insurance Fee: $13.00 - $17.50
- Replacement Student ID Card: $5.00
- Graduation Ceremony Fee (Non-Refundable): $55
- Diploma Fee: $15

Tuition and Fee Schedule for traditional courses 2025-2026 School Year*

*In-state tuition is $131.00 per semester hour and out-of-state tuition is $262.00 per semester hour; facility fee is $15.00 per semester hour; technology fee is $15.00 per semester hour; special building fee is $20.00 per semester hour; bond surety fee is $1.00 per semester hour; enhancement fee is $10.00 per semester hour.

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 and Santa Rosa. Please see the Office of Admissions and Records 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.

Students utilizing VA education benefits shall not be charged a penalty, including assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or be required to borrow additional funds because of the individual's inability to meet their financial obligations due to the delayed disbursement of a payment to be provided by the Department of Veterans Affairs.

Refund Policy

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 REFUNDS: 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.

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 Counselor 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

Withdrawals from a Course

It is the responsibility of the student to initiate the process for dropping a course. Students who wish to withdraw from a course prior to the end of the current term must complete the following process:

Students should log into their Wildcat Portal. Once logged in they should select the Open Registration Dashboad card then click on Registration → Register for Classes → Select a Term. On the Schedule Summary they should click on the drop down menu next to the course they wish to withdraw from and select DROP. A student may not drop all of their

classes through their Wildcat Portal. To completely withdraw from the College a student will need to follow the Complete Withdrawal from the College process.

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. Students who wish to exit the College prior to the end of the current term must follow the process described below. It is the student's responsibility to initiate the Complete Withdrawal Process.

To withdraw from the College a student should navigate to the following link to access the Withdrawal Form: https://www.bishop.edu/admissions/withdrawal-policies.
A representative from the Academic Advising Center will make a reasonable effort to contact the student within 3 business days of the withdrawal's submission to counsel the student. Students who wish to reverse their withdrawal after counseling will be allowed to do so by emailing the Records Office at records@bishop.edu from their Bishop State email address requesting the reversal. The email should include the student's name, A number, date of birth, and a complete list of the classes which should include the name of the class and the course reference number (CRN). Requests to reverse a withdrawal must be submitted within 5 business days from the date of submission. Requests made after the last day to drop a class/withdraw from the College, will not be honored.

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
- Enroll in courses in the chosen program of study
- 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.studentaid.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 on October 1 for the following fall semester. 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. Create an FSA ID and complete the FAFSA at https://studentaid.gov/h/apply-for-aid/fafsa. To send the FAFSA to Bishop State, include the Bishop State Community College's Federal School Code - 001030. 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. If additional documentation is required to complete the financial aid application process, the student will be notified via email. If financial aid is awarded, an award notification will be sent via email and details posted within the Wildcat Student Portal.

College Semesters	FAFSA to Complete	Income Year
Fall 2024 Spring 2025 Summer 2025	2024-2025	2022
Fall 2025 Spring 2026 Summer 2026	2025-2026	2023
Fall 2026 Spring 2027 Summer 2027	2026-2027	2024
Fall 2027 Spring 2028 Summer 2028	2027-2028	2025

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

- The Federal Pell Grant Program
- The Federal Supplemental Educational Opportunity Grant Program

- The Federal Work Study Program
- The Alabama Student Assistance Program

Bishop State Community College does not participate in the Federal Direct Student Loan Program; however, we do offer the Fast Choice loan portal for student's to obtain financial literacy information and compare historical private education loan lenders. These lenders include Sallie Mae and Kentucky Higher Education Assistance Authority (KHEAA). In addition to the lenders listed, Bishop State will certify a private educational loan from any lender for eligible students.
Visit https://www.bishop.edu/financial-affairs/office-of-financial-aid/scholarships-grants-loans/loans for more information.

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 over payment on an FSA grant

Information provided is of a general nature and is not intended to explain in detail all financial aid programs. Programs described herein are subject to Federal, State, and institutional guidelines and are subject to change without notice.

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 a Student Aid Index (SAI) 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. The awarding of the FSEOG will be contingent on the student's SAI and the availability of funds, but no separate application is required. FSEOG is automatically awarded on a first come, first served basis until funds are exhausted.

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 if the student is eligible for financial aid.

Institutional Financial **Aid Programs**

Scholarships

Bishop State Community College offers numerous institutional scholarships including academic, athletic, leadership/service, and performing arts. Scholarships are available to both current-year graduating high school seniors and Current Wildcats. Graduating high school senior scholarships are typically awarded for one year (fall and spring semesters) and may cover full or partial amounts of tuition and fees. Students may be eligible for renewal of certain scholarships for a second year based on their cumulative GPA, major, and/or service. Students will not be eligible to receive an institutional scholarship for more than two consecutive years (four semesters). Exceptions to any scholarship criteria are considered on a case-by-case basis. Students are not eligible for multiple institutional scholarships.

To be eligible for institutional scholarships, applicants must be U.S. Citizens or Permanent Residents. For more information regarding Bishop State scholarships, view the Institutional Scholarships page on the website or contact the Financial Aid Office.

Tuition Waivers

ACE Class Waiver provides one free class to students who have successfully completed the ACE (Alabama Career Essentials) Program. Eligibility is determined by the Alabama

Community College System. Complete the Waiver Form and submit to the Financial Aid Office. The Financial Aid Office will submit the information to the ACCS for approval.

GED Class Waiver 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. Complete the Waiver Form and submit to the Financial Aid Office. The Financial Aid Office will submit the information to the ACCS for approval.

Senior Adult Waiver allows students 60 years of age or older, who have met admission requirements and have a FAFSA on file, to receive a tuition waiver for college credit courses on a space-available basis only - students must register on or after the first day of class. Students must submit the Waiver Form to the Financial Aid Office for approval. Scholarship covers the cost of one class per semester, based on enrollment, in-state tuition only, after all other financial assistance pays. Limited awards based on available funds. Contact the Financial Aid Office for additional information.

Employee/Dependent Tuition Waivers pays tuition only and 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 upon registration for classes. Contact the Financial Aid Office for additional information.

Bishop State Community College Foundation Scholarships

Additional scholarship opportunities may be available through the Bishop State Community College Foundation. Students may apply via the website https://bishopstatefoundation.org/scholarships-bishop-state-community-college-foundation.

Registration Procedures for Financial Aid

Each semester the College publishes a class schedule which contains registration procedures. Students receiving financial aid will have their financial aid funds credited to their account automatically.

Financial aid recipients are encouraged to check the authorized amount of aid to make sure it is sufficient to cover all charges. Students taking courses out of program may still owe a balance once aid is authorized.

Financial Aid Policies and Procedures

Satisfactory Academic Progress (SAP) Policy

(Academic Requirements to Continue Receiving Federal Student Aid)

Satisfactory Academic Progress is measured at the end of each semester of enrollment at Bishop State Community College. Students are required under federal regulations to maintain certain standards of progress depending on the number of hours they have attempted in college. It is the student's responsibility to read and understand all policies associated with financial aid funding.

Federal Student Aid consists of:

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

State Aid consists of:

- Alabama Student Assistance Program (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:

Qualitative-Grade Point Average (GPA)

GPA requirements for long-term certificate and degree-seeking students

· If the student has attempted 0-21 hours, a 1.5 GPA must be maintained.

· If the student has attempted 22-32 hours, a 1.75 GPA must be maintained.

· If the student has attempted 33 or more hours, a 2.0 GPA must be maintained.

GPA requirements for short-term certificate (24-29 credit hours) students

· If the student has attempted 0-12 hours, a 1.5 GPA must be maintained.

· If the student has attempted 13 or more hours, a 2.0 GPA must be maintained.

<u>Quantitative-Pace (Completion Rate/Percentage)</u>

Completion rate requirements for long-term certificate and degree-seeking students

· If the student has attempted 0-21 hours, a 58% pace must be maintained.

· If the student has attempted 22-32 hours, a 62% pace must be maintained.

· If the student has attempted 33 or more hours, a 67% pace must be maintained.

Completion rate requirements for short-term certificate (24-29 credit hours) students

· If the student has attempted 0-12 hours, a 58% pace must be maintained.

· If the student has attempted 13 or more hours, a 67% pace must be maintained.

Note: Pace is calculated by dividing a student's cumulative credit hours passed - excludes F (Failure), I (Incomplete), and W (Withdrawal) - by cumulative credit hours attempted.

Additional Regulations

- The Maximum Time frame for the completion of an undergraduate program is defined as no more than 150 percent of the published length of the program. For example, a program requiring 64 credit hours allows a maximum of 96 attempted credit hours (64 x 150% = 96). Failure to complete within this time frame will result in loss of financial aid eligibility. All courses attempted (including transfer courses accepted by the institution) are included in the Maximum Time frame calculation. A change in major or academic program does not reset the 150% time frame.
- If a student fails to meet the Qualitative Standard (GPA) and/or the Quantitative Standard (Pace) for Satisfactory Academic Progress, one warning semester given, during which the student will be eligible to receive aid.
- If a student fails to regain good standing, satisfying both the Qualitative Standard (GPA) and/or the Quantitative Standard (Pace) at the end of the warning semester, the student is placed into a Failing SAP Status and will be ineligible for continued aid.
- There is no warning semester for Maximum Time frame.
- Additional information follows in regard to the treatment of repeated, incomplete, withdrawn, bankrupted, forgiven, and remedial courses, as well as transfer credit and grade changes:
    - Repeated coursework is factored into the Pace and Maximum Time frame calculations. The highest earned grade for a repeated course will be factored into the GPA calculation. In addition, a student can only repeat a

successfully-passed course using federal aid once. Only one passed course counts toward graduation; therefore, the course is counted in passed hours only once, which may affect the Pace.

- Incompletes are factored into the Pace and Maximum Time frame calculations. Once an Incomplete grade rolls to a final grade, the final grade will be factored into the GPA, Pace, and Maximum Time frame calculations at the next formal evaluation.
- Withdrawals will not be factored into the GPA calculation but are included in the Pace and Maximum Time frame calculations.
- Transfer credits accepted by the institution will not be factored into the GPA calculation but all accepted credits are included in the Pace and Maximum Time frame calculations.
- Following acceptance of transfer credits, an official review of these credits is completed at the end of the next semester of enrollment at Bishop.
- Periods where Academic Bankruptcy was applied are factored into the GPA, Pace, and Maximum Time frame calculations.
- Remedial courses are factored into the GPA, Pace, and Maximum Time frame calculations. Prior to Fall 2023, remedial courses assigned a grade of IP are not factored into the Pace and Maximum Time frame calculations but are factored into the GPA. There is a 30-hour limit on remedial coursework.
- After a grade change has been instituted for a prior term, SAP can be recalculated within the immediate following term at the request of the student. Otherwise, it is factored into the SAP calculation at the time of the next formal evaluation. No recalculation will occur without a request from the student.
- Dual enrollment courses are factored into the GPA, Pace, and Maximum Time frame calculations.
- Dropped courses during the add/drop period are not factored into GPA, Pace, or Maximum Time frame calculations.
- The final Pace result will be rounded based on traditional rounding rules (e.g. 66.5% = 67%).

It is possible for a student who is not meeting SAP to regain eligibility for Title IV aid. Options may include a) successfully appealing or b) paying for and completing coursework that brings the student into compliance with Bishop's SAP standards.

Financial Aid Appeal

A student may submit a Financial Aid Appeal if the student's failure to maintain SAP standards is due to mitigating circumstances. Mitigating circumstances are those that are beyond the student's control. If a student files an appeal due to the Maximum Time

frame, they must be meeting the other two SAP components (GPA and Pace). An appeal cannot be approved for a prior term.

A student should submit the appeal and any documentation pertaining to the appeal in time to ensure aid can be awarded by the end of the drop/add period. Submitting a Financial Aid Appeal is NOT an automatic approval.

The Financial Aid Appeals Committee will meet each semester to consider completed appeal requests. The decision of the Appeals Committee is final. Only one appeal will be considered per semester.

A student will be notified of the decision made by the Committee within their Wildcat Portal. Students should check their Wildcat Portal for statuses regularly.

A student must follow the terms of an approved appeal or lose financial aid eligibility.

Effective Fall 2024

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 Recalculation Date (PRD/Census/Freeze). 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

Awarded financial aid is credited to the student's account at the beginning of the semester or when the student becomes eligible if after the semester has begun to cover applicable charges. If any refundable credit balance remains once charges are paid in full, a refund is issued by the Business Office via Direct Deposit or via physical check mailed to the address on file with the Admissions & Records Office (if the student did not enroll in Direct Deposit.) Credit balance refunds are issued by the Business Office within 14 days of when the credit balance occurred.

Authorization of Charges

All Title IV recipients may authorize Bishop State Community College to apply their excess Title IV funds to non-institutional charges and minor prior-year balances (not to exceed $200) incurred on their student account. These charges cannot be paid without the student's prior authorization. Students give this authorization by accessing the Wildcat Portal. Students charging books against applicable financial aid awards in the bookstore is considered the student's authorization to pay those charges and does not

require separate authorization. Bishop State considers charging books against a financial aid credit balance as a way students are able to obtain books (or supplies) by the seventh day of the payment period and students are allowed to opt out of purchasing books (or utilizing Inclusive Access materials) at the bookstore.

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 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 to determine how much federal aid the student has earned. The calculation of Title IV (TIV) 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 federal funds disbursed to them at the beginning of the semester, students are required to "earn" the financial aid disbursed by attending (remaining academically engaged in) TIV-eligible classes for more than 60% of his or her period of enrollment. During the first 60% of the enrollment period, a student earns funds in direct proportion to the length of time he or she remains enrolled. When a student completely withdraws, officially or unofficially, from the College before more than 60% of the semester has expired, the student has failed to "earn" all of the funds 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. This will likely result in a debt owed to the College. After the 60% point in the period of enrollment, a student has earned 100% of the Title IV funds he or she received or was scheduled to receive. Students are able to review the College Calendar for all important dates.

Withdrawals are initiated by the student through the Admissions & Records Office. 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. Students can obtain the withdrawal form and procedures for withdrawing from the Admissions & Records Office. The Director of Admissions & Records is responsible for processing all student withdrawals in accordance with College policy. For purposes of Return to Title IV Aid Calculations for official withdrawals, the official withdrawal date, as reported by the Director of Admissions & Records, will be used for all calculations. Failure to properly withdraw from classes may result in the student receiving failing or incomplete grades in all of his or her classes (unofficial withdrawal), which will also require an R2T4

calculation. For unofficial withdrawals, the last date of attendance (LDA), as reported by the instructor, will be used for the calculation (with the exception of LDAs that pre-date the midpoint of the semester, so as to best benefit the student.) Failure to successfully complete attempted coursework may negatively impact the student's eligibility for financial aid in future semesters in addition to creating a balance due the College.

Return to Title IV Calculation

The Financial Aid 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. Any funds returned by the school represents a debt owed by the student to Bishop State. The Financial Aid Office will post a message in the student portal letting the student know that an R2T4 calculation has been performed and directing the student to pay the balance owed to the College. The Business Office is responsible for billing the student.

Veterans Services

Bishop State Community College's Veterans Services are under the direction of the Director of Financial Aid and Veteran Affairs. The services include assistance in communicating with the Veterans Administration on behalf of students who receive VA benefits, assisting with special problems, 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 School Certifying Official (SCO) located in the financial aid office to start the certification process.
- Must be eligible to receive VA educational benefits.
- Must be completely and unconditionally admitted to the College (application, high school transcript, college transcript, etc.).
- Must have all prior college transcripts evaluated for transfer credit to current major.
- 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.
- Must notify the VA School Certifying Official (SCO) at the beginning of each semester and provide a copy of the student schedule in order to be certified to the VA as attending.

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, MTH 099, MTH 109, and MTH 111 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 19 credit hours per semester. Credit hours above 19 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 via DegreeWorks in Banner

- 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. Advisors are required to use degree plans when advising students toward completion of courses for their degrees. Students should only take courses in their degree plans. NOTE: Courses taken outside of students' degree plans will not be covered by Financial Aid.

Distance Education

Bishop State Community College defines distance and correspondence education in accordance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Distance Education and Correspondence Courses Policy Statement:

> Distance education is a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may use the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or other digital media if used as part of the distance education course or program.
>
> Correspondence courses are part of a formal educational process under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student; courses are typically self-paced.

Bishop State Community College delivers distance education courses in the following modalities:

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Virtual: Virtual courses are delivered synchronously to extend lectures and course activities to students remotely in real time. Virtual courses are held online at specific days and times and require students to use online conferencing tools to participate in learning activities. There are no requirements for on-campus activity. Identity verification will be required using the college's approved verification process.

Videoconference: Videoconference courses meet in a classroom* equipped for remote video instruction. The instructor and students will interact via two-way video. Students are expected to attend class in the videoconference classroom on the days and times specified in the class schedule. Identity verification will be required using the college's approved verification process.[VM1]

Hybrid: Hybrid courses require a combination of online and in-person activities. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses provide the flexibility to utilize both face-to-face and online options available for all or most learning activities. Students can change which option they use to attend the course. Identity verification for online students may be required using the college's approved verification process.

Technology requirements are posted on the Distance Education page on the College's website: https://www.bishop.edu/student-services/student-support/online-learning

*Approved instructional site

All distance education courses at Bishop State must include proctored assessments that are, in total, worth at least 25% of each student's final grade.

Off-campus, online assessment: Instructors will use Respondus Lockdown Browser with Respondus Monitor through Canvas to administer assessments that are proctored. Respondus Monitor activates a student's webcam and records video and audio of the student taking the exam so it can be proctored remotely both asynchronously or synchronously (live). The settings require students to show photo IDs. Flagged events and proctoring results are available to the instructor for further review. It is the student's responsibility to acquire a computer with a webcam and other required technology and software before registering for the online course.

On-campus assessment: Students may come to the campus during a published proctored assessment meeting and complete the assessment in the presence of a proctor, typically the instructor of the course. This assessment may be completed using paper and pencil or through the password protected Canvas course. Students may complete proctored

assessments in the Learning Assistance Center (by appointment only) AND with written permission from the instructor of record for the course.

Off-campus, proctored assessment: Students who live more than 50 miles from the Downtown Campus may use a proctor who has been approved by the instructor of the course. Appropriate proctoring guidelines must be followed. Students must identify potential proctors and get them approved by their instructors by midterm of the semester. Students turn in their potential proctor and appropriate information on Bishop State's Proctor Guidelines/Acceptance Form. To be eligible to serve as a proctor, a person must be either an administrator or full-time faculty member from an institution of higher education, an administrator (principal or assistant principal) within a k-12 school system, a professional testing center test administrator, a military education officer, or a head librarian at a public library. All costs (if any) associated with procuring a proctor fall upon the student.

Proctor Guidelines

Students who live more than an hour from the Downtown 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 Distance Education Department at 251-405-7144.

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	Excellent	4 quality points per semester
B - Good	Good	3 quality points per semester
C - Average	Average	2 quality points per semester
D - Poor	Poor	1 quality point per semester

F - Failure	Failure	0 quality points per semester
W - Withdrawal	Official withdrawal from a course or from the institution within a time period designated by the institution. Credit hours will not be averaged into the grade point average.	0 quality points per semester
I - Incomplete	Incomplete. Assigned according to local policy to an individual student who fails to complete the required course work before the scheduled course end date. Must be made up no later than the end of the following semester or becomes an F.	0 quality points per semester
AU - Audit (Official)	Audit. Course taken for no credit. Credit hours will not be averaged into the grade point average. Must be declared by the end of the registration period and may not be changed thereafter.	0 quality points per semester
NG - No Grade	No Grade Assigned. Used for administrative purposes when faculty fail to meet grade submission deadlines established by the college. Not to be assigned to an individual student who fails to complete the required course work before the scheduled course end date.	
S	Pass. Used for non-credit coursework only	
U	Failure. Used for non-credit coursework onlly.	
TA	Transfer coursework accepted for credit. Transfer grade received at the sending institution.	
TB	Transfer coursework accepted for credit. Transfer grade received at the sending institution.	

TC	Transfer coursework accepted for credit. Transfer grade received at the sending institution.	
TD	Transfer coursework accepted for credit. Transfer grade received at the sending institution.	
TS	Transfer coursework accepted for nontraditional credit such as, but not limited to, CLEP and AP scores.	

NOTE: Each college may further define letter grades A-F. While the grade of D is normally considered passing, institutions may require a higher grade in selected courses.

NOTE: Courses designated as developmental, courses numbered below 100, do not receive earned credit hours. Developmental letter grades have periods in addition to the letter. These courses do count towards financial aid hours and impact financial aid completion rate.

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 before grades are posted for 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 the end of the semester that follows the term in which the grade was assigned. After approval, the grade change will be forwarded to the Office of Admissions and Records 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 Transfers

Alabama Transfers is a valuable resource for students in the state of Alabama who are seeking a smooth and efficient transition from a community college to a four-year institution. This program offers a comprehensive guide that outlines the transfer pathways, including course equivalencies and requirements, between Alabama's two-year colleges and its public universities. It is designed to ensure that students can seamlessly transfer their earned credits, reducing the risk of duplication and loss of academic progress. Alabama Transfers not only simplifies the transfer process but also helps students make well-informed decisions about their academic journey. By fostering collaboration between community colleges and universities in Alabama, this program plays a vital role in enhancing accessibility, affordability, and the overall educational experience for students pursuing higher education within the state.

(Formerly known as STARS from its founding in 1994 through November 2022.)

Advantages of Alabama Transfers

The Alabama Transfer Program offers several advantages for students transferring between public institutions of higher education in Alabama:

- Seamless Transfer Process: The program ensures a smooth transition for students transferring from community colleges to four-year universities in Alabama. It provides clear guidelines and articulation agreements that facilitate the transfer of credits, minimizing the risk of credit loss or duplication.
- Credit Transfer Assurance: The Alabama Transfers Program guarantees that the credits earned at one institution will transfer and count toward degree requirements at another participating institution. This assurance gives students peace of mind knowing that their hard work and academic achievements will be recognized and honored.
- Cost-Effective Pathway: By starting at a community college and then transferring to a four-year university, students can save significantly on tuition and other expenses. Community colleges often have lower tuition rates, allowing students to complete their general education requirements at a lower cost before transferring to a university to focus on their major coursework.

- Flexibility and Accessibility: The program offers flexibility in terms of course scheduling and location. Community colleges are typically more accessible to students who may have work or family commitments, allowing them to pursue higher education without relocating or disrupting their current responsibilities.
- Increased Opportunities: Transferring through the Alabama Transfers Program opens up a wide range of academic and career opportunities. Students can choose from a variety of majors and programs offered by participating universities, giving them the chance to pursue their interests and career goals without being limited by the offerings of a single institution.
- Support Services: Many participating institutions offer support services specifically designed for transfer students, including academic advising, counseling, and orientation programs. These resources help ensure a smooth transition and provide assistance to students as they navigate their new academic environment.
- Enhanced Educational Experience: By starting their academic journey at a community college and then transferring to a university, students can benefit from the best of both worlds. They receive a strong foundation in general education courses at the community college level and then have the opportunity to delve deeper into their chosen field of study at the university level.

Alabama Transfers can be found at Get the guide-Alabama Transfers.

Apprenticeships and Externships

Apprenticeship and Extership 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.

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 3.70 to 3.89 ---- (With High Honors) .....Magna Cum Laude 3.50 to 3.69 ----- (With Honors) .....Cum Laude
Certificate	3.50 to 4.00----- Graduation with Distinction

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 Office of Admissions and Records on the Downtown Campus prior to the scheduled dates of absence. Exceptions must be approved by the Director of Admissions and Records 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 an 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, Carver, and Southwest, and off campus classes are offered at the following sites: Baker High School, Citronelle High School, and the Bishop State Community College Theodore Site, and the Bishop State Community College Jackson, AL 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

MN = Downtown

SW = Southwest

Program Degrees/ Certificates

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

English Composition (Area I)	6
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 ENG 101 - English Composition I
- ENG 102 ENG 102 - English Composition II
- ENG 251 ENG 251 - American Literature I
- ENG 252 ENG 252 - American Literature II
- ENG 261 ENG 261 - English Literature I
- ENG 262 ENG 262 - English Literature II
- ENG 271 ENG 271 - World Literature I
- ENG 272 ENG 272 - World Literature II
- ART 100 ART 100 - Art Appreciation
- DNC 101 DNC 101 - Dance Appreciation
- MUS 101 MUS 101 - Music Appreciation

- THR 120 THR 120 - Theatre Appreciation
- SPH 107 SPH 107 - Fundamentals of Public Speaking
- BIO 101 BIO 101 - Introduction to Biology I
- BIO 102 BIO 102 - Introduction to Biology II
- BIO 103 BIO 103 - Principles of Biology I
- BIO 104 BIO 104 - Principles of Biology II
- CHM 111 CHM 111 - College Chemistry I
- CHM 112 CHM 112 - College Chemistry II
- PHS 111 PHS 111 - Physical Science
- PHS 112 PHS 112 - Physical Science II
- MTH 110 MTH 110 - Finite Mathematics
- MTH 112 MTH 112 - Precalculus Algebra
- HIS 101 HIS 101 - History of Western Civilization I
- HIS 102 HIS 102 - History of Western Civilization II
- HIS 201 HIS 201 - United States History I
- HIS 202 HIS 202 - United States History II
- POL 200 POL 200 - Introduction to Political Science
- POL 211 POL 211 - American National Government
- PSY 200 PSY 200 - General Psychology
- SOC 200 SOC 200 - Introduction to Sociology

Associate in Applied Science

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.

To be awarded the Associate in Applied Science (AAS) in Early Childhood Education students must earn a grade of "C" or higher in all required core and general education courses. Any required course in which a student earns a grade below "C" must be repeated before the student will be allowed to complete the Early Childhood Education program.

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 - Computer Applications 3 credits
- HED 231 - First Aid 3 credits
- ORI 105 - Orientation and Student Success 3 credits

Total Core Requirement Coursework: 38 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 SPH106 or 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 106 - Fundamentals of Oral Communication 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 101 - Introduction to Biology I 4 credits
- BIO 102 - Introduction to Biology II 4 credits
- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Chemistry I 4 credits
- CHM 105 - Introduction to Chemistry II 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: 63 Credit Hours

Associate in 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 the Alabama Transfers Guide, formerly STARS at https://alabamatransfer.com

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 (Area II)

- Select 12 Credit Hours
- Must complete Art, Dance, Music, or Theatre 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
- DNC 101 - Dance 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
- SPA 101 - Introductory Spanish I 4 credits

- SPA 102 - Introductory Spanish II 4 credits
- SPA 201 - Intermediate Spanish I 3 credits
- SPA 202 - Intermediate Spanish II 3 credits
- SPH 106 - Fundamentals of Oral Communication 3 credits
- SPH 107 - Fundamentals of Public Speaking 3 credits
- THR 120 - Theatre Appreciation 3 credits
- THR 126 - Introduction to Theatre 3 credits

Total Humanities 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 101 - Introduction to Biology I 4 credits
- BIO 102 - Introduction to Biology II 4 credits
- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Chemistry I 4 credits
- CHM 105 - Introduction to Chemistry II 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
- POL 200 - Introduction to Political Science 3 credits
- POL 211 - American National Government 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 105 - Orientation and Student Success 3 credits

Total General Education Elective Coursework: 19 - 23 Credit Hours

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

Associate in 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 the Alabama Transfers Guide, formerly STARS at https://alabamatransfer.com

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 (Area II)

- Select 12 Credit Hours
- Must complete Art, Dance, Music, or Theatre 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
- DNC 101 - Dance 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
- SPA 101 - Introductory Spanish I 4 credits
- SPA 102 - Introductory Spanish II 4 credits
- SPA 201 - Intermediate Spanish I 3 credits
- SPA 202 - Intermediate Spanish II 3 credits
- SPH 106 - Fundamentals of Oral Communication 3 credits
- SPH 107 - Fundamentals of Public Speaking 3 credits
- THR 120 - Theatre Appreciation 3 credits
- THR 126 - Introduction to Theatre 3 credits

Total Humanities 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 101 - Introduction to Biology I 4 credits

- BIO 102 - Introduction to Biology II 4 credits
- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Chemistry I 4 credits
- CHM 105 - Introduction to Chemistry II 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
- POL 200 - Introduction to Political Science 3 credits
- POL 211 - American National Government 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 105 - Orientation and Student Success 3 credits

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.

To be awarded the Early Childhood Education Paraprofessional Long Certificate students must earn a grade of "C" or higher in all required core and general education courses. Any required course in which a student earns a grade below "C" must be repeated before the student will be allowed to complete the Early Childhood Education program.

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 105 - Orientation and Student Success 3 credits

Total Core Requirement Coursework: 29 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: 35 Credit Hours

Short-Term Certificate

Early Childhood Education Short - Term Certificate (MN)

To be awarded the Early Childhood Education Short Certificate students must earn a grade of "C" or higher in all required core and general education courses. Any required course in which a student earns a grade below "C" must be repeated before the student will be allowed to complete the Early Childhood Education program.

Course Requirements

- CHD 100 - Introduction to Early Care and Education Of Children 3 credits
- CHD 204 - Methods and Materials for Teaching Children 3 credits
- CHD 206 - Children's Health and Safety 3 credits

Total Credit Hours for Program Completion: 9 Credit Hours

General Education, STC (MN)

Program Effective Spring 2025

This award is designed to assist students in developing an academic foundation to earn credit toward the Associate in Science degree.

English Composition (Area I)

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

Total English Composition Coursework: 6 Credit Hours

Humanities (Area II)

Select one Humanities Course

- ART 100 - Art Appreciation 3 credits
- DNC 101 - Dance 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
- SPA 101 - Introductory Spanish I 4 credits
- SPA 102 - Introductory Spanish II 4 credits
- SPA 201 - Intermediate Spanish I 3 credits
- SPA 202 - Intermediate Spanish II 3 credits
- SPH 106 - Fundamentals of Oral Communication 3 credits
- SPH 107 - Fundamentals of Public Speaking 3 credits
- THR 120 - Theatre Appreciation 3 credits
- THR 126 - Introduction to Theatre 3 credits

Total Humanities Coursework: 3 Credit Hours

Mathematics and Natural Sciences (Area III)

Select one Math course and one Natural Science Course

- MTH 108 - Quantitative Reasoning 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
- MTH 265 - Elementary Statistics 3 credits

- BIO 101 - Introduction to Biology I 4 credits
- BIO 102 - Introduction to Biology II 4 credits
- BIO 103 - Principles of Biology I 4 credits

- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Chemistry I 4 credits
- CHM 105 - Introduction to Chemistry II 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: 7 - 8 Credit Hours

History, Social, and Behavioral Science (Area IV)

Choose one History, Social, or Behavioral Science course

- 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
- ECO 231 - Principles of Macroeconomics 3 credits
- ECO 232 - Principles of Microeconomics 3 credits
- POL 200 - Introduction to Political Science 3 credits
- POL 211 - American National Government 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: 3 Credit Hours

General Education Electives (Area V)

Select one Elective Course. Refer to individual course descriptions to determine what courses can be used towards Area V completion.

Total General Education Elective Coursework: 3 Credit Hours

Total Credit Hours for Program Completion: 22-23 Credit Hours

Health and Wellness/Physical Education Short Certificate (MN)

Core Requirements

Select BIO101, BIO111, BIO103, or BIO201

- BIO 101 - Introduction to Biology I 4 credits
- BIO 103 - Principles of Biology I 4 credits

- BIO 111 - Survey of Human Biology 4 credits
- BIO 201 - Human Anatomy and Physiology I 4 credits

- HED 226 - Wellness 3 credits
- HED 231 - First Aid 3 credits
- PED 100 - Fundamentals of Fitness 3 credits
- PED 216 - Sports Officiating 3 credits
- PED 223 - Methods of Instruction 3 credits
- ORI 105 - Orientation and Student Success 3 credits

Total Credit Hours for Program Completion: 22 Credit Hours

Health Science Programs

CA = Carver

MN = Downtown

SW = Southwest

Associate in Applied Science

Career Mobility, AAS (MN)

LPN to RN Program Information

Admission Requirements

- 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 Office of Admissions and Records prior to the nursing application deadline.

NEW APPLICATION PROCESS: Application must be submitted electronically through the online application system before the noted deadline. All supporting documents, transcripts, test scores, letters, certifications, licensures, etc. will be submitted electronically through this system. Meeting all admissions criteria does not guarantee acceptance in to the program. Please refer to the program website for complete admissions process.

- 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 SPH 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.
- Minimum of 2.5 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.
- Must have a minimum composite score of 18 points on the ACT test.
- 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 must also be submitted through the electronic application system.
- Must meet the essential functions for nursing.
- 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 & BIO 202, SPH 106 or SPH 107, and PSY 210. NUR 209 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.

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

Credit Awarded for Healthcare Transition Students

- NUR 999 - Mobility Credit 15 credits

Total: 15 Credit Hours

General Education Prerequisite Coursework

Total: 20 Hours
Total: 66 Credit Hours

Health Information Technology, AAS (MN)

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.

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 2 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
- BUS 271 - Business Statistics I 3 credits
- ORI 105 - Orientation and Student Success 3 credits

Total Core Requirement Coursework: 54 Credit Hours

General Education Requirements

English Composition

- ENG 101 - English Composition I 3 credits

Total: 3 Credit Hours

Humanities

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

- ART 100 - Art Appreciation 3 credits
- DNC 101 - Dance 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
- THR 120 - Theatre Appreciation 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 Behavioral 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
- POL 200 - Introduction to Political Science 3 credits
- POL 211 - American National Government 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: 74 Credit Hours

Nursing, AAS (MN)

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.

Admission Requirements Checklist

- 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 Office of Admissions and Records prior to the nursing application deadline.

NEW APPLICATION PROCESS: Application must be submitted electronically through the online application system before the noted deadline. All supporting documents, transcripts, test scores, letters, certifications, etc. will be submitted electronically through this system. Meeting all admissions criteria does not guarantee acceptance in to the program. Please refer to the program website for complete admissions process.

- 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 SPH 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.
- Must have a minimum composite score of 18 points on the ACT test.
- 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.
- Must meet the essential functions for nursing.
- 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.

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: 18 Credit Hours

Third Semester

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

- SPH 106 - Fundamentals of Oral Communication 3 credits

OR

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

Total: 13 Credit Hours

Students are eligible to apply to take the NCLEX-PN 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

Physical Therapist Assistant, AAS (MN)

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 twenty-six to twenty-eight (26-28) semester hours of general education prerequisites. Physical therapy course work begins in the sophomore year and totals fourty-four (44) cumulative hours. Students must meet minimum criteria set forth by the program to progress to clinical rotations and continue in the Program.
Students have a maximum of 2 attempts to complete the program successfully. Re-entry into the program is not guaranteed. Students must reapply for admission to the Program in with the new cohort the following year for readmission. More information is provided in the PTA Student Handbook upon admission to the Program.

Special Note: HIV/HBV/COVID Vaccination

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. A

safe and effective COVID 19 Vaccine is used in the prevention of Coronavirus infection is also available. These vaccines are 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. Students are also responsible for Student Liability Insurance which is purchased through Bishop State's Business Office.

Students are required to remain in compliance with the policies of Bishop State Community College, its PTA Program, and the Clinical Site during clinical affiliations. Should the Clinical Site have a more stringent policy, the student will be expected to comply with the site's policy as per the Clinical Affiliation Contract.

Special note regarding vaccinations: While the College cannot and does not mandate vaccinations, all clinical sites reserve the right to do so as failure to demonstrate compliance may adversely affect reimbursement of services. Any student has the right to defer vaccination. However, choosing to do so may limit the availability and variety of clinical settings available to the student.

Accreditation

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085, telephone: 1-800-999-2792

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

The Bishop State PTA Program is accredited as a 1+1 program. This means that students must complete all pre-requisite courses prior to acceptance into the technical phase of the program. Admissions open in Spring Semester each year and close on May 15. The admission process is competitive in nature. Meeting minimum criteria does not guarantee admission. Seats are awarded based on the highest admission point scores. The number of applicants in each cohort is determined by the program's accreditor, CAPTE.
Admission Point System for selection to the second year of the program is posted on the program's webpage at: Physical Therapist Assistant - Bishop State. Students are advised to check the website periodically for updates prior to contacting the PTA Program.

Application to the Program

- Please submit an application for general admission to Bishop State Community College. The application may be completed online at: Apply Now! - Bishop State.
- Request official copies of all transcripts from each college or university attended. Transcripts may be forwarded in electronic format from a transcript service provider such as Parchment, Credential Solutions, or the National Student Clearinghouse or, they can be mailed to following:

  Bishop State Community College
  Office of Admissions and Records
  351 N. Broad St.
  Mobile, AL 36603
- Students must complete the Bishop State PTA Program Admissions Exam hosted by Accuplacer. Scheduling can be completed through the Bishop State Learning Assistance Center webpage under "Testing."
- 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 A minimum of 25 hours is required at each location. Documentation of work/observation hours must be entered into the Centralized Application System by May 15 for verification.
- 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/or 3. Employer or supervisor you have worked for either for pay or as a volunteer. Please inform the reference that you have selected them to complete the reference form. References will receive an email from the PTA CAS asking them to complete the reference online. A minimum of 2 references are required.

- 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/ or 3. Employer or supervisor you have worked for either for pay or as a volunteer. Please inform the reference that you have submitted them to serve as a reference for you. A minimum of 2 references are required.
    - Complete the Bishop State PTA Application online. The link to the application will be made available on the PTA Program webpage each application season.

The applicant is responsible for ensuring he/she/they submits all portions of the application to include:

1. Bishop State Community College Application Online
2. Bishop State PTA Program Application via CAS.
3. Transcripts from high school and all institutions of higher learning (to Bishop State and the PTA CAS).

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) through the American Heart Association or the equivalent course through the American Red Cross.

Core Requirements

Fall, Semester 1

- PTA 120 - Introduction to Kinesiology 3 credits
- PTA 200 - PT Issues and Trends 2 credits
- PTA 232 - Orthopedics for PTA 2 credits
- PTA 240 - Physical Disabilities I 2 credits
- PTA 250 - Therapeutic Procedures I 4 credits
- PTA 290 - Therapeutic Exercise 1 credits

Total Fall, Semester 1 Core Requirements: 14 Credit Hours

Spring, Semester 2

- PTA 202 - PTA Communication Skills 2 credits

- PTA 210 - Introduction to Physical Therapy Clinic 1 credits
- PTA 220 - Functional Anatomy and Kinesiology 3 credits
- PTA 221 - Kinesiology Lab 1 credits
- PTA 230 - Neuroscience 2 credits
- PTA 231 - Rehabilitation Techniques 2 credits
- PTA 251 - Therapeutic Procedures II 4 credits
- PTA 266 - Clinical Field Work I 2 credits

Total Spring, Semester 2 Core Requirements: 17 Credit Hours

Summer, Semester 3

- PTA 241 - Physical Disabilities II 2 credits
- PTA 263 - Clinical Affiliation I 3 credits

Total Summer, Semester 3 Core Requirements: 6 Credit Hours

Fall, Semester 4

- PTA 201 - PTA Seminar 2 credits
- PTA 268 - Clinical Practicum 5 credits

Total Fall, Semester 4 Core Requirements: 7 Credit Hours

Total Core Requirement Coursework: 44 Credits

General Education Pre-Requisite Requirements

English Composition

- ENG 101 - English Composition I 3 credits

Total: 3 Credit Hours

Humanities and Fine Arts

Select one Fine Arts or Humanities course

- ART 100 - Art Appreciation 3 credits
- DNC 101 - Dance 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
- SPA 101 - Introductory Spanish I 4 credits
- SPA 102 - Introductory Spanish II 4 credits
- SPA 201 - Intermediate Spanish I 3 credits
- SPA 202 - Intermediate Spanish II 3 credits
- THR 120 - Theatre Appreciation 3 credits

Total: 3 - 4 Credits

Biology

- BIO 120 - Medical Terminology 3 credits
  or
- HIT 110 - Medical Terminology 3 credits

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

Total: 11 Credits

Mathematics

- MTH 108 - Quantitative Reasoning 3 credits
- MTH 112 - Precalculus Algebra 3 credits
- MTH 113 - Precalculus Trigonometry 3 credits
- MTH 125 - Calculus I 4 credits
- MTH 126 - Calculus II 4 credits
- MTH 227 - Calculus III 4 credits

Total: 3 - 4 Credits

Psychology

- PSY 210 - Human Growth and Development 3 credits

Total: 3 Credits

Other Program Requirements

- CIS 146 - Computer Applications 3 credits

Total: 3 Credits

Total General Education Pre-Requisite Requirements: 20 - 21 Credit Hours

Total Credit Hours for Program Completion: 70 - 72 Credit Hours

Certificate

Practical Nursing, CER (MN)

Practical Nursing - Upon successful completion of the PN program, the student is awarded a certificate in Practical Nursing.

The PN graduate may be eligible to take the National Council Licensure Examination, upon approval by the Alabama Board of Nursing.

Admission Requirements Checklist

- 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 previously attended must be on file and evaluated by the Office of Admissions and Records prior to the nursing application deadline.

NEW APPLICATION PROCESS: Application must be submitted electronically through the online application system before the noted deadline. All supporting documents, transcripts, test scores, letters, certifications, etc. will be submitted electronically through this system. Meeting all admissions criteria does not guarantee acceptance in to the program. Please refer to the program website for complete admissions process.

- A minimum of 2.5 GPA for nursing required academic core courses which are: ENG 101, MTH 100 or higher, BIO 201, BIO 202, PSY 210, and SPH 106 or SPH 107.
- 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 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.
- Must have taken the ACT test prior admission. There is no minimum score.
- 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 must also be submitted through the electronic application system.
- Must meet the essential functions for nursing.
- 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.

Core Requirements

First Semester

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

Total: 14 Credit Hours

Second Semester

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

Total: 18 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 already not completed)

Total: 13 Credit Hours

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

Total: 45 Credit Hours

Short-Term Certificate

Medical Coding Short - Term Certificate (MN)

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.

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

Total Credit Hours for Program Completion: 27 Credit Hours

Career Technical Programs

CA = Carver

MN = Downtown

SW = Southwest

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

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 105 - Orientation and Student Success 3 credits

Total Core Requirement Coursework: 27 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 - Computer 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

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

- ART 100 - Art Appreciation 3 credits
- DNC 101 - Dance 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
- THR 120 - Theatre Appreciation 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 101 - Introduction to Biology I 4 credits
- BIO 102 - Introduction to Biology II 4 credits
- BIO 103 - Principles of Biology I 4 credits

- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Chemistry I 4 credits
- CHM 105 - Introduction to Chemistry II 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: 64 Credit Hours

Computer Aided Drafting and Design (CADD)/3D Printing Technology, AAS (MN)

Students in the Computer-Aided Drafting & Design (CADD) technology program are provided with educational foundations that blend theoretical and hands on drafting/design techniques that are relevant in today's industrial environment. Students are exposed to AutoCAD, 3D printing and design, architectural modeling, additive and subtractive manufacturing, and reverse engineering design. Graduates earn the Computer Aided Drafting and Design Associate in Applied Science Degree.

Technical Core

- ADM 101 - Precision Measurement 3 credits
- ADM 106 - Quality Control Concepts 3 credits
- ADM 107 - Computer Aided Drafting (CAD) Concepts 3 credits
- ADM 112 - Orientation to Additive Manufacturing 1 credits
- ADM 114 - Design Innovation 3 credits
- ADM 160 - Additive Manufacturing Production Techniques 3 credits
- ADM 162 - Additive Manufacturing Processes-Polymers 3 credits
- ADM 164 - Additive Manufacturing Processes-Metals 3 credits

- ADM 202 - Introduction to Technology Design 3 credits
- ADM 208 - Intermediate 3D Modeling 3 credits
- ADM 261 - Reverse Engineering 3 credits
- AUT 186 - Principles of Industrial Maintenance Welding and Metal Cutting Techniques 3 credits
- DDT 111 - Fundamentals of Drafting and Design Technology 3 credits
- DDT 127 - Intermediate Computer Aided Drafting and Design 3 credits
- DDT 132 - Architectural Drafting 3 credits
- DDT 144 - Basic 3D Modeling 3 credits
- DDT 244 - Advanced 3D Modeling 3 credits
- INT 129 - Industrial Safety and Maintenance Techniques 3 credits
- MTT 128 - Geometric Dimensioning & Tolerancing I 3 credits

- ORI 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 56-59 Credit Hours

General Education

English Composition

- ENG 101 - English Composition I 3 credits

Total: 3 Credit Hours

Humanities

Must choose one humanities course, PHL 206 preferred. May not take Speech.

- ART 100 - Art Appreciation 3 credits
- DNC 101 - Dance 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
- THR 120 - Theatre Appreciation 3 credits

Total: 3 Credit Hours

Natural Sciences

Choose one course. PHY 115 recommended.

- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 115 - Technical Physics 4 credits

Total: 4 Credit Hours

Mathematics

Select one Math Course

- MTH 100 - Intermediate College Algebra 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

Total: 3 Credit Hours

History, Social, and Behavioral Science

Choose one History, Social, or Behavioral Science course. PSY 200 or SOC 200 recommended.

- 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
- POL 200 - Introduction to Political Science 3 credits
- POL 211 - American National Government 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: 72-75 Credit Hours

Computer Information Systems Technology, AAS (MN)

This program prepares students for an evolving digital world with knowledge and skills in application development (desktop and mobile), Microsoft Office (Microsoft Associate

Certifications), Cloud Computing, Swift, Python, Visual Basic, and C#; Networking, Cyber Defense (CISCO Cyber Operative Certification), and CCNA.

Technical Core

- CIS 130 - Introduction to Information Systems 3 credits
- CIS 146 - Computer Applications 3 credits
- CIS 147 - Advanced Computer Application 3 credits
- CIS 150 - Computer Logic & Programming 3 credits
- CIS 215 - C# Programming 3 credits
- CIS 276 - Server Administration 3 credits

- ORI 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 18-21 Credit Hours

Program Options

Student may select one of the following program options and receive a Short Certificate along with their AAS degree. (Otherwise select any 8 classes below.)

Programming

- CIS 157 - Introduction to App Devleopment with Swift 3 credits
- CIS 202 - Python Programming 3 credits
- CIS 212 - Visual Basic Programming 3 credits
- CIS 220 - App Development with Swift I 3 credits
- CIS 227 - App Development with Swift II 3 credits
- CIS 264 - Business Applications 3 credits
- CIS 284 - CIS Internship 3 credits
- CIS 287 - Sql Server 3 credits

Cybersecurity

- CIS 238 - Cloud Computing: Infrastructure and Services 3 credits
- CIS 245 - Cyber Defense 3 credits
- CIS 246 - Ethical Hacking 3 credits
- CIS 278 - Directory Services Administration 3 credits
- CIS 280 - Network Security 3 credits
- CIS 282 - Computer Forensics 3 credits
- CIS 284 - CIS Internship 3 credits
- CIS 287 - Sql Server 3 credits

Networking

- CIS 238 - Cloud Computing: Infrastructure and Services 3 credits
- CIS 270 - Cisco CCNA I 3 credits
- CIS 271 - Cisco CCNA II 3 credits

- CIS 272 - Cisco CCNA III 3 credits
- CIS 278 - Directory Services Administration 3 credits
- CIS 280 - Network Security 3 credits
- CIS 284 - CIS Internship 3 credits
- CIS 287 - Sql Server 3 credits

Management Information Systems

- BUS 100 - Introduction to Business 3 credits
- BUS 241 - Principles of Accounting I 3 credits
- BUS 263 - The Legal and Social Environment of Business 3 credits
- BUS 271 - Business Statistics I 3 credits
- BUS 275 - Principles of Management 3 credits
- CIS 264 - Business Applications 3 credits
- CIS 284 - CIS Internship 3 credits
- CIS 287 - Sql Server 3 credits

Total Program Option Coursework: 24 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

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

- ART 100 - Art Appreciation 3 credits
- DNC 101 - Dance 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
- THR 120 - Theatre Appreciation 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 101 - Introduction to Biology I 4 credits
- BIO 102 - Introduction to Biology II 4 credits
- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Chemistry I 4 credits
- CHM 105 - Introduction to Chemistry II 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 Behavioral 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
- POL 200 - Introduction to Political Science 3 credits
- POL 211 - American National Government 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: 61-64 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 114 - Meal Management 3 credits
- CUA 116 - Sanitation and Safety 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
- HMM 260 - Human Resource Management 3 credits

Choose CUA102 or CUA173

- CUA 102 - Catering 3 credits

- CUA 173 - Culinary Arts Apprenticeship 3 credits

- ORI 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 48-51 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

Choose one Humanities Course

Art or Music Appreciation preferred

May not take Speech

- ART 100 - Art Appreciation 3 credits
- DNC 101 - Dance 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
- THR 120 - Theatre Appreciation 3 credits

Total: 3 Credit Hours

Natural Science

Must complete one 4 hour Natural Science course

- BIO 101 - Introduction to Biology I 4 credits
- BIO 102 - Introduction to Biology II 4 credits
- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Chemistry I 4 credits

- CHM 105 - Introduction to Chemistry II 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 Behavioral 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
- POL 200 - Introduction to Political Science 3 credits
- POL 211 - American National Government 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: 64-67 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 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 48 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

Choose one Humanities Course

Art or Music Appreciation preferred

May not take Speech

- ART 100 - Art Appreciation 3 credits
- DNC 101 - Dance 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
- THR 120 - Theatre Appreciation 3 credits

Total: 3 Credit Hours

Natural Science

Must complete one 4 hour Natural Science course

- BIO 101 - Introduction to Biology I 4 credits
- BIO 102 - Introduction to Biology II 4 credits
- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Chemistry I 4 credits
- CHM 105 - Introduction to Chemistry II 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 Behavioral 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
- POL 200 - Introduction to Political Science 3 credits
- POL 211 - American National Government 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 Credit hours

Electronics Engineering Technology, AAS (MN)

The Electronics Engineering Technology program guides learners in developing relevant and critical skills to be job ready as an electrical controls systems engineering technician in modern manufacturing and industrial environments. Students in this program are exposed to power electronics, switch mode power supply design, specification and technical writing, and programmable logic controllers. Students are prepared to design, analyze, and optimize an electrical control system. This program supports industries such as aerospace, automobile, product manufacturers, and oil & gas as electrical controls engineering technicians. Graduates earn the Electronics Engineering Technology Associate in Science Degree.

Technical Core

- EET 105 - Solid State Fundamentals 3 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 290 - Electronics Project 1-3 credits
- ELT 108 - DC Fundamentals 3 credits
- ELT 109 - AC Fundamentals 3 credits
- ELT 209 - Motor Controls I 3 credits
- IET 231 - Introduction to Programmable Controls 3 credits
- IET 232 - Advanced Programmable Logic Controllers 3 credits
- ILT 238 - Network Cable - Fiber Optic 2 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 167 - Industrial Measurements 5 credits

- ORI 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 53-56 Credit Hours

General Education

English Composition

- ENG 101 - English Composition I 3 credits

Total: 3 Credit Hours

Humanities

Must choose one humanities course, PHL 206 preferred. May not take Speech.

- ART 100 - Art Appreciation 3 credits
- DNC 101 - Dance 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
- THR 120 - Theatre Appreciation 3 credits

Total: 3 Credit Hours

Natural Sciences

Choose one course. PHY 115 recommended.

- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 115 - Technical Physics 4 credits

Total: 4 Credit Hours

Mathematics

Select one Math Course

- MTH 100 - Intermediate College Algebra 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

Total: 3 Credit Hours

History, Social, and Behavioral Science

Choose one History, Social, or Behavioral Science course. PSY 200 or SOC 200 recommended.

- 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
- POL 200 - Introduction to Political Science 3 credits
- POL 211 - American National Government 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: 69-72 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 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 39 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

Choose one Humanities Course

Art or Music Appreciation preferred

May not take Speech

- ART 100 - Art Appreciation 3 credits
- DNC 101 - Dance 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
- THR 120 - Theatre Appreciation 3 credits

Total: 3 Credit Hours

Natural Science

Must complete one 4 hour Natural Science course

- BIO 101 - Introduction to Biology I 4 credits
- BIO 102 - Introduction to Biology II 4 credits
- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Chemistry I 4 credits
- CHM 105 - Introduction to Chemistry II 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 Behavioral 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
- POL 200 - Introduction to Political Science 3 credits
- POL 211 - American National Government 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 Credit Hours

Machine Tool/CNC Technology, AAS (MN)

The Machine Tool Technology program is designed to prepare individuals for employment in the industry as machinists. Students in the Machine Tool Technology program manufacture, assemble, and repair metal parts, subassemblies, and complete machines. Increasingly, the machines used to produce these metal parts are numerically controlled and most of those are computer numerically controlled (CNC). Graduates earn The Machine Tool Technology Associate in Science Degree.

Technical Core

- ADM 101 - Precision Measurement 3 credits
- AUT 104 - Blueprint Reading for Manufacturing 3 credits
- CNC 181 - Special Topics in Computerized Numerical Control 3 credits
- CNC 213 - Advanced Computer Numerical Control Milling 3 credits
- MSP 105 - Lathes 3 credits
- MSP 107 - Milling Machines 3 credits
- MSP 111 - Introduction to Computer Numerical Control 2 credits
- MSP 112 - Basic Computer Numerical Control Turning 3 credits
- MSP 113 - Basic Computer Numerical Control Milling 3 credits

- MSP 212 - Computer Numerical Control Lab 3 credits
- MTT 109 - Orientation to Computer Assisted Manufacturing 3 credits
- MTT 125 - Introduction to Machining Technology 3 credits
- MTT 128 - Geometric Dimensioning & Tolerancing I 3 credits
- MTT 140 - Basic Computer Numerical Control Turning Programming I 3 credits
- WKO 110 - NCCER Core 3 credits

- ORI 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 44-47 Credit Hours

General Education

English Composition

- ENG 101 - English Composition I 3 credits

Total: 3 Credit Hours

Humanities

Must choose one humanities course, PHL 206 preferred. May not take Speech.

- ART 100 - Art Appreciation 3 credits
- DNC 101 - Dance 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
- THR 120 - Theatre Appreciation 3 credits

Total: 3 Credit Hours

Natural Sciences

Choose one course. PHY 115 recommended.

- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 115 - Technical Physics 4 credits

Total: 4 Credit Hours

Mathematics

Select one Math Course

- MTH 100 - Intermediate College Algebra 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

Total: 3 Credit Hours

History, Social, and Behavioral Science

Choose one History, Social, or Behavioral Science course. PSY 200 or SOC 200 recommended.

- 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
- POL 200 - Introduction to Political Science 3 credits
- POL 211 - American National Government 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: 60-63 Credit Hours

Manufacturing Maintenance Technology, AAS (MN)

Manufacturing (Industrial) Maintenance Technology program provides the technical, professional, and hands-on skills needed to produce global best technicians. Manufacturing Industrial Maintenance technicians repair a variety of machinery. Maintenance technicians make basic maintenance repairs, perform preventative maintenance, and run machine diagnostics. Graduates earn Manufacturing Maintenance Technology Associate in Applied Science Degree.

Technical Core

- AUT 186 - Principles of Industrial Maintenance Welding and Metal Cutting Techniques 3 credits
- AUT 208 - Automated System Diagnostics and Troubleshooting 3 credits
- ELT 108 - DC Fundamentals 3 credits
- ELT 109 - AC Fundamentals 3 credits
- ELT 117 - AC/DC Machines 3 credits
- ELT 209 - Motor Controls I 3 credits
- IET 231 - Introduction to Programmable Controls 3 credits
- IET 232 - Advanced Programmable Logic Controllers 3 credits
- INT 117 - Principles of Industrial Mechanics 3 credits
- INT 118 - Fundamentals of Industrial Hydraulics and Pneumatics 3 credits
- INT 127 - Principles of Industrial Pumps and Piping Systems 3 credits
- INT 129 - Industrial Safety and Maintenance Techniques 3 credits
- INT 158 - Industrial Wiring I 3 credits
- IST 167 - Industrial Measurements 5 credits
- IST 233 - Unit Operation 5 credits
- PCT 115 - Instrumentation I 3 credits

- ORI 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 52-55 Credit Hours

F.A.M.E. Coursework

For F.A.M.E. students only

- INT 140 - F.A.M.E. Manufacturing Core Exercise 1, Safety Culture 1 credits
- INT 142 - F.A.M.E. Manufacturing Core Exercise 2, Workplace Visual Organization (5S) 1 credits
- INT 144 - F.A.M.E. Manufacturing Core Exercise 3, Lean Manufacturing 1 credits
- INT 146 - F.A.M.E. Manufacturing Core Exercise 4, Problem Solving 1 credits
- INT 148 - F.A.M.E. Manufacturing Core Exercise 4, Machine Reliability 1 credits

Total F.A.M.E. Coursework: 5 Credit Hours

General Education

English Composition

- ENG 101 - English Composition I 3 credits

Total: 3 Credit Hours

Humanities

Must choose one humanities course, PHL 206 preferred. May not take Speech.

- ART 100 - Art Appreciation 3 credits

- DNC 101 - Dance 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
- THR 120 - Theatre Appreciation 3 credits

Total: 3 Credit Hours

Natural Sciences

Choose one course. PHY 115 recommended.

- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 115 - Technical Physics 4 credits

Total: 4 Credit Hours

Mathematics

Select one Math Course

- MTH 100 - Intermediate College Algebra 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

Total: 3 Credit Hours

History, Social, and Behavioral Science

Choose one History, Social, or Behavioral Science course. PSY 200 or SOC 200 recommended.

- 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
- POL 200 - Introduction to Political Science 3 credits
- POL 211 - American National Government 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: 68-76 Credit Hours

Office Administration, AAS (MN)

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 131 - Business English 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 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 - Computer Applications 3 credits
- CIS 150 - Computer Logic & Programming 3 credits

- ORI 105 - Orientation and Student Success 3 credits

Total Core Requirement Coursework: 48 Credit Hours

General Education Requirements

English Composition

- ENG 101 - English Composition I 3 credits

Total: 3 Credit Hours

Humanities

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

- ART 100 - Art Appreciation 3 credits
- DNC 101 - Dance 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
- THR 120 - Theatre Appreciation 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 101 - Introduction to Biology I 4 credits
- BIO 102 - Introduction to Biology II 4 credits
- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Chemistry I 4 credits
- CHM 105 - Introduction to Chemistry II 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: 64 Credit Hours

Process and Maintenance Technology, AAS (MN)

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 105 - Orientation and Student Success 3 credits

Total Technical Core Requirements: 57 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

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

- ART 100 - Art Appreciation 3 credits
- DNC 101 - Dance 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
- THR 120 - Theatre Appreciation 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 101 - Introduction to Biology I 4 credits
- BIO 102 - Introduction to Biology II 4 credits
- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Chemistry I 4 credits

- CHM 105 - Introduction to Chemistry II 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: 73 Credit Hours

Process Operations Technology, AAS (MN)

The Process Operation Technology program prepares graduates for entry-level process and operations positions in manufacturing, chemical, steel manufacturing, power generation, water treatment, refining fuels, and other plant-operation related industries. The program provides instruction designed to develop knowledge in the monitoring and controlling principles used in modern industry as well as the technical skills needed to apply these principles. Graduates earn the Process Operation Technology Associate in Applied Science Degree.

Technical Core

- INT 114 - Basic Electricity 3 credits
- INT 117 - Principles of Industrial Mechanics 3 credits
- INT 118 - Fundamentals of Industrial Hydraulics and Pneumatics 3 credits
- INT 127 - Principles of Industrial Pumps and Piping Systems 3 credits
- INT 129 - Industrial Safety and Maintenance Techniques 3 credits
- IST 167 - Industrial Measurements 5 credits
- IST 207 - Principles of Automatic Control 5 credits
- IST 233 - Unit Operation 5 credits
- PCT 115 - Instrumentation I 3 credits
- PCT 122 - Introduction to Process Technology 3 credits
- PCT 220 - Process Technology II - Systems 4 credits
- PCT 231 - Statistical Control 3 credits
- PCT 240 - Process Troubleshooting 4 credits

- ORI 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 47-50 Credit Hours

F.A.M.E. Coursework

For F.A.M.E. students only

- INT 140 - F.A.M.E. Manufacturing Core Exercise 1, Safety Culture 1 credits
- INT 142 - F.A.M.E. Manufacturing Core Exercise 2, Workplace Visual Organization (5S) 1 credits
- INT 144 - F.A.M.E. Manufacturing Core Exercise 3, Lean Manufacturing 1 credits
- INT 146 - F.A.M.E. Manufacturing Core Exercise 4, Problem Solving 1 credits
- INT 148 - F.A.M.E. Manufacturing Core Exercise 4, Machine Reliability 1 credits

Total F.A.M.E. Coursework: 5 Credit Hours

General Education

English Composition

- ENG 101 - English Composition I 3 credits

Total: 3 Credit Hours

Humanities

Must choose one humanities course, PHL 206 preferred. May not take Speech.

- ART 100 - Art Appreciation 3 credits
- DNC 101 - Dance 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
- THR 120 - Theatre Appreciation 3 credits

Total: 3 Credit Hours

Natural Sciences

Choose one course. PHY 115 recommended.

- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 115 - Technical Physics 4 credits

Total: 4 Credit Hours

Mathematics

Select one Math Course

- MTH 100 - Intermediate College Algebra 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

Total: 3 Credit Hours

History, Social, and Behavioral Science

Choose one History, Social, or Behavioral Science course. PSY 200 or SOC 200 recommended.

- 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
- POL 200 - Introduction to Political Science 3 credits
- POL 211 - American National Government 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: 63-71 Credit Hours

Welding Technology, AAS (CA)

Bishop States Welding Technology program offers students an opportunity to receive a hands-on education through interactive learning, exciting courses, and distinguished faculty. Learn from industry-leading professionals and gain hands-on experience in a wide range of welding procedures including, Shielded Metal Arc Welding, Gas Metal Arc Welding, Flux Core Arc Welding, Gas Tungsten Arc Gas Welding, and Robotic Welding . Using each of these procedures, students learn to weld plates in various positions including horizontal, vertical, and overhead. Students also learn various

techniques for cutting and preparing metal for welding procedures. With the addition of our AAS degree students will have the opportunity to enroll in pipe welding classes, welding inspection classes and print reading classes. While enrolled at Bishop State students will have an opportunity to test for American Welding Society (AWS) certifications. The Bishop State Welding program truly is " A Great Place to Start." Graduates earn the Welding Technology Associate in Applied Science Degree.

Technical Core

- AUT 186 - Principles of Industrial Maintenance Welding and Metal Cutting Techniques 3 credits
- WDT 109 - Shielded Metal Arc Fillet/PAC/CAC - Theory 3 credits
- WDT 115 - Gtaw Carbon Pipe 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 160 - Robotics Lab I 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
- WDT 217 - SMAW Carbon Pipe Theory 3 credits
- WDT 219 - Welding Inspection and Testing 3 credits
- WDT 228 - GTAW Gas Tungsten Arc Welding Theory 3 credits
- WDT 258 - Certification Lab 3 credits

- ORI 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 48-51 Credit Hours

General Education

English Composition

- ENG 101 - English Composition I 3 credits

Total: 3 Credit Hours

Humanities

Must choose one humanities course, PHL 206 preferred. May not take Speech.

- ART 100 - Art Appreciation 3 credits
- DNC 101 - Dance 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
- THR 120 - Theatre Appreciation 3 credits

Total: 3 Credit Hours

Natural Sciences

Choose one course. PHY 115 recommended.

- PHS 111 - Physical Science 4 credits
- PHS 112 - Physical Science II 4 credits
- PHY 115 - Technical Physics 4 credits

Total: 4 Credit Hours

Mathematics

Select one Math Course

- MTH 100 - Intermediate College Algebra 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

Total: 3 Credit Hours

History, Social, and Behavioral Science

Choose one History, Social, or Behavioral Science course. PSY 200 or SOC 200 recommended.

- 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
- POL 200 - Introduction to Political Science 3 credits

- POL 211 - American National Government 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: 64-67 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 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

Select ACR 147 or ACR 153

- ACR 147 - Refrigerant Transition and Recovery Theory 3 credits
- ACR 153 - Fundamentals of Propane Systems 3 credits

- ORI 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 48 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

Choose one Humanities Course

Art or Music Appreciation preferred

May not take Speech

- ART 100 - Art Appreciation 3 credits
- DNC 101 - Dance 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
- THR 120 - Theatre Appreciation 3 credits

Total: 3 Credit Hours

Natural Science

Must complete one 4 hour Natural Science course

- BIO 101 - Introduction to Biology I 4 credits
- BIO 102 - Introduction to Biology II 4 credits
- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Chemistry I 4 credits
- CHM 105 - Introduction to Chemistry II 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 Behavioral 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
- POL 200 - Introduction to Political Science 3 credits
- POL 211 - American National Government 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: 76 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 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

Select ACR 147 or ACR 153

- ACR 147 - Refrigerant Transition and Recovery Theory 3 credits
- ACR 153 - Fundamentals of Propane Systems 3 credits

- ORI 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 48 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

Choose one Humanities Course

Art or Music Appreciation preferred

May not take Speech

- ART 100 - Art Appreciation 3 credits
- DNC 101 - Dance 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
- THR 120 - Theatre Appreciation 3 credits

Total: 3 Credit Hours

Natural Science

Must complete one 4 hour Natural Science course

- BIO 101 - Introduction to Biology I 4 credits
- BIO 102 - Introduction to Biology II 4 credits
- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Chemistry I 4 credits
- CHM 105 - Introduction to Chemistry II 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 Behavioral 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
- POL 200 - Introduction to Political Science 3 credits
- POL 211 - American National Government 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: 76 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 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 42 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

Choose one Humanities Course

Art or Music Appreciation preferred

May not take Speech

- ART 100 - Art Appreciation 3 credits
- DNC 101 - Dance 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
- THR 120 - Theatre Appreciation 3 credits

Total: 3 Credit Hours

Natural Science

Must complete one 4 hour Natural Science course

- BIO 101 - Introduction to Biology I 4 credits
- BIO 102 - Introduction to Biology II 4 credits
- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Chemistry I 4 credits
- CHM 105 - Introduction to Chemistry II 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 Behavioral 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
- POL 200 - Introduction to Political Science 3 credits
- POL 211 - American National Government 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 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 - Introduction to Barbering Lab 3 credits
- BAR 112 - Science of Barbering 3 credits
- BAR 113 - Fundamentals of Barbering Applications 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 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 47 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

Choose one Humanities Course

Art or Music Appreciation preferred

May not take Speech

- ART 100 - Art Appreciation 3 credits
- DNC 101 - Dance 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
- THR 120 - Theatre Appreciation 3 credits

Total: 3 Credit Hours

Natural Science

Must complete one 4 hour Natural Science course

- BIO 101 - Introduction to Biology I 4 credits
- BIO 102 - Introduction to Biology II 4 credits
- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Chemistry I 4 credits
- CHM 105 - Introduction to Chemistry II 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 Behavioral 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
- POL 200 - Introduction to Political Science 3 credits
- POL 211 - American National Government 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: 75 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 - Introduction to Barbering Lab 3 credits
- BAR 112 - Science of Barbering 3 credits
- BAR 113 - Fundamentals of Barbering Applications 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 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 47 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

Choose one Humanities Course

Art or Music Appreciation preferred

May not take Speech

- ART 100 - Art Appreciation 3 credits
- DNC 101 - Dance 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
- THR 120 - Theatre Appreciation 3 credits

Total: 3 Credit Hours

Natural Science

Must complete one 4 hour Natural Science course

- BIO 101 - Introduction to Biology I 4 credits
- BIO 102 - Introduction to Biology II 4 credits
- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Chemistry I 4 credits
- CHM 105 - Introduction to Chemistry II 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 Behavioral 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
- POL 200 - Introduction to Political Science 3 credits
- POL 211 - American National Government 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: 75 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 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 45 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 - Introduction to Barbering Lab 3 credits
- BAR 112 - Science of Barbering 3 credits
- BAR 113 - Fundamentals of Barbering Applications 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

Choose one Humanities Course

Art or Music Appreciation preferred

May not take Speech

- ART 100 - Art Appreciation 3 credits
- DNC 101 - Dance 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
- THR 120 - Theatre Appreciation 3 credits

Total: 3 Credit Hours

Natural Science

Must complete one 4 hour Natural Science course

- BIO 101 - Introduction to Biology I 4 credits
- BIO 102 - Introduction to Biology II 4 credits
- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits

- CHM 104 - Introduction to Chemistry I 4 credits
- CHM 105 - Introduction to Chemistry II 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 Behavioral 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
- POL 200 - Introduction to Political Science 3 credits
- POL 211 - American National Government 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 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 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 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 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

Choose one Humanities Course

Art or Music Appreciation preferred

May not take Speech

- ART 100 - Art Appreciation 3 credits
- DNC 101 - Dance 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
- THR 120 - Theatre Appreciation 3 credits

Total: 3 Credit Hours

Natural Science

Must complete one 4 hour Natural Science course

- BIO 101 - Introduction to Biology I 4 credits
- BIO 102 - Introduction to Biology II 4 credits
- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Chemistry I 4 credits
- CHM 105 - Introduction to Chemistry II 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 Behavioral 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
- POL 200 - Introduction to Political Science 3 credits
- POL 211 - American National Government 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 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 105 - Orientation and Student Success 3 credits

Total Core Requirement Coursework: 42 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

Choose one Humanities Course

Art or Music Appreciation preferred

May not take Speech

- ART 100 - Art Appreciation 3 credits
- DNC 101 - Dance 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
- THR 120 - Theatre Appreciation 3 credits

Total: 3 Credit Hours

Natural Science

Must complete one 4 hour Natural Science course

- BIO 101 - Introduction to Biology I 4 credits
- BIO 102 - Introduction to Biology II 4 credits
- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Chemistry I 4 credits

- CHM 105 - Introduction to Chemistry II 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 Behavioral 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
- POL 200 - Introduction to Political Science 3 credits
- POL 211 - American National Government 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: 71 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 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 42 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

Choose one Humanities Course

Art or Music Appreciation preferred

May not take Speech

- ART 100 - Art Appreciation 3 credits
- DNC 101 - Dance 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
- THR 120 - Theatre Appreciation 3 credits

Total: 3 Credit Hours

Natural Science

Must complete one 4 hour Natural Science course

- BIO 101 - Introduction to Biology I 4 credits
- BIO 102 - Introduction to Biology II 4 credits

- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Chemistry I 4 credits
- CHM 105 - Introduction to Chemistry II 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 Behavioral 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
- POL 200 - Introduction to Political Science 3 credits

- POL 211 - American National Government 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 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 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 42 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

Choose one Humanities Course

Art or Music Appreciation preferred

May not take Speech

- ART 100 - Art Appreciation 3 credits
- DNC 101 - Dance 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
- THR 120 - Theatre Appreciation 3 credits

Total: 3 Credit Hours

Natural Science

Must complete one 4 hour Natural Science course

- BIO 101 - Introduction to Biology I 4 credits
- BIO 102 - Introduction to Biology II 4 credits
- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Chemistry I 4 credits

- CHM 105 - Introduction to Chemistry II 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 Behavioral 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
- POL 200 - Introduction to Political Science 3 credits
- POL 211 - American National Government 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 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 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 39 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 153 - Fundamentals of Propane Systems 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

Choose one Humanities Course

Art or Music Appreciation preferred

May not take Speech

- ART 100 - Art Appreciation 3 credits
- DNC 101 - Dance 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
- THR 120 - Theatre Appreciation 3 credits

Total: 3 Credit Hours

Natural Science

Must complete one 4 hour Natural Science course

- BIO 101 - Introduction to Biology I 4 credits
- BIO 102 - Introduction to Biology II 4 credits
- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Chemistry I 4 credits
- CHM 105 - Introduction to Chemistry II 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 Behavioral 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
- POL 200 - Introduction to Political Science 3 credits
- POL 211 - American National Government 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 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 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 39 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

Choose one Humanities Course

Art or Music Appreciation preferred

May not take Speech

- ART 100 - Art Appreciation 3 credits
- DNC 101 - Dance 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
- THR 120 - Theatre Appreciation 3 credits

Total: 3 Credit Hours

Natural Science

Must complete one 4 hour Natural Science course

- BIO 101 - Introduction to Biology I 4 credits
- BIO 102 - Introduction to Biology II 4 credits
- BIO 103 - Principles of Biology I 4 credits
- BIO 104 - Principles of Biology II 4 credits
- CHM 104 - Introduction to Chemistry I 4 credits
- CHM 105 - Introduction to Chemistry II 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 Behavioral 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
- POL 200 - Introduction to Political Science 3 credits
- POL 211 - American National Government 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: 71 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 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

Select ACR 147 or ACR 153

- ACR 147 - Refrigerant Transition and Recovery Theory 3 credits
- ACR 153 - Fundamentals of Propane Systems 3 credits

- ORI 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 48 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: 54 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 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 42 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: 48 Credit Hours

Aviation Manufacturing Technology, CER (SW)

Technical Core

- AMA 101 - Personal Success I, Industrial Safety and Intro to Aviation & Aviation Manufacturing 3 credits
- AMA 110 - Precision Measurement and Quality Control 3 credits
- AMA 111 - Aerostructure Assembly I 3 credits
- AMA 212 - Personal Success II and Intro to Aviation Electrical Assembly 3 credits
- AMA 112 - Aviation Electrical Measurement, Terminations, and Intro to Lean Manufacturing 3 credits
- AMA 211 - Aerostructure Assembly II 3 credits
- ELT 117 - AC/DC Machines 3 credits
- INT 117 - Principles of Industrial Mechanics 3 credits
- INT 129 - Industrial Safety and Maintenance Techniques 3 credits
- IST 137 - Industrial Process Equipment 5 credits
- IST 167 - Industrial Measurements 5 credits
- ORI 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 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 MTH100 or higher

- 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 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
Total General Education Coursework: 6 Credit Hours

Total Credit Hours for Certificate Completion: 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 - Introduction to Barbering Lab 3 credits
- BAR 112 - Science of Barbering 3 credits
- BAR 113 - Fundamentals of Barbering Applications 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 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 47 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: 53 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 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 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 Certificate Completion: 51 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 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 42 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: 48 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 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 39 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 Credit Hours

Pipe Welding Technology, CER (CA)

Technical Core

- ELT 117 - AC/DC Machines 3 credits
- INT 117 - Principles of Industrial Mechanics 3 credits
- INT 129 - Industrial Safety and Maintenance Techniques 3 credits
- IST 137 - Industrial Process Equipment 5 credits
- IST 167 - Industrial Measurements 5 credits
- WDT 155 - GTAW Carbon Pipe Laboratory 3 credits
- WDT 217 - SMAW Carbon Pipe Theory 3 credits
- WDT 228 - GTAW Gas Tungsten Arc Welding Theory 3 credits
- WDT 257 - SMAW Carbon Pipe Laboratory 3 credits
- WDT 268 - GTAW Gas Tungsten Arc Welding Laboratory 3 credits
- ORI 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 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 MTH100 or higher

- 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 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

Total General Education Coursework: 6 Credit Hours

Total Credit Hours for Certificate Completion: 43 Credit Hours

Short-Term Certificate

Aviation Manufacturing Technology, STC (SW)

Core Requirements

- AMA 101 - Personal Success I, Industrial Safety and Intro to Aviation & Aviation Manufacturing 3 credits
- AMA 110 - Precision Measurement and Quality Control 3 credits
- AMA 111 - Aerostructure Assembly I 3 credits
- AMA 112 - Aviation Electrical Measurement, Terminations, and Intro to Lean Manufacturing 3 credits
- AMA 211 - Aerostructure Assembly II 3 credits
- AMA 212 - Personal Success II and Intro to Aviation Electrical Assembly 3 credits

Total Technical Core Coursework: 18 Credit Hours

Computer Aided Drafting and Design (CADD) Technology, STC (MN)

Core Requirements

- ADM 101 - Precision Measurement 3 credits
- ADM 106 - Quality Control Concepts 3 credits
- ADM 107 - Computer Aided Drafting (CAD) Concepts 3 credits

- ADM 215 - Geometric Dimensioning & Tolerancing 3 credits
- ADM 261 - Reverse Engineering 3 credits
- DDT 111 - Fundamentals of Drafting and Design Technology 3 credits
- DDT 127 - Intermediate Computer Aided Drafting and Design 3 credits
- ORI 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 24 Credit Hours

Computer Cyber Security, STC (MN)

The Short-Term Certificate in Computer Cybersecurity prepares students to pursue careers in securing physical and online computer systems.

Core Requirements

- CIS 245 - Cyber Defense 3 credits
- CIS 246 - Ethical Hacking 3 credits
- CIS 276 - Server Administration 3 credits
- CIS 280 - Network Security 3 credits
- CIS 282 - Computer Forensics 3 credits

Total Core Requirement Coursework: 15 Credit Hours

Computer Networking, STC (MN)

The Short-Term Certificate in Computer Networking prepares students for careers in network administration, repairs and troubleshooting.

Core Requirements

- CIS 270 - Cisco CCNA I 3 credits
- CIS 271 - Cisco CCNA II 3 credits
- CIS 272 - Cisco CCNA III 3 credits
- CIS 276 - Server Administration 3 credits
- CIS 278 - Directory Services Administration 3 credits

Total Core Requirement Coursework: 15 Credit Hours

Computer Programming, STC (MN)

Short-Term Certificate in Computer Programming is designed to prepare students for entry level programming jobs. The students acquire and/or enhance knowledge and skills for entry-level employment in programming .

Core Requirements

- CIS 150 - Computer Logic & Programming 3 credits
- CIS 157 - Introduction to App Devleopment with Swift 3 credits
- CIS 202 - Python Programming 3 credits
- CIS 212 - Visual Basic Programming 3 credits

- CIS 220 - App Development with Swift I 3 credits

Total Core Requirement Coursework: 15 Credit Hours

Introduction to Automotive/Diesel Technology, STC (CA)

This technology short certificate provides an introduction to automotive/diesel technology for entry level skilled mechanics/technicians.

Core Requirements

- AUM 112 - Electrical Fundamentals 3 credits
- AUM 124 - Engine Repair I 3 credits
- DEM 111 - Equipment Safety/Mechanical Fundamentals 3 credits
- DEM 137 - Heating, Air Conditioning, and Refrigeration Systems 3 credits

Total Technical Core Coursework: 12 Credit Hours

General Education

- ENG 131 - Applied Writing I 3 credits
- MTH 116 - Mathematical Applications 3 credits

Total General Education Coursework: 6 Credit Hours
Total Credit Hours for Program Completion: 18 Credit Hours

Introduction to Manufacturing Technology, STC (MN)

This technology short certificate provides an introduction of manufacturing for entry level skilled production workers/technicians.

Core Requirements

- INT 117 - Principles of Industrial Mechanics 3 credits
- INT 129 - Industrial Safety and Maintenance Techniques 3 credits
- IST 167 - Industrial Measurements 5 credits

- IST 233 - Unit Operation 5 credits

OR

- WKO 143 - MSSC Manufacturing Processes and Production 3 credits

Total Technical Core Coursework: 14-16 Credit Hours

General Education

English Composition

- ENG 101 - English Composition I 3 credits

Total: 3 Credit Hours

Mathematics

- 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 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
Total General Education Coursework: 6 Credit Hours

Total Credit Hours for Program Completion: 20-22 Credit Hours

Introduction to Process Technology, STC (MN)

Core Requirements

- INT 129 - Industrial Safety and Maintenance Techniques 3 credits
- IST 137 - Industrial Process Equipment 5 credits
- IST 167 - Industrial Measurements 5 credits
- PCT 122 - Introduction to Process Technology 3 credits
- PCT 115 - Instrumentation I 3 credits
- PCT 220 - Process Technology II - Systems 4 credits

Total Core Requirement Coursework: 23 Credit Hours

Machine Tool Technology, STC (MN)

Core Requirements

- ADM 101 - Precision Measurement 3 credits
- ADM 106 - Quality Control Concepts 3 credits
- ADM 110 - Blueprint Reading 3 credits
- ADM 261 - Reverse Engineering 3 credits
- DDT 111 - Fundamentals of Drafting and Design Technology 3 credits
- DDT 127 - Intermediate Computer Aided Drafting and Design 3 credits
- MTT 125 - Introduction to Machining Technology 3 credits
- ORI 105 - Orientation and Student Success 3 credits

Total Technical Core Coursework: 24 Credit Hours

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 - Computer Applications 3 credits

Total Core Requirement Coursework: 18 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
- DNC 101 - Dance 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
- THR 120 - Theatre Appreciation 3 credits

Total: 3 Credit Hours
Total General Education Coursework: 6 Credit Hours

Total Credit Hours for Program Completion: 24 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 161 - Cosmetology/Nail Anatomy 1 credits
- COS 167 - State Board Review 3 credits

Total Core Requirement Coursework: 19 Credit Hours

Steel/Aluminum Welding Technology, STC (CA)

Core Requirements

- ELT 117 - AC/DC Machines 3 credits
- INT 117 - Principles of Industrial Mechanics 3 credits
- INT 129 - Industrial Safety and Maintenance Techniques 3 credits
- IST 137 - Industrial Process Equipment 5 credits
- WDT 115 - Gtaw Carbon Pipe Theory 3 credits
- WDT 116 - GTAW Stainless Pipe 3 credits
- WDT 155 - GTAW Carbon Pipe Laboratory 3 credits
- ORI 105 - Orientation and Student Success 3 credits

Total Core Requirement Coursework: 26 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.

Bishop State Truck Driving is an approved (ELDT) Entry Level Driver Training Provider, registered in the (TPR) Training Provider Registry with the (FMCSA) Federal Motor Carrier Safety Administration. Code 49 CFR Part 380.

Admissions Requirements

Admissions requirements for entry into the Short Certificate Truck Driving program are (1) be at least 18 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.

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 106 - Quality Control Concepts

3 credits

This course provides an overview of the materials and processes and quality assurance topics used in commercial and specialized manufacturing products. Emphasis is placed on process evaluation techniques that can be extrapolated to other system areas such as new products and new technology. Emphasis is also placed on quality assurance including the history of the quality movement, group problem solving, and statistical methods such as statistical process control (SPC), process capability studies, and the concepts associated with lean manufacturing.

ADM 107 - Computer Aided Drafting (CAD) Concepts

3 credits

This course provides an introduction of Computer-Aided Drafting (CAD) techniques and terminology. Concepts to include CAD software, and skills necessary to perform the basic computer aided drafting functions. Related lab projects are developed from CAD to reinforce knowledge of various shop drawing concepts, software commands, and file management that will be used in the Computer Integrated Manufacturing (CIM). The course will provide an overview of CIM which will include the study of manufacturing planning, integration, and implementation of automation. This course explores manufacturing history, individual processes, systems, and careers. In addition to technical concepts, the course incorporates finance, ethics, and engineering design.

ADM 110 - Blueprint Reading

3 credits

This course is designed to provide students with a comprehensive understanding of blueprint reading. Topics include identifying types of lines and symbols used in mechanical drawings; recognition and interpretation of various types of views, tolerance, and dimensions.

ADM 112 - Orientation to Additive Manufacturing

1 credits

Introduction to the basics of Additive Manufacturing (AM), including personal protective equipment (PPE), safety practices, general lab procedures and the proper use of equipment to perform basic manufacturing processes such as drilling, cutting and finishing on commonly used materials, such as polymers, metals and composites. The

course focuses on AM fundamentals, history, and terminology, but will also include introduction to materials, software, feedstock, and secondary AM processes. The advantages and disadvantages of various AM technologies will be discussed. The course includes the printing a 3D object.

ADM 114 - Design Innovation

3 credits

This course introduces students to concepts that enable them to think like a designer when approaching architectural, engineering and additive manufacturing tasks. Emphasis will be placed on design and problem-solving skills when working independently, or with a team. This course focuses on giving students exposure to creativity, problem solving skills, and the design processes in which a design- centered approached will be employed to develop innovated solutions. This course includes components to develop basic skills to express innovated solutions to design problems with the application of projects, drawings, as well as oral and written communication skills. Students will be introduced to related computer based tools used by architect, engineers, and design manufacturers. (e.g., spreadsheet, word processing, presentation software, and Internet).

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 160 - Additive Manufacturing Production Techniques

3 credits
In this class, students will utilize the various Additive Manufacturing (AM) design software to learn different techniques of building additively. Student will engage in using the software and build theory to discover best build for the part. Tool paths, angles, rotation and build support will be discussed. Additive process will include polymers and powders. Cost and build time will be calculated on the different build parameters.

ADM 162 - Additive Manufacturing Processes-Polymers

3 credits
This course focuses on basic principles and methodology of different types of polymers and processes created with the Additive Manufacturing (AM) process. Comparison of selecting the best type of polymer for production will be discussed. Students receive proper instruction on safety operations, set-up and routine maintenance and production on the AM systems. Students learn the various types of polymer AM systems; ie. Fused Deposition Manufacturing (FDM), PolyJet, and SLA. Students also learn the software used for each AM system. Upon completion, students will be able to describe the different types of polymers available for the AM process including, but not limited to ABS, PC, PC-ABS, ULT, PPSF, and Nylon and explain what the benefits are of basic AM. They should be able to demonstrate the how to take a "part" from start to finish on the AM system and be able to select the best process for the type of product being produced.

ADM 164 - Additive Manufacturing Processes-Metals

3 credits
This course focuses on the basic principles and methodology of different types of metal powders and processes created with the Additive Manufacturing (AM) process. Students receive instruction on safety operations, set-up and routine maintenance and production of the AM Systems. Students learn metal powder-based AM with the use of the Direct Metal Laser Sintering (DMLS) system. Students also learn various design software programs used for a metal powder system. Upon completion, students will be able to describe the different types of metal powders including, but not limited to aluminum, stainless steel, cobalt, titanium, and nickel and explain what the benefits are of basic AM. They should be able to demonstrate how to take a "part" from start to finish on the AM system and be able to select the best process for the type of product being produced.

ADM 202 - Introduction to Technology Design

3 credits
This course provides an introduction to the design process, 2D and 3D parametric solid modeling, and both manual and automated fabrication processes. Students will use the design process to develop parts and assemblies of machines used in commercial agriculture and industrial operations, as well as demonstrate an understanding of and use the CAD workspace and user interface. Students will also manually fabricate sheet steel parts and assemblies from developed CAD drawings, fabricate sheet steel parts and

assemblies using a CNC machine from developed CAD drawings, and collaborate on the design and fabrication of a 3D assembly with emphasis on oral and written communication and accuracy of assembly components.

ADM 208 - Intermediate 3D Modeling

3 credits

In this course students will receive instruction on intermediate 3D modeling concepts, such as sheet metal modeling, intermediate assemblies, 3D sketching and weldments. Students will explore an introduction to prototyping and design concepts in a 3D environment. 3D software will be utilized to produce properly detailed construction drawings, using multi-views, section views, and auxiliary views. Proper, industry standard dimensioning with basic tolerances will be discussed and applied to parts. Emphasis will be placed on the theory as well as the mechanics of concepts using 3D and 2D applications. Upon completion, student will produce 3D models in a CAD environment, simple prototype models and working drawings based on proper industry standards.

ADM 215 - Geometric Dimensioning & Tolerancing

3 credits

This course is designed to teach fundamental concepts of size description by geometric methods including appropriate engineering controls. Emphasis is placed on the drawing and application of common geometric dimensioning and tolerancing symbols to engineering drawings as designated by the latest ANSI/ASME Standards. Upon completion, students should be able to use geometric dimensioning and tolerancing symbols in applying size information and manufacturing controls to working drawings.

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 electrical components. 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 commercial ice machines. Emphasis is placed on components, electrical and mechanical operation sequences, control adjustment procedures, preventive
maintenance, repairs, and installation procedures. Upon completion, student should be able to install, service and repair commercial ice machines.

ACR 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, shearing, and notching. The course also includes the principles of layout and design.

ACR 153 - Fundamentals of Propane Systems

3 credits

The purpose of this course is to provide current information, practices, and procedures to educate HVAC and plumbing students on how to design, install, test and operate propane-based HVAC and plumbing systems in a safe and efficient manner.

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 121 - Two-Dimensional Composition I
3 credits
This course introduces the basic concepts of two-dimension design. Topics include the elements of art and principles of design with emphasis on the arrangements and relationships among them.

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 Manufacturing Technology

AUT 104 - Blueprint Reading for Manufacturing

3 credits

This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the manufacturing and industrial trade areas. Topics include multiview projection, pictorial drawings, dimensions and notes, lines and symbols, tolerances, industrial applications, scales and quality requirements. Upon completion, students should be able to interpret blueprint drawings used in the manufacturing and industrial trades. This course may be tailored to meet specific local industry needs.

AUT 186 - Principles of Industrial Maintenance Welding and Metal Cutting Techniques

3 credits

This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment.

AUT 208 - Automated System Diagnostics and Troubleshooting

3 credits

This course focuses on systematically solving problems in automated systems. Emphasis is placed on safety, test equipment, basic troubleshooting techniques and hands on problem solving. Upon completion, students will be able to use a systematic process to solve complex malfunctions.

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.

Aviation Manufacturing Technology

AMA 101 - Personal Success I, Industrial Safety and Intro to Aviation & Aviation Manufacturing

3 credits

This course provides instruction in Personal Success and basic workplace skills, and basic aviation safety and manufacturing. Topics include resume writing, workplace etiquette, aviation, safety, and manufacturing. Upon completion, students will be able to write industry relevant resumes, describe general aviation and working safety at heights with tools.

AMA 110 - Precision Measurement and Quality Control

3 credits

This course provides instruction in precision measurement and quality control. Topics include precision measurement, calibration, and quality control. Upon completion, students will be able to demonstrate the use of basic measurement tools and gages and performance of field checks.

AMA 111 - Aerostructure Assembly I

3 credits

This course provides instruction in basic aerostructure assembly. Topics include industrial safety, production order flows, lean manufacturing, and blueprint reading. Upon completion, students will be able to understand principles of threaded fasteners and torque and to use various types of torque tools.

AMA 112 - Aviation Electrical Measurement, Terminations, and Intro to Lean Manufacturing

3 credits

Prerequisite(s): AMA 212

This course provides instruction in aviation electrical measurement, terminations, and lean manufacturing. Topics include electrical measurements and lean manufacturing. Upon completion, students will be able to use electrical measurement tools, including multimeter, and insulation testers.

AMA 211 - Aerostructure Assembly II

3 credits

Prerequisite(s): AMA 111

This course provides intermediate instruction in Aerostructure Assembly. Topics include industrial safety, production order flows, lean manufacturing, and blueprint reading. Upon completion, students will be able to identify proper safety procedures used in sheet metal assembly, apply layout techniques, and demonstrate measurement of components, drilling and reiveting techniques.

AMA 212 - Personal Success II and Intro to Aviation Electrical Assembly

3 credits

Prerequisite(s): Grade of C or Higher in AMA 101

This course provides instruction in personal success and electrical assembly in aviation manufacturing assembly. Topics include tax documents, checking account/budgets, workplace benefits/insurance, and aviation electrical assembly. Upon completion, students will be able to open a checking account and prepare a budget and be able to select and operate proper tooling for wire and crimp terminations for connectors and contacts.

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 - Introduction to Barbering Lab

3 credits

This course provides practical application of barber-styling fundamentals. Emphasis is placed on safety, infection control, the use and care of implements, treatment of hair, and razor shaving. Upon completion, the student will demonstrate proper infection control, hair care, and use of implements.

BAR 112 - Science of Barbering

3 credits

This course introduces the student to the basic science of barber-styling. Topics include anatomy/physiology, disorders and treatments of the skin, scalp, and hair, and theory of facial and scalp massage. Upon completion, the student should be familiar with the anatomical structures, as well as disorders and treatments of the skin, scalp, and hair.

BAR 113 - Fundamentals of Barbering Applications

3 credits

This course provides practical application of barber fundamentals learned in earlier courses. Emphasis is placed on safety, facial massage, treatment of hair and scalp proper use and care of implements, shampooing and haircutting, and razor shaving. Upon completion, the student should be able to perform fundamental barbering techniques with limited 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 101 - Introduction to Biology I
4 credits
This is an introductory course designed for non-science majors. It includes physical, chemical, and biological principles common to all organisms. These principles are explained through a study of the scientific method, biological organization, cellular structure, bioenergetics of a cell, cell reproduction, gene theory, inheritance, and evolution.

Lab: A 120-minute laboratory is required.

BIO 102 - Introduction to Biology II
4 credits
Prerequisite(s): BIO 101
This is an introductory course designed for non-science majors. It includes evolutionary principles and relationships, environmental and ecological topics, phylogenetics and classification, and a survey of biodiversity.

Lab: A 120-minute laboratory is required.

BIO 103 - Principles of Biology I
4 credits
This is an introductory course for both science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through the 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.

Lab: A 120-minute laboratory is required.

BIO 104 - Principles of Biology II
4 credits
Prerequisite(s): BIO 103
This introductory course synthesizes basic ecological and evolutionary relationships while surveying plant, fungi, and animal diversity, comparing classification, morphology, physiology, and reproduction.

Lab: A 180-minute laboratory is required.

BIO 111 - Survey of Human Biology
4 credits
This course is for the non-science majors and covers an overview of human body functions with an emphasis on major organ systems.

Lab: A 120-minute laboratory is required.
Note: Course may be used in Area V for AS/AA degrees

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

BIO 103 may be waived for students who have been awarded prior credit for a college science course, completed high school anatomy and physiology or Advanced Placement (AP) Biology, or completed a health certificate program. Please consult with the Chair of the Natural Sciences Department to see if you qualify for a waiver.

This course covers the structure and function of the human body. Included is an orientation of the human body; a study of cells and tissues, the integumentary, skeletal, muscular, and nervous systems; and the senses. Dissection, histological studies, and physiology may be 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 the study of basic nutrition and metabolism; basic principles of fluids, electrolytes, and acid-base balance; and the endocrine, respiratory, digestive, urinary, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology may be featured in the laboratory experience.

Lab: A 120-minute laboratory per week is required.
Note: Course may be used in Area V for AS/AA degrees

BIO 220 - General Microbiology

4 credits
Prerequisite(s): BIO 201 (RECOMMENDED: 4 Semester Hours of Chemistry).
This course covers the fundamental principles of microbiology, which includes the characteristics of bacteria, archaea, eukaryotes, and viruses; cell functions and microbial genetics; chemical and physical control methods of microbial growth; and interactions between microbes and humans in relation to pathology, immunology, and the role of normal biota. The laboratory experience focuses on microbiological techniques including culturing, microscopy, staining, identification, and control of microorganisms.

Lab: Two 120-minute laboratories are required.
Note: Course may be used in Area V for AS/AA degrees

BIO 250 - Directed Studies in Biology I

1 - 4 credits
This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, students will be able to demonstrate knowledge of the topics as specified by the instructor.

Note: Course may be used in Area V for AS/AA degrees

BIO 251 - Directed Studies in Biology II

1 - 4 credits
Prerequisite(s): BIO 250
This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, students will be able to demonstrate knowledge of the topics as specified by the instructor.

Note: Course may be used in Area V for AS/AA degrees

BIO 286 - Field Studies in Plant Ecology

4 credits
Prerequisite(s): BIO 103 or permission of instructor
These courses are an introduction to plants in selected communities. Identification, sampling, and collecting techniques are emphasized. These courses consist of laboratory and field exercises which expose students to unique ecosystems like the Smoky Mountains in Great Smoky Mountains National Park and the Chihuahuan Desert of Big Bend National Park in western Texas

Note: Course may be used in Area V for AS/AA degrees

BIO 287 - Field Studies in Plant Ecology II

4 credits
Prerequisite(s): BIO 286 or permission of instructor
These courses are an introduction to plants in selected communities. Identification, sampling, and collecting techniques are emphasized. These courses consist of laboratory and field exercises which expose students to unique ecosystems like the Smoky Mountains in Great Smoky Mountains National Park and the Chihuahuan Desert of Big Bend National Park in western Texas.

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 Chemistry I
4 credits
Prerequisite(s): MTH 098 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 the course may not be substituted for CHM 111 . Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, and acids and bases.

Lab: A 120-minute laboratory is required.
CHM 105 - Introduction to Chemistry II
4 credits
Prerequisite(s): A grade of "C" or higher in 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, and this course will not substitute for CHM 112. Topics include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, and the function of biomolecules

Lab: A 120-minute laboratory is required.
CHM 111 - College Chemistry I
4 credits
Prerequisite(s): MTH 112 or equivalent math placement score
Corequisite(s): CHM 121

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: A 120-minute laboratory is required.
CHM 112 - College Chemistry II
4 credits
Prerequisite(s): A grade of "C" or higher in both CHM 111 and MTH 112
Corequisite(s): CHM 122

This is the second course in a two-semester sequence designed primarily for the science

and engineering student who is expected to have a strong background in mathematics. Topics in this course include solutions, chemical kinetics, chemical equilibria, thermodynamics, oxidation-reduction, and selected topics.

Lab: A 120-minute laboratory is required.

CHM 121 - Chemistry Recitation I

1 credits

Corequisite(s): CHM 111

Individual colleges may choose to require this course as a co-requisite for CHM 111. The objective of this course is for students to improve their ability to work chemistry problems. By the end of the course the student will be able to work chemistry problems appropriate to CHM 111 including the following:

A. Solving measurement problems using dimensional analysis.

B. Writing chemical formulas and name compounds.

C. Balancing chemical equations.

D. Solving stoichiometry, thermochemistry, gas law, and solution problems.

E. Using Lewis Structures and VSEPR Theory to predict molecular structure, polarity, and hybridization.

Note: Course may be used in Area V for AS/AA degrees

CHM 122 - Chemistry Recitation II

1 credits

Corequisite(s): CHM 112

Individual colleges may choose to require this course as a co-requisite for CHM 112. The objective of this course is for students to improve their ability to work chemistry problems. By the end of the course the student will be able to work chemistry problems appropriate to CHM 112 including kinetics, chemical equilibrium, acid-base, pH, titration, electrochemistry, oxidation-reduction, and nuclear chemistry problems.

Note: Course may be used in Area V for AS/AA degrees

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.

Lab: A 120-minute laboratory is required.
Note: Course may be used in Area V for AS/AA degrees

CHM 221 - Organic Chemistry I
4 credits
Prerequisite(s): CHM 112
Corequisite(s): CHM 225

This is the first course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for organic compounds with special emphasis on reaction mechanisms and stereochemistry. Lab is required and includes the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

Lab: A 120-minute laboratory is required.
Note: Course may be used in Area V for AS/AA degrees

CHM 222 - Organic Chemistry II
4 credits
Prerequisite(s): CHM 221
Corequisite(s): CHM 226

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.

Lab: A 120-minute laboratory is required.
Note: Course may be used in Area V for AS/AA degrees

CHM 225 - Recitation in Organic Chemistry I
1 credits
Corequisite(s): CHM 221

This course includes problem-solving work sessions in support of CHM 221 lecture and lab.

Note: Course may be used in Area V for AS/AA degrees

CHM 226 - Recitation in Organic Chemistry II

1 credits

Corequisite(s): CHM 222

This course includes problem-solving work sessions in support of CHM 222 lecture and lab.

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 116 - Sanitation and Safety
3 credits
This course introduces students to the principles of sanitation and safety in foodservice operations. Specific topics include microbial contamination, food allergens, food borne illnesses, personal hygiene, basic first aid, food management systems, and proper food selection, receiving, storage, and preparation. Special emphasis will be placed on the creation of a HAACP for the safe movement of food through the food service operation and the development of a plan for dealing with customer allergies. At the conclusion of this course students will be prepared to test for the ServSafe® Manager certification and certification as an allergen specialist. This course is foundational for all culinary classes.

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 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

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 130 - Introduction to Information Systems
3 credits
This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming and their past, present and future impact on society. Topics include computer hardware, various types of computer software, communication technologies and program development using computers to execute software packages and/or to write simple programs. Upon completion, students should be to describe and use the major components of selected computer software and hardware.

Note: Can be used in Area V or AS/AA Degrees
CIS 146 - Computer Applications
3 credits
This course is an introduction to computer software applications, including word processing, spreadsheets, database management, and presentation software. This course will introduce students to concepts associated with professional certifications.

Note: Course may be used in Area V for AS/AA degrees
CIS 147 - Advanced Computer Application
3 credits
This course will demonstrate advanced functions and integration of word processing, spreadsheet, database, and presentation software. Upon completion, students should be able to apply advanced features of the selected software to typical problems found in society and business. This course will prepare students for Microsoft Office Specialist (MOS) certification.

Note: Course may be used in Area V for AS/AA degrees
CIS 149 - Digital Literacy
3 credits
This course is designed for individuals with little to no prior experience with digital technologies. By the end of the course, students will have a solid understanding of the key concepts and skills related to digital literacy, as well as the confidence to use digital technologies effectively and ethically in their personal and professional lives. Students will learn about the various types of cybersecurity threats, such as malware, phishing, and social engineering attacks and how to avoid digital attacks. The course will help prepare students for the IC3 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 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 202 - Python Programming
3 credits
This course is an introduction to the Python programming language. Topics include input and output, decision structures, repetition structures, functions, working with files, strings, object-oriented programming and inheritance. Upon completion, students will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

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 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 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 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 238 - Cloud Computing: Infrastructure and Services
3 credits
This course focuses on cloud infrastructure, deployment, security models, and the key considerations in migrating to cloud computing. Coverage includes the technologies and processes required to build traditional, virtualized and cloud data center environments, including computation, storage, networking, desktop and application virtualization, business continuity, security and management.

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 264 - Business Applications
3 credits
Prior programming training is put to use in implementing a practical business application such as accounts receivable, accounts payable, payroll, or other business system. A different application is selected each semester. Instructor will provide student with the necessary data and the student will create all the programs that are necessary to produce the expected results. This course will require outside laboratory time to produce programs for evaluation. Mastery of the language selected for the study, at the desired level, is required.

CIS 270 - Cisco CCNA I
3 credits
Prerequisite(s): Permission of instructor
This course is the first part of a three 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 three 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 three 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 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.

Computerized Numerical Control

CNC 181 - Special Topics in Computerized Numerical Control

3 credits
These courses provided specialized instruction in various areas related to CNC. Emphasis is placed on meeting students' needs

CNC 213 - Advanced Computer Numerical Control Milling

3 credits
This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion,

students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

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 of justice through corrections. It includes the history and philosophy 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 historical development of contemporary policing practices and 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
CRJ 150 - Introduction to Corrections
3 credits
This course provides an introduction to the foundations of corrections in America.

Note: Course may be used in Area V for AS/AA degrees
CRJ 160 - Introduction to Security
3 credits
This course surveys the role of security for private industry. The operation, organization, and challenges of various types of private security are examined.
CRJ 208 - Introduction to Criminology
3 credits
This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. This study includes criminal personalities, principles of prevention, control, and treatment.
CRJ 209 - Juvenile Delinquency
3 credits
This course examines the causes of delinquency. It also reviews programs of prevention, and control of juvenile delinquency as well as the role of the courts.

Dance

DNC 101 - Dance Appreciation

3 credits

This course is an introduction to dance through the analysis of historical and contemporary dance forms. Students will examine dance as an expression of human culture and analyze key developments in dance related to social, political, and historical changes/events. Films, demonstrations, and performances are used in this class.

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 144 - Basic 3D Modeling

3 credits

This course is an introduction to 3D solid modeling techniques utilizing feature-based, constraint-based parametric design. This course encourages the student to visualize parts in the 3D world and have a "design intent" plan for each part in which they will design. Upon completion of the course students should be able to create basic 3D models and 2D working drawings.

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

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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 child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8/9 years, including infant and toddler and pre-school years. 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, with focus on infant and toddler. 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, math and movement with observation and participation with young children required. On completion, student 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 developmental appropriate techniques, materials, and realistic expectations, including infant and toddler and pre-school. 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. Specific content includes a review of 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 maintaining safe, healthy environments for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases.
CHD 208 - Administration of Child Development Programs
3 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. On completion, students should be able to identify elements of a sound business plan, develop familiarity 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 through thirty-five 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, the students should be able to plan an infant-toddler program and environment that is appropriate and supportive of the families and the children.

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
Prerequisite(s): A grade of C or higher in CHD 100 and, CHD 201 and, CHD 202 and, CHD 203 and, CHD 204 and, CHD 205 and, CHD 206 and, CHD 209 and, CHD 210
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

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 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.

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.
This course provides instruction and practice in the writing of at least four extended compositions and the development of rhetorical strategies, 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 and information literacy.

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 continued instruction and practice in the writing of at least four extended compositions or equivalent assignments of which at least one is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage and information literacy.

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.

Note: Course may be used in Area V for AS/AA degrees

ENG 246 - Creative Writing I
3 credits
Prerequisite(s): A grade of C or higher in ENG 101 or equivalent
These courses provides instruction and practice in the writing of critical analysis of

imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and 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 II

3 credits

Prerequisite(s): A grade of C or higher in ENG 246 or equivalent

These courses provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and 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 beginnings to the mid-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.

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 mid-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.

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/British literature from its inception to the end of the eighteenth 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.

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/British literature from the late eighteenth 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.

ENG 271 - World Literature I

3 credits

Prerequisite(s): A passing grade of D in ENG 102 or equivalent

This course is a survey of world literature from its inception to the mid-seventeenth 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.

ENG 272 - World Literature II

3 credits

Prerequisite(s): A passing grade of D in ENG 102 or equivalent

This course is a survey of world literature from the mid-seventeenth 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.

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 221 - Personal Health
3 credits
This course introduces principles and practices of personal and family health; it includes human reproduction, growth and development, psychological dimensions of health, human sexuality, nutrition and fitness, aging, death and dying.

Note: Course may be used in Area V for AS/AA degrees
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. The course has 5 major components: (1) fitness and health assessment, (2) physical work capacity, (3) education, (4) reassessment and (5) retesting.

Note: Course may be used in Area V for AS/AA degrees
HED 231 - First Aid
3 credits
This course provides instruction to the immediate, temporary care which should be given to the victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross, and/or the American Heart Association. CPR training also is included.

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 the drug scene with emphasis on the following: pharmacological, and sociological aspects of drug use; rehabilitation and treatment resources; and the law enforcement procedures.

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

2 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): All HIT students must complete HIT 110 - Medical Terminology, BIO 201 - Human Anatomy and Physiology I OR BIO 202 - Human Anatomy and Physiology II prior to entering course, as well as receive permission from 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): All HIT students must complete HIT 110 , BIO 201, OR BIO 202 prior to entering course, as well as receive permission from instructor.
Corequisite(s): HIT 233

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):
All HIT students must complete HIT 110 BIO 201 , OR BIO 202 prior to entering course, as well as receive permission from instructor.

Corequisite(s): HIT 230

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): All HIT students must complete HIT 110 , BIO 201 , OR BIO 202 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): All HIT students must complete HIT 110 , BIO 201 , OR BIO 202 prior to entering course, as well as receive permission from instructor.

Corequisite(s): HIT 230

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): All HIT students must complete HIT 110 , BIO 201 , OR BIO 202 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): All HIT students must complete HIT 110 , BIO 201 , OR BIO 202 prior to entering course, as well as receive permission from instructor.
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): All HIT students must complete HIT 110 , BIO 201 , OR BIO 202 prior to entering course, as well as receive permission from instructor.
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): All HIT students must complete HIT 110 , BIO 201 , OR BIO 202 prior to entering course, as well as receive permission from instructor.
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): All HIT students must complete HIT 110 , BIO 201 , OR BIO 202 prior to entering course, as well as receive permission from instructor.
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 survey course examines the social, intellectual, economic, cultural, and political developments which have shaped the modern Western world.It covers the history of the West from its earliest beginnings to the early modern era.

HIS 102 - History of Western Civilization II

3 credits

This survey course examines the social, intellectual, economic, cultural, and political developments which have shaped the modern Western world. It covers the history of the West from the early modern era to the present.

HIS 201 - United States History I

3 credits

This course surveys United States history from the pre-Columbian period to the Civil War era.

HIS 202 - United States History II

3 credits

This course surveys United States history from the Civil War era to the Modern era.

HIS 256 - African-American History

3 credits

This course surveys the development and experiences of African American people from the 14th Century to the present. It focuses on black experience in the United States but may include the West Indies, Mexico, and South America.

Note: Course may be used in Area V for AS/AA degrees

HIS 260 - Alabama History

3 credits

This course surveys the history of the state of Alabama from pre-Columbian times to the present. The course presents the geographical, political, social, cultural, and economic development of Alabama

Note: Course may be used in Area V for AS/AA degrees

Home Economics

HEC 140 - Principles of Nutrition

3 credits

This course introduces students to the principles of nutrition and the role and functions of nutrients in man's food. Basic information concerning food selection and nutrition as a factor in health, ecology, and economy is included. Implications of nutrition for children may be stressed.

Note: Note: Course may be used in Area V for AS/AA degrees

Hotel and Motel Management

HMM 260 - Human Resource Management

3 credits

This course is designed to provide students with a basic understanding of personnel management for the hospitality and travel industry. Students will be introduced to forces affecting the labor market, scientific management and the service sector, the importance of flexible employees and policies, and labor problems currently facing the industry. Upon completion, students should understand changing worker attitudes and values, federal and state legislation, the shrinking labor market, the changing demographics of the labor market, and the growing demands for better service.

Humanities

HUM 299A - PTK Honors I

1 credits

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance.

HUM 299B - PTK Honors II

1 credits

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance.

HUM 299C - PTK Honors III

1 credits

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance.

Industrial Electronics Technology

ILT 238 - Network Cable - Fiber Optic

2 credits

This course involves presentations, discussions and live simulations of work related experiences involved in data, voice, and video network infrastructure. Students learn to terminate, test, troubleshoot, and install various fiber optic cabling systems. This course helps students prepare for certifications as certified Network Cabling Specialists.

Industrial Engineering Technology

IET 231 - Introduction to Programmable Controls

3 credits

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

IET 232 - Advanced Programmable Logic Controllers

3 credits

This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

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 114 - Basic Electricity
3 credits
This course provides an introduction to direct current (DC) and alternating current (AC) electrical theory. Topics include atomic theory, magnetism, properties of conductors and insulators, and characteristics of series, parallel, and series-parallel circuits. Inductors and capacitors are introduced and their effects on DC and AC circuits are examined. Students are prepared to analyze complex 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 electrical circuits. Emphasis is placed on the use of a scientific calculator, the operation of common test equipment, and the physical wiring of electrical circuits.

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 127 - Principles of Industrial Pumps and Piping Systems
3 credits
This course provides instruction in the fundamental concepts of industrial pumps and

piping systems. Topics include pump identification, operation, and installation, maintenance and troubleshooting, and piping systems, and their installation. Upon course completion, students will be able to install, maintain, and troubleshoot industrial pumps and piping systems.

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 140 - F.A.M.E. Manufacturing Core Exercise 1, Safety Culture
1 credits
This course introduces the Federation of Advanced Manufacturing Education (FAME) MCE-1 (Manufacturing Core Exercise) for Safety Culture. The course includes an introduction to safety and safety practice and the development of a safety culture. Specific topics covered regarding safety culture are:

1. Internal, self-driven value for safe behavior
2. Active concern for both personal safety and the safety of others
3. Full understanding of the impact and consequence of unsafe behavior and acts
4. Proactive thinking about safety, safe practices, and consequences
5. Self-driven initiative to be safe and to promote the safety of others

Note: This course is offered for F.A.M.E. students only.

INT 142 - F.A.M.E. Manufacturing Core Exercise 2, Workplace Visual Organization (5S)
1 credits
This course introduces the Federation of Advanced Manufacturing Education (FAME) MCE-2 (Manufacturing Core Exercise) for Workplace Visual Organization (AKA: 5S). Students will learn how to achieve higher productivity, produce fewer defects, meet deadlines, attain higher workplace safety and how to expose abnormal work conditions quickly and easily for correction and countermeasure. The 5S process will be clearly defined with experiential exercises, reinforcing the following process steps and their objectives:

1. Sift Organization
2. Sort Orderliness
3. Sweep and Wash Cleanliness

4. Spic and Span Total Standardization
5. Sustain System Sustainment

Note:
This course is offered for F.A.M.E. students
only.

INT 144 - F.A.M.E. Manufacturing Core Exercise 3, Lean Manufacturing
1 credits
This course introduces the Federation of Advanced Manufacturing Education (FAME) MCE-3 (Manufacturing Core Exercise) for Lean Manufacturing. Students will be introduced to a systematic method for waste minimization (AKA: Muda) within a manufacturing system, without sacrificing productivity. Lean also takes into account waste created through overburden (AKA: Muri) and waste created through unevenness in workloads (AKA: Mura). The Lean management philosophy will be clearly defined and explained with experiential exercises, reinforcing the following concepts:

1. The value-added product
2. The maintenance value-added product
3. Value-added work and necessary work
4. How this leads to increased profit
5. Workload unevenness (Mura)
6. Waste created through overburden (Muri)
7. The seven areas of non-value-added waste (Muda): conveyance, correction, motion, over-production, over-processing, waiting and inventory

Note:
This course is offered for F.A.M.E. students
only.

INT 146 - F.A.M.E. Manufacturing Core Exercise 4, Problem Solving
1 credits
This course introduces the Federation of Advanced Manufacturing Education (FAME) MCE-4 (Manufacturing Core Exercise) for Problem Solving. Students will learn how to use the eight-step problem solving model in an experiential learning environment, in conjunction with the PDCA cycle (plan, do, check and act). The eight steps students will learn to use are:

1. Clarify the problem (plan)
2. Breakdown the problem (plan
3. Set the target (plan)

4. Analyze the root cause (plan)
5. Develop countermeasures (plan)
6. Implement countermeasures (do)
7. Monitor results and process (check)
8. Standardize and share success (act)

Note:
This course is offered for F.A.M.E. students
only.

1 credits
This course introduces the Federation of Advanced Manufacturing Education (FAME) MCE-5 (Manufacturing Core Exercise) for machine reliability. Students will learn how to use the process of Reliability-Centered Maintenance (RCM) to drive for zero downtime and reach for maximum Heijunka. Students will be given an in depth understanding of Heijunka (Japanese for "leveling"), as a process that maintains a balanced relationship between predictability by leveling demand, flexibility by decreasing changeover time and stability by averaging production volume and type, over the long-term. The RCM process will be clearly defined with experiential exercises reinforcing comprehension and application of the following core questions:

1. What are the functions of the equipment?
2. How does it fail?
3. What causes it to fail?
4. Does it matter if it fails?
5. What can be done to predict or prevent each failure?
6. What if the failure cannot be prevented?

Note:
This course is offered for F.A.M.E. students
only.

INT 158 - Industrial Wiring I
3 credits
This course focuses on principles and applications of commercial and industrial wiring. Topics include, electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles.

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

Industrial Production Technology

PCT 115 - Instrumentation I

3 credits

This course covers process variables and various instruments used to sense, measure, transmit and control these variables. It introduces the student to control loops and the elements that are found in different types of loops such as controllers, regulators and final control elements. It concludes with a study of instrumentation drawings and diagrams, and a unit on troubleshooting instrumentation.

PCT 122 - Introduction to Process Technology

3 credits

This course provides a basic orientation for operators in the chemical process industries and introduces many of the terms and ideas which will be encountered in the workplace. Topics include operator roles, responsibilities, expectations, terminology, liabilities, chemistry, physics, basic plant equipment, general product handling, flow diagrams, utility systems, plant organization, and the basics of process control. Upon completion, students should have a general knowledge of the tasks, responsibilities, skills and attitude necessary to be a chemical operator in a process industry.

PCT 220 - Process Technology II - Systems

4 credits

This course is a study of the interrelations of process equipment and process systems. Students will be able to arrange process equipment into systems; describe the purpose and function of specific process systems, explain how factors affecting process systems are controlled under normal conditions, and recognize abnormal process conditions. Students are also introduced to the concept of system process control manufacturing plant process economics.

PCT 231 - Statistical Control

3 credits

Prerequisite(s): MTH 098

This course focuses on statistics and probability and how they apply to control charts with heavy emphasis on the normal curve and its many applications in quality and process control. Emphasis is placed on the development and use of control charts in industry. Upon completion, students should be able to construct and use control charts plus understand and use probability to make better operating decisions.

PCT 240 - Process Troubleshooting

4 credits

This course involves instruction in different types of troubleshooting techniques,

procedures, and methods used to solve process problems. Topics include application of data collection and analysis, cause-effect relationships and reasoning. In addition to troubleshooting static equipment problems as presented within a textbook, dynamic problems will also be presented via a process simulator for problem resolution by the student.

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 201A - Advanced Scholars Bowl

3 credits

This course is designed primarily to train students for Scholars' Bowl competition, alternately known as Brain Bowl, College Bowl or Quiz Bowl. This is an intercollegiate academic competition in which teams of four people compete by using buzzers and answering college-level questions for points. The course consists of practice rounds in which the students are familiarized with the equipment and questions that will be used in competition, as well as intensive study sessions and interactive discussions about a wide variety of academic endeavors. IDS201A is offered in the fall semester of each year.

IDS 201B - Advanced Scholars Bowl

3 credits

This course is designed primarily to train students for Scholars' Bowl competition, alternately known as Brain Bowl, College Bowl or Quiz Bowl. This is an intercollegiate academic competition in which teams of four people compete by using buzzers and answering college-level questions for points. The course consists of practice rounds in which the students are familiarized with the equipment and questions that will be used in competition, as well as intensive study sessions and interactive discussions about a wide variety of academic endeavors. IDS 201B is offered in the spring semester of each year.

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 2.5 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

Machine Shop Technology

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

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

MSP 111 - Introduction to Computer Numerical Control
2 credits
This course introduces the concepts and capabilities of computer numeric control (CNC) machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to develop a basic CNC program to safely operate a lathe and milling machine.

MSP 112 - Basic Computer Numerical Control Turning
3 credits
This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MSP 113 - Basic Computer Numerical Control Milling
3 credits
This course covers concepts associated with basic programming of a computer numerical control (CNC) milling center. Topics include basic programming characteristics, motion types, tooling, workholding devices, setup documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC milling program that will be used to produce a part.

MSP 212 - Computer Numerical Control Lab
3 credits
This course introduces the programming, set-up and operation of CNC turning centers

and CNC machining center. Topics include programming formats, control functions, program editing, parts production, and inspection. Upon completion students should be able to manufacture simple parts using CNC turning centers and CNC machining center.

Machine Tool Technology

MTT 109 - Orientation to Computer Assisted Manufacturing

3 credits

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

MTT 125 - Introduction to Machining Technology

3 credits

This course introduces precision machining processes as they relate to the metalworking industry. Topics include machine shop safety, precision measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform basic measurement and layout, drilling, sawing, turning, and milling to make parts and tools.

MTT 128 - Geometric Dimensioning & Tolerancing I

3 credits

This course is designed to teach students how to interpret engineering drawings using modern conventions, symbols, datums, datum targets, and projected tolerance zones. Special emphasis is placed upon print reading skills, and industry specifications and standards. This course is aligned with NIMS certification standards.

MTT 140 - Basic Computer Numerical Control Turning Programming I

3 credits

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

Mass Communication

MCM 100 - Introduction to Mass Communication
3 credits

This course provides the student with general study of mass communication and journalism. This course includes theory, development, regulation, operation, and effects upon society.

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): MTH 098 Elementary Algebra 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 108 - Quantitative Reasoning
3 credits
This course is intended for students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take calculus). It provides a foundation in thinking quantitatively. An emphasis is placed on real-world

applications. Topics include mathematical reasoning, data interpretation, problem-solving strategies, equation solving, number sense, probability, counting principles, geometric applications, and measurement.

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): Grade of C or higher in MTH 098 Elementary Algebra or appropriate mathematics placement score.

Corequisite(s): MTH 109 Support for Finite Mathematics OR other mandatory support, if required. (Note that MTH 109 or other mandatory support is required for students completing MTH 098 Elementary Algebra.)

This course provides an overview of topics in finite mathematics together with their applications and is intended for students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take calculus). The course introduces logic, set theory, counting techniques, basic probability, statistics, and personal finance

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): Successful completion MTH 100 Intermediate College Algebra with a grade of C or higher or appropriate placement.
Corequisite(s): MTH 111 Support for Precalculus Algebra, if required.

This course emphasizes the algebra of functions - including polynomial, rational, exponential, and logarithmic functions.In addition, the course covers non-linear inequalities as well as systems of linear and non-linear equations and inequalities.

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

CORE

MTH 115 - Precalculus Algebra & Trigonometry
4 credits
Prerequisite(s): As determined by college but may be no less than a C or higher in MTH 100 and permission from the department chairperson.
This course is a one-semester accelerated combination of Precalculus Algebra MTH 112 and Precalculus Trigonometry MTH 113 . This course is intended for students with a strong background in college preparatory mathematics. The course includes the algebra of functions (including polynomial, rational, exponential, and logarithmic functions) as well as the study of trigonometric functions and inverse trigonometric functions, and includes extensive work with trigonometric identities, equations, and formulas; 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 math, algebra, and geometry. The course covers integers, percent, interest, ratio and proportion, measurement systems, linear equations, and problem solving.

MTH 118 - Technical Mathematics
3 credits
Prerequisite(s): MTH 100 or appropriate placement score
This course includes selected topics from algebra, analytic geometry, and trigonometry with emphasis on applications to engineering technology. Topics may include variation, determinants, conic sections, exponential and logarithmic functions, and solutions of right triangles. This course does not apply toward 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 , MTH 113 , or MTH 115 , or appropriate placement score
This course is intended to give a broad overview of calculus. It includes limits, differentiation, and integration of algebraic, exponential, logarithmic, and multi-variable functions with applications to business, economics, and other disciplines. This course may also include LaGrange multipliers, extrema of functions of two variables, method of least squares, linear approximation, and linear programming.

CORE

MTH 125 - Calculus I
4 credits
Prerequisite(s): A grade of C or higher in MTH 113 or MTH 115 or appropriate placement score.
This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and

minimum problems, and curve sketching using calculus.

CORE

MTH 126 - Calculus II
4 credits
Prerequisite(s): A grade of C or higher in MTH 125
This is the second of three courses in the basic calculus sequence. Topics include applications of integration, techniques of integration, infinite series, polar coordinates, and parametric equations, lines and planes in space, and vectors in the plane and in space.

CORE

MTH 192 - Precalculus Algebra Laboratory
1 credits
Corequisite(s): MTH 112

This course is designed to accompany a Precalculus Algebra Course. It provides a laboratory setting in which students receive individualized instruction, work on laboratory exercises and group projects. Emphasis will be on applications of mathematics.

MTH 193 - Precalculus Trigonometry Laboratory
1 credits
Corequisite(s): MTH 113

This course is designed to accompany a Precalculus Trigonometry Course. It provides a laboratory setting in which students receive individualized instruction, work on laboratory exercises and group projects. Emphasis will be on applications of mathematics.

MTH 227 - Calculus III
4 credits
Prerequisite(s): A grade of C or higher in MTH 126
This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, curl and divergence, surface integrals, and Stokes' Theorem).

CORE

MTH 231 - Math for the Elementary Teacher I
3 credits
Prerequisite(s): A grade of C or higher in MTH 100 or appropriate placement score
This course is designed to develop a deeper understanding of elementary school mathematics content needed for teaching. The course is designed to develop conceptual understanding of number systems and operations by focusing on basic concepts and principles, exploring multiple representations and strategies, and illuminating connections among concepts and procedures. Topics include whole numbers and integers, fractions, ratio, percent, decimals, and arithmetic operations within these systems.

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 100 or appropriate placement score
This course is designed to provide mathematical insights into measurement and geometry for students majoring in elementary education. Topics include geometric shapes (two- and three-dimensional), measurement, congruence and similarity, symmetry, and transformations.

MTH 237 - Linear Algebra
3 credits
Prerequisite(s): A grade of C or higher in MTH 126
This course introduces the basic theory and application of the following topics: systems of linear equations and matrices, (finite-dimensional) vector spaces, linear transformations and matrices, determinants, eigenvalues and eigenvectors, inner product and orthogonality, Gram-Schmidt, least squares, and the diagonalization of symmetric matrices.

CORE

MTH 238 - Applied Differential Equations I
3 credits
Corequisite(s): MTH 227

This course is an introduction to techniques for solving differential equations with applications. Topics include solving first order differential equations, applications to various models (e.g. populations, motion, chemical mixtures, etc.), solving higher order linear differential equations with constant coefficients (general theory, undetermined

coefficients, reduction of order and the method of variation of parameters, and Laplace transform). Series solutions and solutions to systems are also covered.

CORE

MTH 265 - Elementary Statistics
3 credits
Prerequisite(s): A grade of C or higher in MTH 100 or appropriate placement score.
This course provides an introduction to methods of statistics and includes the following topics: sampling, frequency distributions, measures of central tendency and variation, probability, discrete and continuous distributions, graphic representation, hypothesis testing, confidence intervals, regression, and applications.

Note: CORE

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 111 - Class Performance Instruction-Voice I
1 credits
Group instruction in voice for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing and a knowledge of music fundamentals.

Note: Course may be used in Area V for AS/AA degrees

MUL 112 - Class Performance Instruction-Voice II
1 credits
Group instruction in voice for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing and a knowledge of music fundamentals.

Note: Course may be used in Area V for AS/AA degrees

MUL 180 - Chorus I

The musical ensemble courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Students will be expected to participate in performances presented by the ensemble.

Note: Course may be used in Area V for AS/AA degrees

MUL 181 - Chorus II

The musical ensemble courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Students will be expected to participate in performances presented by the ensemble.

Note: Course may be used in Area V for AS/AA degrees

MUL 182 - Vocal Ensemble I

The musical ensemble courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Students will be expected to participate in performances presented by the ensemble.

Note: Course may be used in Area V for AS/AA degrees

MUL 183 - Vocal Ensemble II

The musical ensemble courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Students will be expected to participate in performances presented by the ensemble.

Note: Course may be used in Area V for AS/AA degrees

MUL 192 - Instrumental Ensemble I

The musical ensemble courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Students will be expected to participate

in performances presented by the ensemble.

Note: Course may be used in Area V for AS/AA degrees

MUL 193 - Instrumental Ensemble II

The musical ensemble courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Students will be expected to participate in performances presented by the ensemble.

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 211 - Class Performance Instruction-Voice III
1 credits
Group instruction in voice for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing and a knowledge of music fundamentals.

Note: Course may be used in Area V for AS/AA degrees

MUL 212 - Class Performance Instruction-Voice IV
1 credits
Group instruction in voice for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing and a knowledge of music fundamentals.

Note: Course may be used in Area V for AS/AA degrees

MUL 280 - Chorus III

The musical ensemble courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Students will be expected to participate in performances presented by the ensemble.

Note: Course may be used in Area V for AS/AA degrees

MUL 281 - Chorus IV

The musical ensemble courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Students will be expected to participate in performances presented by the ensemble.

Note: Course may be used in Area V for AS/AA degrees

MUL 282 - Vocal Ensemble III

The musical ensemble courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Students will be expected to participate in performances presented by the ensemble.

Note: Course may be used in Area V for AS/AA degrees

MUL 283 - Vocal Ensemble IV

The musical ensemble courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Students will be expected to participate in performances presented by the ensemble.

Note: Course may be used in Area V for AS/AA degrees

MUL 292 - Instrumental Ensemble III

The musical ensemble courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Students will be expected to participate in performances presented by the ensemble.

Note: Course may be used in Area V for AS/AA degrees

MUL 293 - Instrumental Ensemble IV

The musical ensemble courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Students will be expected to participate in performances presented by the ensemble.

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.

INT 148 - F.A.M.E. Manufacturing Core Exercise 4, Machine Reliability

Prerequisite(s): NUR 112; BIO 201, MTH 100, or higher
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.

INT 148 - F.A.M.E. Manufacturing Core Exercise 4, Machine Reliability

Prerequisite(s): NUR 113; ENG 101 , BIO 201 , BIO 202 , PSY 210 , MTH 100 or Higher
Corequisite(s): 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; ENG 101 , BIO 201 , BIO 202 , PSY 210 , MTH 100 , or Higher
Corequisite(s): 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; ENG 101 , BIO 201 , BIO 202 , PSY 210 , SPH 107 , MTH 100 or Higher
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; ENG 101 , BIO 201 , BIO 202 , PSY 210 , SPH 107 , MTH 100 or Higher
Corequisite(s): Humanities Course (PHL 206 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.

NUR 299 - Special Topics in Nursing
1 credits
Prerequisite(s): As required by program
Pre or Co-requisite(s): As required by program
This course allows study of currently relevant topics in nursing. The course may be

repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered.

NUR 999 - Mobility Credit
15 credits
Credit awarded for healthcare transition students only.

Nursing Assistant/Aide

NAS 100 - Long-Term Care Nursing Assistant

4 credits

This course fulfills the seventy-five (75) hour Omnibus Budget Reconciliation Act (OBRA) requirements for training of long-term care nursing assistants in preparation for certification through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the long-term care nursing assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations and clinical skills.

Note: This course may be taken by High School Dual Enrommment Students only. Students must have prior approval from their High School and Bishop State before being registered for the class.

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.

ORI 105 - Orientation and Student Success

3 credits

This course is designed to orient students to the college experience by providing them with tools needed for academic and personal success. Topics include: developing an internal locus of control, time management and organizational skills, critical and creative thinking strategies, personal and professional maturity, and effective study skills for college and beyond.

Note: Course may be used in Area V for AS/AA degrees

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 100 - Fundamentals of Fitness
3 credits
This lecture course includes the basic principles of physical education and physical fitness. It explores psychological and physiological effects of exercise and physical fitness, including effects on the human skeleton, muscle development, respiration, and coordination. It is viewed as an introduction to such laboratory courses as slimnastics, weight training, and conditioning. The course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities.

Note: Course may be used in Area V for AS/AA degrees

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 the student with information allowing him/her to participate in a personally developed fitness program. Topics include cardiovascular, strength, muscular endurance, flexibility and body composition. The course may be repeated for credit.

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 118 - General Conditioning (Beginning)
3 credits
This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up an engaging in personalized physical fitness and conditioning programs. Upon completion, students should be able to set up and implement an individualized physical fitness and conditioning program.

PED 140 - Swimming (Beginning)
1 credits
This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards.

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, aquacises, water activities, and games. Emphasis is placed on increasing cardiovascular efficiency through aquatic exercise. Upon completion, students should be able to develop an individualized aquatic fitness program.

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 200 - Foundations of Physical Education
3 credits
In this course, the history, philosophy, and objectives of health, physical education, and recreation are studied with emphasis on the physiological, sociological, and psychological values of physical education. It is required of all physical education majors.

Note: Course may be used in Area V for AS/AA degrees

PED 216 - Sports Officiating
3 credits
This course surveys the basic rules and mechanics of officiating a variety of sports, including both team and individual sports. In addition to class work, students will receive at least 3 hours of practical experience in officiating.

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 218 - Advanced Basketball Rules and Officiating Techniques

3 credits
Prerequisite(s): PED 217
This course presents advanced 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 223 - Methods of Instruction
3 credits
This course provides instruction for the student on specialized teaching techniques in becoming a wellness instructor. The student will learn the basis on instruction in the area of aerobic types of exercise and weight training. This course will enable the student to instruct as well as supervise these types of programs. The student will learn basic anatomy and exercise physiology as it applies to the movement of the body during exercise. This course will address and explain safety and teaching methods for the exercise instructor in the development of a comprehensive fitness program.

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
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
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. Note: It is recommended that students who take this course be a member (player or manager) of the Basketball Program.

Repeated: This course may be repeated for credit.

PED 252 - Varsity Baseball I
1 credits
This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.

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
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should

be able to play competitive softball.

Repeated: This course may be repeated for credit.

PED 257 - Varsity Cheerleading I
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. Upon completion of this program, students should be able to participate in a competitive program at the university level.

PED 258 - Varsity Volleyball I
1 credits
This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball.

PED 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. Upon completion of this program, students should be able to participate in a competitive program at the university level.

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. Upon completion of this program, students should be able to participate in a competitive program at the university level.

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. Upon completion of this program, students should be able to participate in a competitive program at the university level.

PED 283 - Varsity Volleyball II
1 credits
This course covers more advanced volleyball 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 participate in competitive volleyball.

PED 284 - Varsity Volleyball III
1 credits
This course covers more advanced volleyball 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 participate in competitive volleyball.

PED 285 - Varsity Volleyball IV
1 credits
This course covers more advanced volleyball 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 participate in competitive volleyball.

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 115 - Technical Physics
4 credits
Prerequisite(s): MTH 100
torque, work energy, heat wave/sound, and electricity. Results of physics education research and physics applications in the workplace are used to improve the student's understanding of physics in technical areas. Upon completion, students will be able to: define motion and describe specific module concepts; utilize microcomputers to generate motion diagrams; understand the nature of contact forces and distinguish passive forces; work cooperatively to set-up laboratory exercises; and demonstrate applications of module-specific concepts.

Note: Course may be used in Area V for AS/AA degrees

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

Political Science

POL 200 - Introduction to Political Science

3 credits

This course is an introduction to the field of political science through examination of the fundamental principles, concepts, and methods of the discipline, and the basic political processes and institutions of organized political systems. Topics include approaches to political science, research methodology, the state, government, law, ideology, organized political influences, governmental bureaucracy, problems in political democracy, and international politics. Upon completion, students should be able to identify, describe, define, analyze, and explain relationships among the basic principles and concepts of political science and political processes and institutions of contemporary political systems.

POL 211 - American National Government

3 credits

This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U. S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system.

Psychology

PSY 200 - General Psychology
3 credits
The course is a survey of the scientific study of psychological, biological, and socio-cultural factors that influence behavior and mental processes.

PSY 210 - Human Growth and Development
3 credits
Prerequisite(s): PSY 200 (Except for nursing students)
This course is a study of the physical, cognitive, social, and emotional factors that affect human growth and development from conception to death.

PSY 230 - Abnormal Psychology
3 credits
Prerequisite(s): PSY 200
This course is a survey of abnormal behavior and its social and biological origins. Anxiety-related disorders, psychoses, personality disorders, and mental deficiencies will be covered.

Physical Therapist Assistant

PTA 100 - Introduction to Physical Therapy
2 credits
This course is an introduction to the field of physical therapy as a career choice. Emphasis is on the role of the PT and PTA, educational requirements, scope of practice and subspecialty areas such as pediatrics, geriatrics, sports. Upon completion of the course, the student should have a general understanding of the role of physical therapy in the health care environment.

PTA 120 - Introduction to Kinesiology
This course is an introduction to the clinically oriented study of functional anatomy. Emphasis is placed on a beginning level of understanding of the musculoskeletal system and nervous system as they relate to human movement. Upon completion of the course, the student should be able to identify basic anatomical structures involved in human movements.

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 and successful completion of all spring semester PTA courses with a grade of 77% or higher.
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 210 - Introduction to Physical Therapy Clinic
1 credits
This clinical course is designed to introduce the student to the practice of physical therapy in the clinical setting. Emphasis is on student observation of techniques in the clinic that they have been taught in the classroom and will entail on-going communication between the clinical instructor, student and course coordinator. Upon completion of the course, the student should be able to demonstrate practical application of basic physical therapy assistant skills.

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.

PTA 221 – Kinesiology Lab
1 credits
This laboratory course allows for hands-on appreciation of functional anatomy and kinesiology. Emphasis may include muscle and joint function, ROM/strength testing, palpation skills and exercise concepts. Upon completion, the student should be able to integrate content areas into an understanding of normal gait posture and movement patterns.

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): Admissions to program and successful completion of all fall semester PTA courses with a grade of 77% or higher.
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, permission of the instructor and successful completion of all fall semester PTA courses with a grade of 77% or higher.
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 and successful completion of all fall semester PTA courses with a grade of 77% or higher.
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 and successful completion of all fall semester PTA courses.
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 and successful completion of all fall semester PTA courses with a grade of 77% or higher.
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, permission of instructor, and successful completion of all fall semester PTA courses with a grade of 77% or higher.
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 263 - Clinical Affiliation I
3 credits
This clinical class will provide clinical interaction in the health care environment. The course entails on-going communication between the clinical instructor, student, and course coordinator. Upon completion, the student should be able to safely and effectively apply procedures and techniques previously attained in the classroom.

PTA 266 - Clinical Field Work I
2 credits
Prerequisite(s): Admission to program and permission of instructor based on successful completion of all Spring Semester PTA courses with a grade of 77% or higher, clear drug screen, clear background check and vaccinations/waivers signed.
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, successful completion of all Spring Semester PTA courses with 77% or higher,, clear drug screen, clear background check and vaccinations/waivers signed.
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 290 - Therapeutic Exercise
1 credits
This lab course covers exercise techniques commonly used in PTA practice. It may include aquatics, isometric, isotonic, isokinetic, plyometric, Swiss ball, and aerobic exercise. Upon completion of the course the student should have entry level skills in exercise application.

Religion

REL 151 - Survey of the Old Testament
3 credits
This course is an introduction to the content to the Old Testament with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. The student should have an understanding of the significance of the Old Testament writings upon completion of this course.

REL 152 - Survey of the New Testament
3 credits
This course is a survey of the books of the New Testament with special attention focused on the historical and geographical setting. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings.

Sociology

SOC 200 - Introduction to Sociology
3 credits
This course is an introduction to the vocabulary, concepts, and theoretical perspectives of sociology.

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, families, and their evolution. It explores the sociological, psychological, biological, and economic factors relevant to marriage and family life.

Spanish

SPA 101 - Introductory Spanish I
4 credits
This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

SPA 102 - Introductory Spanish II
4 credits
Prerequisite(s): SPA 101
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

SPA 201 - Intermediate Spanish I
3 credits
Prerequisite(s): SPA 102
This course focuses on the further development of reading, listening, speaking, and writing skills in Spanish.

SPA 202 - Intermediate Spanish II
3 credits
Prerequisite(s): SPA 201
This continuation course focuses on the further development of reading, listening, speaking, and writing skills in Spanish.

Speech Communication

SPH 106 - Fundamentals of Oral Communication
3 credits
This is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical application.

CORE - Area II.

SPH 107 - Fundamentals of Public Speaking
3 credits
This course explores principles of audience and environment analysis as well as the actual planning, rehearsing, and presenting of formal speeches to specific audiences. Historical foundations, communication theories, and students' performances are emphasized.

CORE - Area II.

Theatre

THR 113 - Theatre Workshop I
2 credits
This course provides practical experience in the production and performance of theatrical presentations.

Note: Course may be used in Area V for AS/AA degrees

THR 114 - Theatre Workshop II
2 credits
This course provides practical experience in the production and performance of theatrical presentations.

Note: Course may be used in Area V for AS/AA degrees

THR 115 - Theatre Workshop III
2 credits
This course provides practical experience in the production and performance of theatrical presentations.

Note: Course may be used in Area V for AS/AA degrees

THR 120 - Theatre Appreciation
3 credits
This course is designed to increase appreciation of contemporary theater. Emphasis is given to the theater as an art form through the study of history and theory of drama and the contributions to modern media. This course places emphasis on playwright, actor, director, designer, and technician to modern media. Attendance at theater productions may be required.

THR 126 - Introduction to Theatre
3 credits
This course is an introduction to the elements of the theatre, the principles of drama, and the development of theatrical productions.

THR 151 - Musical Theatre
3 credits
In this course, students will focus on performance techniques used in musical theatre. Emphasis is placed on the development of character through song, vocal and movement techniques, and song/scene work. Upon completing this course, students will be able to

effectively perform the roles of characters in musical theatre productions.

Note: Course may be used in Area V for AS/AA degrees

THR 152 - Musical Theatre II
3 credits
This course is a continuation of THR 151, focusing on advanced scene study and group work, as well as acting, vocal and movement techniques for musical theatre performance.

Note: Course may be used in Area V for AS/AA degrees

THR 241 - Voice and Speech for the Performer
3 credits
This is a beginning course in the effective and healthy use of the vocal instrument for performance. It is designed to approach both the physical and mental processes of vocal production and includes the following: learning a physical/vocal warm-up, dialect reduction, articulation, class performance and written exams.

Note: Course may be used in Area V for AS/AA degrees

Truck Driving

TRK 111 - Basic Vehicle Operation
4 credits
Corequisite(s): TRK 112, TRK 113

Proficiency in skill field tasks, pre-trip and post-trip inspections. Vehicle controls and demonstrate knowledge in how to operate a commercial vehicle. Upon completion, students should demonstrate basic operating skills in accordance with the Federal Motor Carriers Safety Regulations and The Federal Highway Administrations Regulations.

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, in accordance with the Federal Motor Carriers Safety Regulations.

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 pre-trip and post-trip reports, 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, in according to Federal Motor Carriers Safety Regulations, 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 that are driver responsibilities and recognize when a vehicle needs repairs or be placed out of service.

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 in accordance with the Federal Motor Carriers Safety Regulations and The Federal Highway Administrations Regulations.

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 in accordance with the Federal Motor Carriers Safety Regulations and The Federal Highway Administrations Regulations.

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 115 - Gtaw Carbon Pipe Theory
3 credits
This course is designed to provide students with the practices and procedures of welding carbon steel pipe using the gas tungsten arc weld GTAW process. Emphasis is placed on pipe positions, filler metal selection, joint geometry, joint preparation, and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, proper joint geometry, joint preparation, and fit-up in accordance with applicable codes.

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

WDT 119 - Gas Metal Arc/flux Cored Arc Welding Theory
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 140 - Introduction to the Maritime Industry
4 credits

Introduces the facilities, methods, and processes used in the shipbuilding and repair industry. Describes the impact the industry has on the U.S. economy and explores the various craft opportunities available to workers. Provides an overview of the safety practices specific to the industry.

Note: This course was activated for the Spring 2020 term. Course is approved for Austal dual enrollment students only.

WDT 155 - GTAW Carbon Pipe Laboratory
3 credits
This course is designed to provide students with skills in welding carbon steel pipe with gas tungsten arc weld GTAW process using filler metals in the F6 groups. Emphasis is placed on welding carbon steel pipe using gas tungsten arc welding technique in the 2G, 5G, and 6G positions. Upon completion, students should be able to perform gas tungsten arc welding on carbon steel pipe with the prescribed filler metals in the 2G, 5G, and 6G positions in accordance with the applicable code.

WDT 160 - Robotics Lab I
3 credits
This course is the practical application of robotics theory. Students will complete machine origins, robotic programming, robotic welding parameters, link programs to create jobs, and allocate a weave start.

WDT 166 - Flux Core Arc Welding (FCAW)
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 170 - Introduction to Maritime Structural Fitting
4 credits
This course is designed to cover Welding Safety, Oxyfuel Cutting, Base Metal Preparation, Weld Quality, Shielded Metal Arc Electrodes, Tack Welding, Fire Watch, Introduction to Structural Fitter Drawings, and Fitting One.

Note: This course was activated for the Spring 2020 term. Course is approved for Austal dual enrollment students only.

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.

WDT 217 - SMAW Carbon Pipe Theory
3 credits
This course is designed to provide students with the practices and procedures of welding carbon steel pipe using the shielded metal arc weld SMAW process. Emphasis is placed on pipe positions, filler metal selection, joint geometry, joint preparation, and fit-up. Upon completion, the student should be able to identify pipe positions, filler metals, proper joint geometry, joint preparation, and fit-up to the applicable codes.

WDT 219 - Welding Inspection and Testing
3 credits
This course provides the student with inspection skills and knowledge necessary to evaluate welded joints and apply quality control measures as needed. Emphasis is placed on interpreting welding codes, welding procedures, and visual inspection methods. Upon

completion, students should be able to visually identify visual acceptable weldments as prescribed by the code or welding specification report.

WDT 228 - GTAW Gas Tungsten Arc Welding Theory
3 credits
This course provides students with the knowledge needed to perform gas tungsten arc welds GTAW using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices; equipment identification and setup; correct selection of tungsten type; polarity; shielding gas; and filler metals. Upon completion, students should be able to identify safe operating practices; equipment identification and setup; correct selection of tungsten type; polarity, shielding gas; filler metals; and various welds on ferrous and/or non-ferrous metals; using the gas tungsten arc welding process according to applicable welding codes.

WDT 257 - SMAW Carbon Pipe Laboratory
3 credits
This course is designed to provide students with skills in welding carbon steel pipe with the shielded metal arc weld SMAW process using electrodes in the F3 and F4 groups. Emphasis is placed on welding pipe in the 2G, 5G, and 6G positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with prescribed electrodes in the 2G, 5G, and 6G positions to the applicable code.

WDT 258 - Certification Lab
3 credits
This course is designed to provide the student with the skills needed to perform welds using the prescribed welding process. Emphasis is placed on the welding test joints in accordance with the prescribed welding code. Upon completion, students should be able to pass and industry standard welding test in accordance with various welding code requirements.

WDT 268 - GTAW Gas Tungsten Arc Welding Laboratory
3 credits
This course provides students with skills needed to perform gas tungsten arc welds GTAW using ferrous and non-ferrous metals, according to applicable welding codes. Topics include safe operating practices; equipment identification and set-up; correct selection of tungsten type; polarity; shielding gas; and filler metals. Upon completion, students should be able to identify safe operating practices; equipment identification and set-up; correct selection of tungsten type; polarity; shielding gas; filler metals; and various welds on ferrous and/or non-ferrous metals; using the gas tungsten arc welding process according to applicable welding codes.

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.

WKO 143 - MSSC Manufacturing Processes and Production

3 credits

This course is designed to provide students with knowledge and skills related to manufacturing processes and production in a manufacturing environment. Topics covered include:

- Identify customer needs
- Determine resources available for the production process
- Set up equipment for the production process
- Set team production goals
- Make job assignments
- Coordinate work flow with team members and other work groups
- Communicate production and material requirements and product specifications
- Preform and monitor the process to make the product
- Document product and process compliance with customer requirements
- Prepare final product for shipping or distribution

Adult Education & Workforce Development

Adult Basic Education

The Bishop State Community College Adult Basic Education Program is a comprehensive educational program aimed at preparing adults age 16 and over for Pearson Vue's GED Tests (General Educational Development). The GED Tests cover the academic knowledge and skills learned in four years of high school: reading, writing, social studies, science, and mathematics. The goal of the Bishop State Adult Education Program is to successfully prepare students for the GED Tests through instruction in math, language, and reading.

TABE Assessment Testing

To enroll in the Bishop State Adult Education Program, all individuals must participate in orientation. Orientation will allow our Adult Education faculty and staff the opportunity to welcome all new and returning participants. Participants will also develop and set goals, understand the parts of the GED and specify technology needs. Additionally, the TABE test will be administered to identify strengths and areas that need improvement in reading, language and math.

Orientation is held on Bishop State's Caver Campus at 414 Stanton Rd. Mobile AL. 36617. To schedule an appointment, participants can use the link below to register.

https://forms.office.com/r/2qWdBCuyB5

Career Pathways Programs

All career pathway programs are offered free of charge

- CNA
- Phlebotomy
- Medication Assistant
- CDL Class B Permit
- Logistics
- Hospitality Front of the House
- Hospitality Back of the House

Certifications:

- OSHA 10
- OSHA 30
- ACT Workkeys National Career Readiness Certificate
- NorthStar Digital Literacy

Contact Information:

Phone (251) 662-5370
Email: adulteducation@bishop.edu

Workforce Development and Lifelong Learning

The Division of Workforce Development and Lifelong Learning offers career readiness and professional and personal development opportunities through the following programs:

- Workforce Development
- Contract Training
- Distance Learning Education
- High-Stakes Testing
- Assessment Testing (Adult Basic Education and TABE)
- WorkKeys for Education, Employers, and Economic Development.
- Ready-to-Work

Contract Training Programs

Cost-effective, Customized and Convenient

Bishop State can design a training program that's right for you, your business and your employees.

A recent National Workforce Development study shows that businesses are turning to community colleges for training because it is cost-effective and convenient for them and their employees. While big industry is still the largest customer of community college training programs, the study showed businesses of all sizes are discovering the advantages of Bishop State's contract training. Bishop State is proud to be at the forefront of this national trend. We've been building partnerships with area businesses and industries for decades by offering training assistance that keeps our local economy growing and our local citizens working.

Training to Keep Your Employees on the Cutting Edge of Technology

Training is an essential tool for success in any business. In today's globally competitive marketplace, workers must have the opportunity to upgrade their skills on an ongoing basis. The current work environment demands that workers be lifelong learners to keep abreast of today's technological changes, update current job skills, and prepare for the skills of tomorrow. Bishop State has developed customized contract training programs that really work for businesses and meet the workforce training needs of all types of industry. Our programs are specifically designed to meet the requirements of your business operation.

Here are some of the benefits of Bishop State's contract training programs, which are:

- Customized. We assess and identify your specific needs and develop programs to meet them. We can even design a program around your long-range business plan.
- Flexible. Training can be offered on-site at your business or on one of our convenient campuses. We can work with new employees, current employees or returning employees. Also, we can modify training for your company as your business needs change.
- Cost-effective. You'll find effective quality training programs at affordable prices for your business.
- Many industries have found our program a great alternative to expensive in-house training programs.
- Suitable for companies of all sizes. Our contract training programs are suited for companies of all sizes: major corporations, mid-sized business operations, and small companies.

Distance Learning

The mission of the Distance Education Department at Bishop State is to develop and deliver innovative learning experiences and promote student success through the purposeful integration of teaching and learning with technology in order to foster continuous learning, communication, and collaboration throughout Bishop State Community College and the extended community.

The goal of Distance Education at Bishop State Community College is to provide all qualified and willing persons an effective alternative path for life-long learning in higher education that is cost efficient for the College and student.

To learn more about the College's distance learning programs, contact us at 251-405-7169 or visit the webpage, https://www.bishop.edu/student-services/student-support/online-learning

High-Stakes Testing

The ACT Center is the Central area of testing or High Stakes Testing where the College proctors for 21 boards of Certifications and oversee 154 different exams. The most common tests are ASWB, ABO, ADA, ASE, NASC, ABVM and Compass testing. NOTE: See below for test listings of acronyms.

Listing of Tests

ABO (American Board of Ophthalmology) ABPM (American Board of Pain Medicine)
ASE (National Institute for Automotive Service Excellence)
ASWB (Association of Social Work Boards) BOC (Board of Certification)
BU (Boston University)
CSA (Codes and Standards Assessments) CDR (Commission on Dietetic Registration)
CIV (COMPASS Internet Version Remote Testing) CTS (Continental Testing Services)
Comira DevSquare
FSOT (Foreign Service Officer Test)
Lawson
LSENP (Liebert Services, Emerson Network Power)
McCann
NITC (National Inspection, Testing, and Certification Corporation)
NMTCB (Nuclear Medicine Technology, Certification Board),
PAHCOM (Professional Association of Health Care Office Management),
ProExams
Rockwell Collins,
RVIA (Recreational Vehicle Industry Association),
TESC (Thomas Edison State College),
WorkKeys/Career Readiness Certification

WorkKeys® Solutions Provider

WorkKeys is a job skills assessment system that measures real-world skills, and:

- connects work skills, training, and testing for education and employers;
- makes it easier to meet the requirements of federal programs and legislation;
- supports economic and workforce development programs; and
- is the basis for the National Career Readiness Certificate.

To learn more about WorkKeys Solutions, please visit http://www.workkeys.com.

WorkKeys® for Education

The WorkKeys job skill assessment system is used in high schools and community and technical colleges across the country to measure real-world skills.

- Educators use it to help students identify career interests, current skills or additional training needed to prepare for jobs.
- Students can learn more about preparing for the WorkKeys test and how to use WorkKeys scores to determine possible job interests.
- Parents can use it as a guide to help their son or daughter with future career plans.

WorkKeys® for Employers

High Turnover? Hard to Find and Keep Qualified Employees?

Does any of this sound familiar?

- Turnover level keeps you awake at night.
- Hiring qualified workers is a constant challenge.
- Your training efforts and training dollars don't show measurable results.
- Your staff is working overtime and double shifts to make up for staff shortages and high turnover.

WorkKeys, ACT's workplace assessment tool - the gold standard in skills testing - is used by thousands of companies worldwide. WorkKeys uses the same scale to score tests and measure job skills for quick comparisons between a person's skill levels and the job requirements.

WorkKeys® and Economic Development Using WorkKeys®

A growing number of states, communities, and organizations are choosing the WorkKeys® system as the foundation for career readiness initiatives that energize their economic development and workforce strategies. Many of these initiatives incorporate the principles of the National Career Readiness Certificate™ by issuing state and local credentials that align with the national system.

Credentials that utilize three WorkKeys assessments - Applied Mathematics, Locating Information, and Readiness for Information - share many of the benefits provided by the National Career Readiness System. State and national programs that use this framework can achieve even greater outcomes by fully adopting the National Career Readiness Certificate as part of comprehensive workforce and economic development strategies. Broad use of WorkKeys to empower state, regional and local strategies demonstrates its capabilities to address a wide range of workforce and economic development objectives.

WorkKeys® and the Career Readiness Certificate™

The Career Readiness Certificate™ (CRC), based on the WorkKeys® job skills assessment system, gives employers and career seekers a uniform measure of key workplace skills.

Certificate Levels
Individuals who score at certain levels on the three WorkKeys assessments will qualify for a certificate. The three WorkKeys assessments are as follows: Applied Mathematics, Reading for Information, and Locating Information.

Certificate	WorkKeys Scores
Gold	5s and above
Silver	4s and above
Bronze	3s and above

Which Certificate Is Needed?

To learn the average WorkKeys scores needed by job title for more than 400 occupations, visit www.workkeys.com. Additional information is available at www.bishop.edu and www.alworkforce.dpe.edu.

There are 4 levels an individual may earn: bronze, silver, gold, and platinum.

Bronze Level - Core employability skills for approximately 30% of jobs listed

Silver Level - Core employability skills for approximately 65% of jobs listed

Gold Level - Core employability skills for approximately 90% of jobs listed

Platinum Level - Core employability skills for approximately 99% of jobs listed

Employers - Demand a Skilled Workforce

When you recommend or require the Career Readiness Certificate (CRC) for jobs in your workplace, you'll tap into the most qualified labor pool in your area. When an applicant walks in with a CRC, you'll be guaranteed that he or she possess basic foundational skills.

Use the certificate as a tool for:

- Screening - Save time by interviewing only applicants who have the skills required for your jobs.
- Hiring and promotion - A National Career Readiness Certificate can be used as a "plus" factor to help you make selection and promotion decisions.
- Targeting employee training and development - Save money by using your training budget on employees with skill gaps.

Program Information

Line workers, also known as line installers or repairers, install or repair electrical power systems and telecommunications cables, including fiber optics. Complex networks of physical power lines and cables provide consumers with electricity, landline telephone communication, cable television, and Internet access. Line workers are responsible for installing and maintaining these networks. Line installers and repairers can specialize in different areas depending on the type of network and industry in which they work: Electrical power-line installers and repairers install and maintain the power grid-the network of power lines that moves electricity from generating plants to customers. They routinely work with high-voltage electricity, which requires extreme caution.

Telecommunications line installers and repairers install and maintain the lines and cables used by network communications companies. Depending on the service provided-local and long-distance telephone, cable television, or Internet-telecommunications companies use different types of cables, including fiber optic cables.

Because these systems are complicated, many line workers also specialize by duty: Line installers install new cable. They may work for construction contractors, utilities, or telecommunications companies. Workers generally start a new job by digging underground trenches or erecting utility poles and towers to carry the wires and cables. They use a variety of construction equipment, including digger derricks, which are trucks equipped with augers and cranes used to dig holes and set poles in place.

Line repairers are employed by utilities and telecommunications companies that maintain existing power and telecommunications lines. Maintenance needs may be identified in a variety of ways, including remote monitoring, aerial inspections, and by customer reports of service outages.

Occupational Choices

Overall employment of line installers and repairers is projected to grow 3 percent from 2022 to 2032, about as fast as the average for all occupations.

Electrical power-line installers and repairers held about 122,400 jobs in 2022 and there are 125,800 projected for 2032.

Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Electrical Power-Line Installers and Repairers, at https://www.bls.gov/ooh/installation-maintenanceand-repair/line-installers-andrepairers.htm (visited January 30, 2024).

Average Full-Time Wage

The median annual wage for electrical power-line installers and repairers was $82,340 in May 2022. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $47,070, and the highest 10 percent earned more than $114,590.

Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Electrical Power-Line Installers and Repairers, at https://www.bls.gov/ooh/installation-maintenanceand-repair/line-installers-andrepairers.htm (visited January 30, 2024).

Additional Requirements

Minimum age of 18 years old.

High School Diploma

TABE test

Negative Drug Test

Duration

- 10 hours per day
- 5 days per week
- 10-week course

Assistance

100% funding is available through the Alabama Career Center. For information regarding eligibility and application for the Workforce Innovation and Opportunity Act (WIOA), please contact an Alabama Career Center.

Mobile Career Center: (251)-461-4146
Scholarship opportunities may be available

This award in non-credit and is not Pell Grant eligible.

Location

This training program is offered at Bishop State Community College Southwest Location, 925 Dauphine Island Parkway Mobile, AL 36605.

Awards Available

Certification

Line Worker

Program Contact

Daphne Stamps

Industry Liaison

251-665-4130

dstamps@bishop.edu

Classes Required

- OSHA 10
- Construction and Skills Trades (CAST) Test Prep
- Basic Pole Climbing
- CPR/First Aid
- Truck Driving Overview

Material Familiarization

- Basic Electricity
- Interpersonal Skills
- Ladder Safety/Post Hole Diggers • Knots, Sledgehammer
- Rigging Switches: Use and care of Hand Line
- Resume writing/Mock Interviews
- Ladder Safety/Post Hole Diggers • Knots, Sledgehammer
- Rigging Switches: Use and care of Hand Line
- Resume writing/Mock Interviews
- Climbing and Working Aloft • Mechanized Equipment
- Basic Line Construction/Pole top Rescue
- Traffic Control
- Chainsaw

- Class A CDL Driver Training

All Line Worker Information can be found on the Bishop State Community College Website

www.bishop.edu/programs/workforce-devlopement/line-worker-program

Program Length & Cost

Award	Length	Tuition/Fees Books	Books
Certificate	10 weeks	$4,150	0

Program Information

Heating, air conditioning, and refrigeration mechanics and installers-often called HVAC technicians-typically do the following:

- Install, maintain, and repair HVACR systems.
- Install electrical components and wiring.
- Inspect and test HVACR systems and components.
- Discuss system malfunctions with customers.
- Repair or replace worn or defective parts.
- Recommend maintenance to improve system performance.
- Keep records of work performed.

HVAC technicians ensure that heating and air conditioning systems work properly to control the temperature, humidity, and overall air quality in buildings. Some HVAC technicians specialize in one or more aspects of HVACR, such as radiant heating systems, testing and balancing, or commercial refrigeration in establishments such as grocery stores, hotels, and restaurants. In addition, some technicians focus on installing HVACR systems while others primarily repair and maintain them.

HVAC technicians who specialize in residential systems may sell service contracts to their customers, providing periodic maintenance of heating and cooling systems. The service usually includes inspecting the system, cleaning ducts, replacing filters, and checking refrigerant levels.

When installing or repairing air conditioning and refrigeration systems, technicians must follow regulations regarding the conservation, recovery, and recycling of refrigerants.

These regulations concern the proper handling and disposal of fluids and pressurized gases.

Occupational Choices

Overall Employment of the HVAC technicians is projected to grow 9 percent from 2023-2033, much faster than the average.

HVAC technicians held 441,000 jobs in 2023. About 42,500 openings for heating, air conditioning, and refrigeration mechanics and installers are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Air Conditioning and Refrigeration in stallers, at https://www.bls.gov/ooh/installation-maintenance-and-repair/heating-air-conditioning-and-refrigeration-mechanics-and-installers.htm#tab-2 (visited March 10, 2025).

Average Full-Time Wage

The median annual wage for heating, air conditioning, and refrigeration mechanics and installers was $57,300 in May 2023. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $37,270, and the highest 10 percent earned more than $84,250.

https://www.bls.gov/ooh/installation-maintenance-and-repair/heating-air-conditioning-and-refrigeration-mechanics-and-installers.htm#tab-2 (visited March 10, 2025).

Additional Requirements

Minimum age of 18 years old.

High School Diploma

TABE test

Duration

10 hours per day

5 days per week

12-week course

Financial Assistance

100% funding is available through the Alabama Career Center. For information regarding eligibility and application for the Workforce Innovation and Opportunity Act (WIOA), please contact an Alabama Career Center.

Mobile Career Center: (251)-461-4146

Scholarship opportunities may be available

This award in non-cred and is not Pell Grant eligible

Location

This training program is offered at Bishop State Community College Southwest Location, 925 Dauphine Island Parkway Mobile, AL 36605.

Awards Available

Certification

HVAC FAST TRACK

Program Contact

Daphne Stamps

Industry Liaison

251-665-4130

dstamps@bishop.edu

Classes Required

- 1501 Fundamentals for Troubleshooting HVA C Refrigerant Systems
- 1502 Fund for Troubleshooting HVA C Electrical Systems
- 1503 Troubleshooting HVAC Refrigerant Systems.
- 1504 Troubleshooting HVAC Electrical Systems
- 1505 Servicing's HVAC Refrigerant Systems
- 1201 Foundations for Troubleshooting Gas Furnaces
- 1802 AL Power Course: Residential Load Calculations
- 1803 AL Power Course: Residential Duct Design
- 1807 Duct Board Fabrications and Installations
- 1905 Refrigerant Recovery Certification Training.

All HVAC FAST TRACK Information can be found on the Bishop State Community College Website

https://www.bishop.edu/programs/workforce-development/hvac-fast-track

Program Length & Cost

Award	Length	Tuition/Fees Books	Books
Certificate	12 weeks	$4,500	Provided

Student Handbook

For Assistance

ISSUE	CONTACT:
Advising	Academic Advising Center
Academic Regulations	Appropriate Dean
ADA Accommodations	ADA Advisor
Books and Supplies	Bookstore
Campus Parking	Campus Police
Career Planning/Job Placement	Student Success Coaches
Complaints	Divisional Chairpersons or Deans
Course Load	Appropriate Dean
Drop & Add	Academic Advisor
After Registration	Academic Advising and Counseling Center / Admission and Other Campuses
Financial Assistance	Financial Aid Office
Grades	Records Office
Information on Clubs and Organizations	Dean of Students
Intercollegiate Athletics	Athletic Director
Lost ID Card (Replacements $5)	Bursar's Office
Personal Problems	Counseling Services
Plant Operations	Maintenance
Recruitment	Academic Advising and Counseling Center
Student Activities	Coordinator of Student Activities

Tuition/Payments/Refunds	Bursar's Office
Tutorial Assistance	Learning Assistance Center
Vending Machines	Business Office
Veteran Affairs	Financial Aid Office
Withdrawals	Appropriate Dean Academic Advising Center
Others Not Listed	Dean of Students

Campus Features and Services

Downtown Campus

1. LIBRARY HOURS are
   8:00 a.m. - 7:00 p.m. Monday - Thursday;
   8:00 a.m. - 2:00 p.m. on Friday; and
   9:00 p.m. - 2:00 p.m. on Saturday.

2. COPYING SERVICES are provided in the library at ten cents per copy.
3. GROUP STUDY ROOMS are available in the library, with capacity for three to six persons who wish to study together. Students must sign-in and present their ID cards to use these rooms.
4. A BOOK DEPOSITORY for returning books after hours is available on the east side (exterior) of the library. It should be used between 5:00 p.m. and 8:00 a.m. the following day. Books returned through the book depository after 8:00 p.m. will be checked in as of the next school day.
5. A LISTENING LABORATORY is available on the second floor of the library for students who want to listen to music and view movies. Students must sign-in and show ID cards to use this room. Exceptions to the rules will be made only by the librarian or the library director.
6. STUDENT LOUNGING AREAS are available to students during school hours and are located on the second floor of the Oliver H. Delchamps Student Life Conference Complex. Furniture, snack machines, and other conveniences are available in these facilities and should be used with care by the students.

Carver Campus

1. THE MEDIA LIBRARY (Learning Resource Center) is open from 8:00 a.m. - 5:00 p.m., Monday - Thursday and 8:00 a.m. - 2:00 p.m. on Friday.

2. A COMPUTER LAB is also available in the Learning Resource Center during the above hours. Special sessions may be scheduled by instructors for students to review instructional materials, see video demonstrations, or develop computer skills.
3. A VIDEO TELEVISION is installed in various classrooms. Video tapes may be played in the Learning Resource Center and reviewed on these various televisions upon request from the instructors.
4. COPYING SERVICES are available in the Learning Resource Center at a cost of ten cents per copy.

Southwest Campus

1. THE LIBRARY is located in the Administration Building. Hours are 8:00 a.m. - 5:00 p.m., Monday - Thursday, and 8:00 a.m. - 2:00 p.m. on Friday.
2. COPYING SERVICE for students who need minimum copies of their resumes, class assignments, or other school materials may be provided at 10 cents per copy. See the librarian for assistance.
3. A STUDENT COMPUTER LAB is available for students between the hours of 8:00 a.m. - 4:30 p.m., Monday - Friday.

Division of Student Development Services

Mission and Goals

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

The goals of Student Development Services are:

A. To provide admission, registration, counseling services, and other support services to meet students' needs for access to the institution;
B. To assist in creating an environment that is safe and conducive to student development;
C. To provide services that will facilitate the successful movement of the student through the educational process to the completion of his or her goals;
D. To provide a system of accurately recording and retrieving student records;
E. To provide orientation, advising, career planning, and leadership training for the development of future growth opportunities;
F. To provide a program of financial assistance for students;
G. To provide academic support services for students to facilitate academic achievement;

H. To provide job placement services for students with employment as an immediate goal;
I. To provide institutional leadership in the development and implementation of marketing strategies, including recruitment and retention activities;
J. To participate in the governing system of the College in the areas of long-range planning, fiscal management, policy regulation, curriculum development, due process in student discipline, and student life; and
K. To assist in satisfying community needs for information, public use of facilities and programs, providing manpower, and fostering economic development.

Services to Students

Academic Advising

The major goal of academic advising is "to design and implement services to assist students with academic achievement." To accomplish this goal, the Academic Advising Center is committed to:

A. Providing a qualified, interested, and committed academic advisor for every student enrolled at the College;
B. Familiarizing students with registration procedures;
C. Assisting students in course selections based on placement scores;
D. Ensuring students have completed course prerequisites;
E. Familiarizing students with degree/certificate requirements; and
F. Familiarizing students with transfer requirements to four-year institutions.

Staff Advisors, Counselors, Faculty, and Student Success Coaches serve as academic advisers for students upon enrollment to: 1) help them choose a program of study, 2) assist with course selections based on availability, 3) assist with class scheduling and required courses for graduation, 4) facilitate issues students might encounter, and 5) help students choose a career based on their program of study.

Bookstore

Bookstore services on the Downtown Campus provide textbooks and limited supplies for purchase by students. The Downtown Campus Bookstore is located in the Oliver H. Delchamps, Jr. Student Life Conference Complex across the hall from the Admissions and Financial Aid Office. The bookstore maintains textbooks for select courses, supplies, computers, and a wide variety of Bishop State merchandise.

The bookstore accepts cash, debit cards, MasterCard, Visa, Discover, American Express, and other approved negotiable instruments for over-the-counter sales. PERSONAL CHECKS ARE NOT ACCEPTED. The current semester's schedule and a current student ID must be presented by students when charging items to a Pell Account or any other house account.

Eligible Pell Grant recipients may charge books and supplies to their account after a Title IV Authorization form has been signed and is on file. To expedite the transaction for textbook purchases, students should give the title of the book and its author to staff in the financial aid office, and present a signed copy of their class schedule and show proof of their current Bishop State Community College ID.

Students must present their approved award letter with stated dollar amount if books and/or supplies will be paid for by Bishop State Community College scholarship or agencies such as the Alabama Department of Veterans Affairs, State Vocational Rehabilitation Service, or a fraternal, social, church, or similar organization. Office hours are posted outside each campus bookstore window.

Books may also be purchased online through the bookstore's website wildcatpridebookstore.com where you may also use your Pell Grant or any other form of APPROVED Financial Aid.

For more campus bookstore information, contact:

Downtown Campus	(251) 405-7036
BOOKSTORE EMAIL	bookstore@bishop.edu

Career Planning and Job Placement

Career Planning and Placement Services are provided to current students or alumni, aligning their program of study with career goals and networking opportunities for interviews with potential employers. This office maximizes employment and internship opportunities for students by offering a range of services to facilitate recruitment of prospective candidates, including, but not limited to, job/internship postings, on-campus recruiting, career fairs, information sessions, and resume workshops.

For further information, contact the Student Success Coaches located on the Main campus or call the office at (251) 405-7061. The technical instructors make frequent contacts with business and industry employers to assure that students are being taught relevant and needed skills for the workplace.

Testing Requirements

The ACCUPLACER Test is required of all new students applying for admission to the college. If you have earned credit hours at a U.S. college or university, you should discuss your educational background with the Office of Admissions and Records before taking any placement test.

Photo identification must be presented before taking the test. The following forms of ID are accepted:

- State issued valid Drivers's License
- State issued valid Non-Drivers's License
- Current College ID (w/name & photo)
- Current Employer's ID (w/name & photo)
- Passport or Naturalization Certificate
- Employment Authorization Card
- Military ID
- Permanent Resident Card

If you took the SAT or ACT, do you still have to take the ACCUPLACER Test?

If you took the SAT, you should contact the Learning Assistance Center for more information pertaining to your course placement. If you took the ACT, to be exempt, a score of 17 or higher is required for the Math section. A score of 18 or higher is required for the English section. Scores older than 5 years from when you took the test will not be accepted.

Test Exemptions

Students who have taken the ACT or SAT must meet the following requirements to be exempt from the ACCUPLACER Placement Test:

- A score greater than or equal to 18 and a grade point average of at least 2.75 are required for Math. High school graduation date, and ACT test date cannot be over 5 years old.
- A score greater than or equal to 18 and a grade point of average of at least 2.75 are required for English. High school graduation date, and ACT test date cannot be over 5 years old.
- Scores for the ACT or SAT must not be over 5 years old to be accepted.

Testing is not required for students who are obtaining a Commercial Driver's License.

Test Purpose

The ACCUPLACER Test is not an admissions test. No student is denied admissions to the College on the basis of test scores. The test serves four primary purposes:

1. To evaluate the Reading, English, and Mathematics achievement of entering students for the purpose of appropriate course placement.
2. To provide a basis for academic and career counseling.
3. To provide criteria on which to evaluate the initial admissions eligibility to Allied Health programs.
4. To identify potential Honors Program candidates.

Test Preparation

Students are advised to take the test seriously. Performance of the ACCUPLACER Test will determine which college courses a student may or may not take. Non-Credit developmental courses may be required for students who earn scores below the standards set for college-level courses. Accordingly, students are encouraged to prepare as follows:

- Read through this entire publication so that the instructions received on the day of testing will be familiar.
- Eat well and get sufficient rest prior to taking the ACCUPLACER Test.
- Visit a library or the internet to obtain other publications which will help you review material you may have forgotten.

Unlike the ACT and SAT, the ACCUPLACER is not timed. Students are encouraged to do their absolute best on the test. We strongly advise you to eat well and get plenty of rest prior to taking the test. Remember, it is a placement test not a grading test.

Test Scheduling

ACCUPLACER testing is available on a Walk-In basis. No appointments are needed.

Testing is available Monday - Thursday from 11:00 am - 3:00 pm, unless it is a holiday. We are located on the 2nd floor of the Delchamps Student Life Complex on the Downtown Campus.

What to Bring with you to the Testing Center:

1. Photo-bearing identification (see list of first page)
2. Writing instruments (pens, pencils, etc.)

Do NOT bring any of the following:

- Mobile phones, calculators, smart watches, music players, or any other electronic devices are NOT ALLOWED.
- Children/friends/family are not permitted in the testing room and college staff cannot be responsible for the safety of children.

Failure to adhere to the rules will cause dismissal from the testing center.

Additional information can be found at:

ACCUPLACER Study Guide

https://accuplacerpractice.collegeboard.org/login

Test Description

https://accuplacer.collegeboard.org/student/inside-the-test

To schedule an appointment, call:

Learning Assistance Center

Oliver Delchamps Student Life Complex, Second Floor

251-405-7100

Co-Operative Education (Co-Op) Program

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

Guidance and Counseling

The basic objective of the Guidance and Counseling Program at Bishop State is to assist students with issues that affect college life: academic concerns, financial matters, personal problems, and career counseling, to name a few. Counselors and key personnel are available through the Division of Student Development Services.

Office hours for guidance and counseling are

9:00 a.m. - 4:00 p.m., Monday-Thursday; 9:00 a.m. - 2:00 p.m. Friday

(Summer semester hours may vary. Please check with the Guidance and Counseling Office for exact hours.)

Degree Plans

Upon enrollment at the College, students work with advisors to establish their Degree Plan. This plan identifies all courses in Areas I-V that are required in students' declared majors or programs of study. The Degree Plan provides a list of courses that have been completed by the students. The Plan also lists other information such as elective courses taken; courses registered for but not successfully completed; ACCUPLACER Test scores; and grade point average (GPA) data.

Please note: Financial aid will not pay for any courses outside of students' Degree Plan. If students choose to take such classes, the course fees, including textbooks, will be paid for by the students (or students' parents or guardians, where applicable).

Learning Assistance Center

The Learning Assistant Center is the centerpiece of Bishop State Community College that fosters and cultivates academic success in students. Not only does the LAC administer

different academic test, but it is also a learning environment where students can get high-quality tutoring by professional and peer tutors as well as develop long lasting study skills that will continue to strengthen their academic growth.

Located in the Delchamps Student Life Complex, the L.A.C. has multiple computer labs and areas to receive tutorial assistance. In addition, students have access to printers to assist with their printing needs for class. The staff is equipped with supplemental resources, not limited to study guides, notes, and other helpful tools, to provide students with additional practice. We look forward to assisting all Bishop State students throughout the school year!

The services and programs offered at the Bishop State Community College Learning Assistance Center are aimed at promoting academic success within its students. These programs include:

- Math Tutoring
- English Tutoring
- Peer-to-Peer Tutoring
- Online Tutoring
- Accuplacer Testing
- TEAS Testing
- PEAT Testing
- Time Management
- Study Techniques
- Testing Skills

The Learning Assistance Center also focuses improving the academic performance of students by providing assistance in:

- Time management
- Study techniques
- Testing skills

Learning Assistance Center Location

Oliver Delchamps Student Life Complex
Second Floor, Room 200
(251) 405 -7009

Operating Hours:
8:00 a.m. - 5:00 p.m. Monday - Thursday
8:00 to 1:45 p.m. Friday

**Extended Operating Hours:

8:00 a.m. - 7:00 p.m. Monday - Thursday
8:00 a.m. - 7:00 p.m. Friday
**Extended Hours start two weeks after the start of the Fall and Spring Semesters but one week after the start of the Summer Semester.

Library Services

The Bishop State Community College library services are provided on all four campuses. While the College's libraries serve as resource centers for students, faculty, staff, alumni, and the community, the main responsibility is to provide resources that support the college curriculum. The libraries provide (1) an organized collection of printed, digital or audio materials; (2) a well-trained staff trained to provide information and answer questions regarding library materials and reference materials, and (3) a posted schedule of library hours of operation.

Library resources include: online catalogs, CDs and DVDs, internet access, virtual libraries, and automated databases. Textbooks, books for recreational reading, journals, newspapers, audio-visual hardware and software, and vocational study materials are also available.

Alabama Virtual Library

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

www.library.Bishop State.al.us./Infocentre/Library.do
www.library.Bishop State.cc.al.us/Central/Library.do
www.library.Bishop State.cc.al.us/Carver/Library.do
www.library.Bishop State.cc.al.us/Southwest/Library.do

How to Check out Library Materials

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

Library Hours of Operation by Campus

Campus	Monday - Thursday	Friday	Saturday
Downtown	8:00 am - 7:00 pm	8:00 am - 2:00 pm	closed
Carver	8:00 am - 5:00 pm	8:00 am - 2:00 pm	closed
Southwest	8:00 am - 5:00 pm	8:00 am - 2:00 pm	closed
Baker-Gaines Central	8:00 am - 7:00 pm	8:00 am - 2:00 pm	closed

A Student Computer Lab is available for students between the hours of 8:00 a.m. - 4:30 p.m., Monday - Friday.

New Students Orientation and Registration

New students are strongly encouraged to attend a New Student Orientation session prior to regular registration at Bishop State Community College. This session is designed to acquaint students with college life and the academic environment, the advisement process, policies and procedures, student services, and extracurricular activities available on campus.

It also includes placement testing, an introduction to academic programs and requirements, selection of a major field of study, and advisement on class schedule preparation and registration. This is a great opportunity to select classes and complete registration prior to the first day of regular registration.

All new students to Bishop State are required to enroll in Orientation and Student Success (ORI 105) regardless of major, program length, duration, or status (new student, transfer student)..

Transfer students (transferring in at least 12 credits or more) are eligible to take the online version of ORI 105 . Transient students, those students who are taking classes to transfer back to their home college and who have submitted a copy of their transient letter from that institution, do not have to take ORI 105 .

*Check with your advisor to see when you are required to take ORI 105 - Orientation and Student Success.

ADA Accommodation Services

Bishop State Community College complies with Section 504 of the Rehabilitation Act of 1973 and the regulations of the American Disabilities Act (ADA) of 1990. The Office of

ADA is to provide educational opportunities for individuals with a documented disability. If needing services, please contact the Office of ADA at (251) 405-7156.

Publications

The College publishes and endorses these publications: The College Catalog and the Student Handbook. These publications are available for students, prospective students, and other persons interested in Bishop State. They contain information for admission to the College, financial aid regulations, course requirements of major areas of study, graduation requirements, rules and regulations of the College, and other pertinent information. Students should familiarize themselves with the content of the publications and retain a copy as valuable resources during their tenure at Bishop State.

Extracurricular Activities

Bishop State Community College considers out-of-class activities a vital part of the educational process.

Students are encouraged to participate in programs which provide leadership training, services to the College and the community, self-directed activity, experiences of sharing interests, and opportunities to interact with persons from diverse backgrounds. The College encourages student participation in a variety of extracurricular activities, according to the students' interest. Interested students may contact the appropriate club or organization for additional information.

Athletics

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

Eligibility Criteria for Student Athletes

Athletes at Bishop State Community College who participate in intercollegiate activities are governed by the official Handbook and Casebook of the National Junior College Athletic Association. Policies relating to recruiting and providing financial aid for athletes can be found in this handbook. Coaches are encouraged to provide a copy of this document to prospective students on all campuses.

Students are encouraged to review the information relating to their status as athletes and must meet both academic and athletic requirements for participation. For more information, contact the Athletics Director at (251) 405-7034.

Opportunities for athletic participation include:

BASEBALL TEAM: The Bishop State Community College baseball team is a member of the Alabama Community College Conference and the National Junior College Athletic Association. Since its inception, the team has stressed quality performance on and off the field. The coaching staff emphasizes the importance of being a student first, then an athlete. All home games are played at the softball complex located on the Southwest Campus.

WOMEN'S SOFTBALL TEAM: The Bishop State Community College Softball team is a member of the Alabama Community College Conference and the National Junior College Athletic Association. Since its inception, the team has stressed quality performance on and off the field. The coaching staff emphasizes the importance of being a student first, then an athlete. All home games are played at the softball complex located on the Southwest Campus.

BASKETBALL TEAMS FOR MEN AND WOMEN: The men's and women's basketball teams are members of the Alabama Community College Conference and the National Junior College Athletic Association. Both basketball teams boast an enviable record as winners of several conference championships. Bishop State coaches have been selected as All-Conference Coaches on numerous occasions.

FLAG FOOTBALL TEAM: The Bishop State Community College Flag Football team is a member of the Alabama Community College Conference and the National Junior College Athletic Association. Since its inception, the team has stressed quality performance on and off the field. The coaching staff emphasizes the importance of being a student first, then an athlete. All home games are played at Sage Park.

COLLEGE CHEER TEAM: The Bishop State Community College Cheer team is a Bishop State Community College extracurricular program. Since its inception, the team has stressed quality performance on and off the field and provide motovation and encouragement to all sports programs as well the Instituation. The coaching staff emphasizes the importance of being a student first, then an athlete. Student athletes are cheering at all home games on the Downtown Campus and Sage park.

WOMEN'S VOLLEYBALL: Bishop State Community College offers Women's Volleyball as one of its intercollegiate sports. The Volleyball team is a member of the Alabama Community College Conference.

Intercollegiate Athletics: Drug Testing of Student Athletes

Participation in intercollegiate athletics is one of the privileges afforded as an extracurricular activity to students enrolled in the institutions of The Alabama Community College System. The Alabama Community College System wishes to ensure that the health and safety of student athletes are not compromised and that student athletes are discouraged from the use and abuse of illegal drugs. Therefore, it is the policy of the Alabama Community College System that students participating in intercollegiate athletics submit to urinalysis drug testing at regular and random intervals, both announced and unannounced. This policy only authorizes drug testing of students who voluntarily choose to participate in intercollegiate athletics of The Alabama Community College System; however, drug testing is mandatory for student athletes.

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

For more information, please contact the desired sport program coach listed below:

Trenton Eager	Athletics Director/Head Men's Basketball Coach
teager@bishop.edu	251-405-7034
Monica Meadows-Higginbothem	Head Softball Coach/Academic Advisor
mmeadows@bishop.edu	251-405-7186
James Hattenstein	Head Baseball Coach/Academic Advisor
jhattenstein@bishop.edu	251-405-7038
Nicole Keshock	Head Volleyball Coach/Student Success Coach
nkeshock@bishop.edu	251-405-7030

Adria Harris	Head Women's Basketball Coach
aharris@bishop	251-405-7031
Frank Goode	Head Flag Football Coach
fgoode@bishop.edu	
Tabitha Dallas	Head College Cheer Coach
tdallas@bishop.edu	

For more information contact the Dean of Students at 251-405-7087.

Student Recreation

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

Clubs and Organizations

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

Students are welcome to suggest other types of clubs they would like to have at the College if the clubs contribute to the educational experiences of students and if they are approved by the College President and the Dean of Students. Below is a list of student organizations currently at Bishop State Community College.

ART CLUB: **The Bishop State Art Club allows students interested in fine arts to explore** visual and performing arts through various activities and outreach, including community volunteering. Contact: Lydia Host, lhost@bishop.edu

BARBERING AND HAIRSTYLING ASSOCIATION (BHA): The BHA encourages positive attitudes towards barbering and hairstyling, promotes the Barber Code of Ethics, and fosters cooperation between instructors and students. Contact: Wade Dickerson, wdickerson@bishop.edu

BISHOP STATE COLLEGE CHOIR: The choir explores choral literature across various styles, emphasizing musicianship and ensemble vocal techniques. Members represent the College at civic, school, and religious functions. Contact: Willie Williams, wwilliams@bishop.edu

BISHOP STATE OUTDOOR CLUB: The Bishop State Outdoor Club aims to improve members' outdoor skills through organized trips, providing recreational opportunities with an emphasis on safety, sustainability, leadership, and respect for nature. Contact: Tonikos Vandiber, tvandiber@bishop.edu

CAMPUS MINISTRY: This organization provides a supportive and inclusive community for students, faculty, and staff to explore personal growth, foster connection, and engage in service. It offers opportunities for reflection, fellowship, and contributing positively to the campus and wider community. Contact: Robert McWilliams, rmcwilliams@bishop.edu

CULINARY ARTS STUDENT ASSOCIATION: This organization represents the culinary arts profession, participating in competitions, educational trips, and community service projects to share members' talents. Contact: Chef Gabrielle Wilson, gwilson@bishop.edu

EPSILON SIGMA ALPHA, INTERNATIONAL (ESA): The purpose of ESA is to inspire leadership and service by uniting individuals to pursue programs and projects that create a positive impact locally, nationally, and internationally. Contact: Steven Onukwuli, sonukwuli@bishop.edu

KAPPA BETA DELTA HONOR SOCIETY: The Iota Chapter of Kappa Beta Delta is an international honor society for outstanding business students. Eligible students must be in the upper 20 percent of their class with a minimum 3.0 GPA. Contact: Lyle Coleman, lcoleman@bishop.edu, or Cecil Turk, cturk@bishop.edu

MEN OF EXCELLENCE (MOX): MOX provides mentoring and programming to support personal growth and holistic success, encouraging confidence, integrity, self-respect, and self-esteem among its members.
The purpose of MOX is to use mentoring to abridge the opportunity/achievement gap for Men at Bishop State Community College. Contact: Justin Thomas, jthomas@bishop.edu

NATIONAL TECHNICAL HONOR SOCIETY (NTHS): NTHS honors student achievement and leadership, promotes educational excellence, awards scholarships, and enhances career opportunities in technical education.. Contact Jeremy Daughtry, jdauhtry@bishop.edu

PHI THETA KAPPA HONOR SOCIETY: The Alpha Epsilon Nu Chapter recognizes academic achievements, develops leadership skills, provides networking opportunities, and offers scholarships to students in associate degree programs with a 3.50 GPA or higher.
Contact: Lydia Host ptk@bishop.edu

PHYSICAL THERAPIST ASSISTANT (PTA) CLUB: club is open to students in the Physical Therapist Assistant Program, sponsoring social/community activities and providing networking opportunities within the field.Contact: Lasonja Carver Eaton, lcarvereaton@bishop.edu

SIGMA KAPPA DELTA HONOR SOCIETY: This organization promotes high achievement in English language and literature at two-year institutions, fostering cultural stimulation and academic excellence. Contact: Dr. Lashondra Robinson, SKD@bishop.edu

STUDENT GOVERNMENT ASSOCIATION (SGA): SGA serves and represents the student body, promoting cooperation and school spirit among students, faculty, and administration. SGA executive officers are elected during the spring semester. Contact: Symentha McDonald, smcdonald@bishop.edu

THE NIGHTINGALES: Open to all current Bishop State Community College nursing students, this volunteer organization provides opportunities for students to engage in college, departmental, and community service projects. Contact: Devin Blackmarr, dblackmarr@bishop.edu

WILDCAT AMBASSADORS: A select group of students who serve as hosts for prospective students, visitors, and college functions, demonstrating strong interpersonal skills, leadership, and school spirit. Contact: Office of Student Activities, smcdonald@bishop.edu

WILDCAT E-SPORTS: This club welcomes gamers of all skill levels for practices, casual gatherings, and competitive teams across various titles, allowing students to connect with fellow gamers, sharpen skills, and represent the school in tournaments. Contact: Rhonda Lucas, rlucas@bishop.edu

Student Information

Student Travel

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

- Use of college vehicles must be requested in advance and approved in writing by the Dean of Students and the President of the College. No one will be permitted to travel without written approval. Drivers will be responsible for requesting a safety inspection.
- When students travel in vehicles owned by faculty and staff members to attend approved college- related functions, each student will complete a Hold-Harmless Agreement (See Form K - Release and Hold Harmless Agreement). This agreement releases the College of any and all liabilities. The agreement form can be obtained from the Office of the Dean of Students. Once completed, the original agreement must be returned to the office of the Dean of Students for filing.
- In case of emergencies while traveling, the faculty advisor must do whatever is necessary to guarantee that students receive any required medical attention. Once assistance has been provided, students may resume the trip. No one can continue to travel without the accompaniment of a responsible college employee.
- All drivers will pick up and return the college vehicles to the parking area on the Southwest Campus. All safety violations must be reported immediately.

Standards of Student Conduct

Students enrolling at Bishop State Community College may rightfully expect that the faculty and administrators will maintain an environment with opportunities and freedom to learn in classrooms on all campuses. As members of the college community, students are encouraged to develop the capacity for critical judgment, to engage in sustained and independent search for truth, and to exercise free inquiry and free speech in a responsible, non-violent manner. An applicant for admission to the College who has received disciplinary action from another institution or agency may be denied admission to the College if members of the Admissions Committee feel this applicant's presence on the campus might be a potential threat or harm to the welfare of others. Students shall respect and obey civil and criminal laws and shall be subject to legal penalties for violating laws of the city, county, state, and nation.

Students' conduct on all Bishop State campuses and outreach extensions must conform to the College's rules and regulations. Students are expected to conduct themselves as responsibly at all times and in all places; to respect the rights and privileges of instructors, fellow students, and all staff; and to remain focused on their college education. At any time, the College may dismiss students whose conduct is, in its

judgment, detrimental to themselves or to the welfare of others. Violators of college rules and regulations are subject to disciplinary action.

Violations include, but are not limited, to the following:

1. Willful disobedience to the directions of college officials in the performance of their duties.
2. Violation of college rules and regulations (including those concerning student organizations, the use of college facilities, or the time, place, and manner of public expression or distribution of materials).
3. Dishonesty and cheating or knowingly furnishing false information to the College.
4. Unauthorized entry to use college facilities.
5. Forgery, alteration, or misuse of college documents, records, or identification.
6. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.
7. Theft or damage to property belonging to the College, a member of the college community, or a campus visitor.
8. Disorderly, indecent, obscene, or offensive conduct or expression, which interferes with the College's primary educational responsibility or adversely affects a student's standing as a responsible member of the college community. Campus computer resources, e-mail addresses, and any other communication mediums that students might be allowed to use are included.
9. Assault or battery, abuse, threat of force, or violence directed to any member of the college family or a campus visitor engaged in authorized activities.
10. Use, possession, distribution, or presence on campus while under the influence of alcoholic beverages, narcotics, or any other dangerous drugs such as marijuana, ecstasy, crystal meth, amphetamines, or illicit and illegal drugs, except as expressly permitted by law.
11. Possession while on campus or attending campus-sponsored functions of any of the following weapons: any instrument or weapon commonly known as blackjack, sling shot, fire bomb, billy club, or metal knuckles; any dagger, firearm (loaded or unloaded), pistol, revolver, rifle, or Taser gun; any knife, metal pipe, or bar used or intended to be used as a club; or any item such as a chain intended for bodily harm to any person.

    Bishop State reserves the right to review any weapons in the possession of students that might harm themselves, classmates, and faculty, staff, and campus visitors. NOTE: Exceptions to these requirements include on-campus security members, law enforcement agencies, or persons given permission by the College

President or his designated representatives.

12. Students are expected to attend all classes as scheduled and must receive permission from the instructor to leave class. If classes are not scheduled for a particular reason, students should use the library, visit a student lounge, or relax in campus recreational areas. Loitering in the buildings, parking lots or in automobiles is prohibited. Students should leave campus if they choose not to utilize the recommended campus facilities.
13. Students must exercise good taste, neatness, and safety for their campus dress and personal appearance. Students will wear appropriate dress for the classes they are attending. Shoes, shirts, and other appropriate clothing must be worn by all students. During laboratory classes, students will wear clothing appropriate to their program of study. In some areas or specific programs, safety shoes or other special attire may also be required.
14. Cleanliness, neatness, and sense of pride in the College's appearance are all important aspects of the educational process. All students are expected to participate in housekeeping activities as specified by the department or campus faculty and staff and to help keep the campuses clean.
15. Students are prohibited from participating in any on-campus solicitation or sales except for activities or fundraisers instituted or sponsored by the College.
16. Smoking, the use of smokeless tobacco, and the consumption of food and drink are prohibited in classrooms and designated non-smoking and non-eating/drinking areas. Students do have opportunities in clearly marked, designated areas to smoke tobacco, eat, and drink non-alcoholic beverages.
17. Students who do not bring required books, tools, and/or supplies to class should expect their grades to be adversely affected.
18. Excessive noises are not allowed. The volume of radios, car stereos, iPods, CD and DVD players, and other musical devices must not be disruptive to others. Bishop State faculty, staff, and other personnel reserve the right to determine appropriate noise levels best conducive to the college environment.
19. The use of pagers, cell phones, and other electronic devices are prohibited in the classroom or workplace unless approved by the instructor or immediate supervisor.
20. Misuse, abuse, and unauthorized use on computing resources, and/or use of computing resources for unauthorized purposes such as, but not limited to, destroying, modifying, accessing, copying, or downloading programs, records, or data belonging to the College or another user without permission.
21. Any other activity or conduct not specifically addressed within the Standards of Student Conduct that impairs or endangers any person or property of the

educational environment of the College will be presented to the Dean of Students for formal or informal disciplinary actions.

22. Bullying will not be tolerated.

College Hazing Policy

Purpose

Bishop State Community College is committed to providing an environment for students, employees, and campus visitors that is free from all forms of hazing. Hazing violates both Bishop State Community College policy, federal and state law, and may lead to removal from school or termination of employment as well as personal liability-civil and criminal.

Policy

Bishop State Community College ("the College") is committed to maintaining a supportive, educational environment that seeks to enhance the well-being of all members of its community. This commitment reflects the institution's adherence to its mission, to its various policies supporting its mission, and to relevant state and federal laws. Consistent with that commitment, the College has implemented the following policy on hazing.

Prohibition on Hazing

Simply defined, hazing includes any act that threatens or inflicts physical, emotional, or psychological pressure or injury on an individual or that purposely demeans, degrades, or disgraces an individual. The College does not condone hazing, regardless of its form. Indeed, hazing is prohibited by the College's Code of Student Conduct and considered a crime in the State of Alabama under Alabama Code § 16-1-23.

No individual shall directly engage in hazing or indirectly encourage, aid, or assist any other person in hazing. All students and other College representatives, including employees, should immediately report known or suspected hazing violations as directed herein.

An individual commits hazing by intentionally, knowingly, or recklessly causing, coercing, or forcing another individual to engage in or endure any of the following for the purpose of pre-initiation or pre-pledging activities, pledging, initiating, holding office, admitting or affiliating into or with an organization, or for the purpose of continuing, reinstating, or enhancing an individual's membership or status in an organization:

- Conduct or conditions that violate College policy or local, state, or federal law.
- Physical brutality or any other conduct or conditions that pose a substantial risk of physical injury or death, including, but not limited to, whipping, striking,

punching, beating, paddling, electric shock, placing harmful substances on the body, excessive exercise or calisthenics, branding, or exposure to the elements.
- The consumption of any food, alcohol, drug, non-alcoholic liquid, or other substance that could adversely affect the physical health or safety of the individual.
- Sexual misconduct, harassment, assault, humiliation, or brutality, such as forced nudity or an act of sexual penetration, or both.
- An unreasonable act of forced servitude, restraint, including confinement, or sleep deprivation.
- Any activity that would subject the individual to extreme mental stress, such as forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the individual.

For the purposes of this Policy, "organization" means any formal or informal fraternity, sorority, association, corporation, order, society, corps, student organization (registered or not), cooperative, club, service group, social group, band, spirit group, athletic team, or similar group whose members are primarily students at, or former students of, the College.

This Policy does not apply to reasonable and customary athletic, law enforcement, or military training, testing, competitions, or events, or to other similar events sanctioned by the College.

Reporting Hazing

All members of the campus community have a duty to promptly report good faith concerns about potential hazing impacting another member of the campus community. Specifically, if any such individual holds firsthand knowledge about hazing, whether that hazing has already occurred or is set to occur in the future, they have a duty to make a reasonable effort to immediately report the hazing-related information as noted herein.

If the situation is an emergency and you or someone else needs immediate assistance, please contact the Bishop State Community College Campus Police at (251) 405-7060 or (251) 405-7062.

An individual with a duty to report a specific hazing incident or concern may be immune from College sanctions that might otherwise be imposed as a result of the reported hazing incident if the individual:

- Immediately provides a full report of all known information upon learning that hazing will occur or has occurred;
- Makes a reasonable effort to stop the hazing if it is planned or in progress, which, among other things, may include immediately reporting the situation;
- Participates in good faith with:

    - Any College or law enforcement agency investigation regarding the incident, and
    - Any judicial proceeding resulting from a report of hazing; and
- If the reporting individual is present at the scene of the hazing and the individual who is a victim requires medical attention:
    - The reporting individual immediately takes steps to get the victim assistance from appropriate medical personnel; and
    - The reporting individual remained with and assisted in good faith the individual requiring assistance until such medical personnel arrived.

To report hazing that does not involve an emergency situation, please provide specific information about the hazing incident to any of the following:

- The Bishop State Community College Campus Police-please call (251) 405-7060, (251) 405-7062, or email campuspolice@bishop.edu.
- The College's Wildcat Care Team-please complete this online Student Conduct Hazing Reporting Form Wildcat CARE - Bishop State. Reports using this Wildcat CARE form may be done anonymously.

Penalties/Sanctions

Individuals who are victims of hazing and who truthfully report violations of this Policy will not be subject to penalties or sanctions for violations of this Policy.

The penalties and sanctions for individuals who are found to violate this Policy may include the following:

- In addition to any significant criminal charges or civil liability that may occur, an individual will be subject to immediate termination from employment or suspension/expulsion if:
    - They are found to have engaged in or contributed to hazing that results in serious physical injury, which is defined as physical injury that creates a substantial risk of death, or that causes serious or protracted disfigurement, protracted impairment of health, or protracted loss or impairment of the function of any bodily organ or extremity;
    - They are found to have engaged in or contributed to hazing that results in someone's death; or
    - They are found to have engaged in or contributed to hazing that involves forced alcohol and/or drug consumption.
- An individual who engages in any other form of hazing will be subject to penalties and sanctions up to and including termination from employment or suspension/expulsion.
- An individual who has a duty to report potential hazing incidents as outlined herein but fails to make reasonable efforts to immediately report that knowledge

may be subject to penalties and sanctions up to and including termination from employment or suspension/expulsion.
- An individual who attempts to or does dissuade or prevent an individual from reporting potential or actual hazing or takes an adverse action against an individual in retaliation for a good faith report of hazing will be subject to penalties and sanctions up to and including termination from employment or suspension/expulsion.

This is not an exhaustive list of potential sanctions/penalties for violating this Policy. Each situation will be assessed on a case-by-case basis.

An organization that is found to have violated this Policy may also be subject to sanctions/penalties, including, but not limited to, removal from campus, suspension of operations, social event restrictions, or block seating revocation.

A third-party who is found responsible for hazing may be removed from campus and barred from returning.

An individual may not avoid hazing charges or sanctions by arguing that the hazing victim consented, whether express or implied, to the conduct. In short, a person cannot consent to being hazed.

If an individual or organization is found responsible for violating this Policy and a criminal or civil proceeding relating to the conduct arrives at an alternative conclusion, the College finding will not be subject to change.

Making an intentionally false accusation of hazing is prohibited. Any member of the campus community who is found to have engaged in this conduct will be subject to penalties and sanctions up to and including termination from employment or suspension/expulsion.

Prohibition on Retaliation

It is a violation of this Policy for a member of the campus community to retaliate against another individual who has made a good faith report of hazing.

Additional Information

For more information on hazing prevention and reporting, including a partial listing of specific examples of hazing, please visit Bishop State Community College's website to learn more about our End Hazing initiatives (www.bishop.edu).

Scope

This policy applies to all members of the campus community, which includes faculty and staff, contractors, residents, students, advisors, visitors, alumni, and guests.

Student Right-To-Know and Campus Security Act

Bishop State is in compliance with the Federal Student Right-to-Know Act and Campus Security Act regarding the College's safety policies. Statistical Data regarding completion/persistence rate of all programs is available in the Office of Admissions and Campus Police. This data is also found in the Appendix in the back of this Student Handbook.

Admissions and Registration Committee

The Admissions and Registration Committee is a standing committee that hears non-disciplinary academic appeals from students currently enrolled at Bishop State or students from other colleges or universities seeking enrollment at Bishop State. Students placed on academic suspension terms from other colleges and universities must appear before this committee for review of their application.

In most cases, students on continued academic suspension are ineligible for financial aid and/or scholarships until their cumulative GPA has returned to the acceptable and required status. Students on suspension may elect to serve out the suspension and will be readmitted on probation after the suspension has been served without having to appear before the committee.

If students wish to appear before the Admissions and Registration Committee to appeal an academic suspension, the written request should be addressed to:

Admissions and Registration Committee
Attention: Office of Admissions and Records
Bishop State Community College
351 North Broad Street
Mobile, Alabama 36603-5898

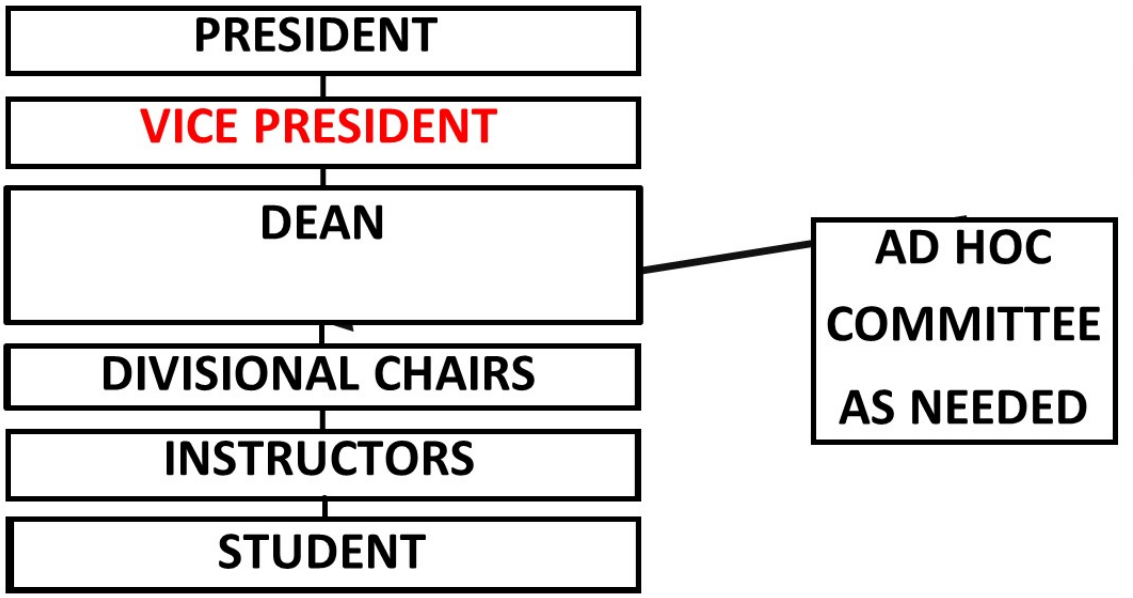
The recommendation of the committee may be appealed to the Dean of Students.

Grievances and Due Process Procedures

Academic Grievances

The Ad Hoc Committee Process

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



To express concerns about academic matters, students should complete the Official Complaint Form and submit the form to his or her instructor initially. The levels of subsequent submission are as follows: the student submits the form to his or her instructor who then will notify the divisional chairperson who will then the notify the academic or technical dean. The dean will notify the ad hoc committee as needed. Lastly the issue will be taken to the president. In the event of compelling personal circumstances only may a student skip over the college official at the next level. When circumstances warrant such omission, the student should inform the personnel in writing of his or desire to express the complaint at the next highest level. The above procedure should be used for all academic matters except grade appeal.

The procedures for requesting a hearing for grade appeal are given.

The purposes of the Ad Hoc Committee are as follows:

1. To hear and receive information and materials related to a grievance or grade appeal which may be initiated by the student or the staff member.
2. To review information presented and make recommendations to the academic or technical dean regarding the findings of the committee.

Composition of the Ad Hoc Committee

To assist in the resolution of academic grievances, the Academic or Technical Dean will assemble an "Ad Hoc Committee." The Committee will consist of three faculty members from different divisions/ departments, one staff employee, and one student representative.

Procedures for Requesting a Hearing for Grade Appeal

Once a disputed grade is received, the student must appeal the grade by the mid-term of the following semester.

1. The student is initially advised to meet with the instructor and/or divisional chairperson in an effort to resolve the grade dispute.
2. If the grade dispute is not resolved with the instructor, the student should then meet with the appropriate dean (academic or technical). After this meeting, two courses of action could occur.
    a. The grade appeal will be closed if the student feels the problem was resolved.
    b. If further resolution is required, the student should send a written request within 24 hours to the dean he or she originally met with to ask for a subsequent meeting to discuss the problem. The dean with then initiate formal procedures and inform the Ad Hoc Committee of the upcoming meeting.
3. Upon receipt of the student's request, the dean will notify the student of the selected date, time, and location of the hearing and forward a copy of the procedures for the Ad Hoc Committee Hearing to the student.
4. The printed procedures of the Ad Hoc Committee hearing will be followed.
5. If the student is not satisfied with the decision of the committee, the student can appeal in writing to the President within 24 hours after receiving the committee's recommendation from the dean.
6. Upon receipt of the student's written request to appeal, the President will notify the student within seven (7) days of the final decision regarding the appeal. Either the President or the student can delay this time frame by mutual agreement.

Hearing Procedures

A. Attendance at Hearing:
    1. The Ad Hoc Committee hearings shall be private and confidential and will be limited to persons involved. Persons present shall include the committee members, the student requesting the hearing, his/her adviser, the involved staff member, a note-taker to record the hearing, and witnesses for both parties. Witnesses will be present only when giving testimony.
    2. The student has the right to have one adviser present during the hearing. The adviser may not address the hearing or give evidence on behalf of the student. In answering and asking questions, however, the student may seek advice from the adviser before proceeding.

3. Minutes of the proceedings will be recorded, distributed to the committee members, and filed in the Office of the Dean. All minutes will be kept confidential.

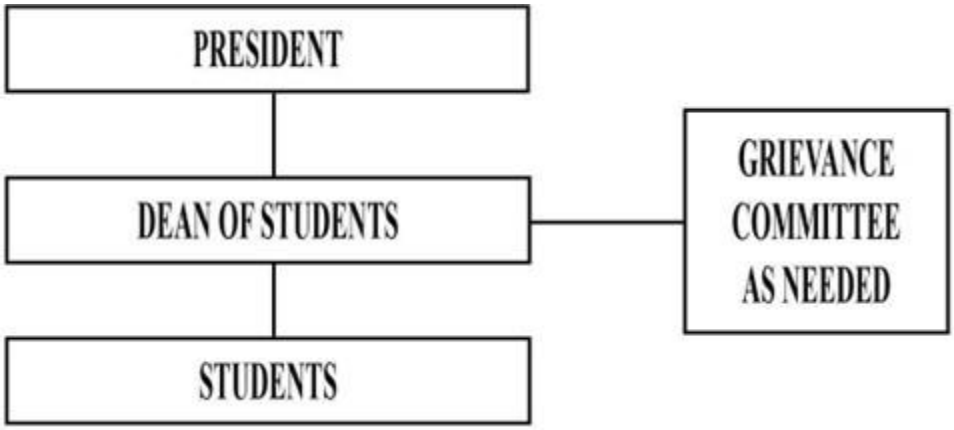
B. Order of Hearings:
    1. Opening remarks will be made by the chairperson of the committee.
    2. Review of the charges or the reason for the hearing will be made by the committee chair.
    3. Opening statement will be made by the party requesting the hearing, either the student or staff person.
    4. Testimony and questioning of witnesses or the review of materials related to the issue will be conducted.
    5. Both parties to the action and the committee members have the right to question witnesses.
    6. The closing statement by both parties will be made.

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

D. Time Limit on Hearings:
    The committee will make a determination of the total time allotted for the hearing and may limit the time for all aspects of the hearing.

Non-Academic Grievances

Students' inquiries and grievances concerning non-academic matters should flow as follows: students should notify the dean of students who will notify the grievance committee as needed. Lastly the president will be notified of the inquiry or grievance.



Where there has been serious violation of college policies and a student's continued presence will greatly threaten the welfare of others, the President or his designated representative will immediately suspend the on-campus student pending a formal hearing by the Student Conduct and Appeals Committee.

This suspension shall be temporary and the student is entitled to a hearing at the earliest possible time. Consideration for re-admittance to the College will then be determined.

Purpose

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

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

1. Improper application of college rules, regulations, and procedures;
2. Unfair treatment by a college staff person, including coercion, restraint, or reprisal;
3. Discrimination because of race, religion, color, creed, national origin, age, or disabilities; and
4. Other characteristics protected by law.

Definitions

1. Aggrieved Person - The individual making the claim.
2. Coordinator - The person designated to coordinate Bishop State's efforts to comply with and carry out its responsibilities and implement the regulations.
3. Day - A school day; the calculation of days in grievance processing excludes Saturdays, Sundays, and holidays.

4. Formal Procedure - A more detailed procedure designed to permit the student to follow a system of appeals in order to resolve the problem. The formal procedure has prescribed time limits for each step.
5. Grievance - A student's claim of unfair treatment based upon interpretation, application, or violation of college policies and procedures by a member of the college staff or its representatives.
6. Grievance Decision - The written statement of a hearing officer, the findings regarding the validity of the grievance allegation, and possible corrective action.
7. Grievant - The person who has a grievance and is filing claim against the offender.
8. Informal Procedure - A simple procedure designed to resolve the problem at the initial level.
9. Respondent - A person who is alleged to be responsible for the violation stated in the grievance.
10. Time Limits - The maximum number of days indicated at each level to file a grievance or reach a grievance decision and communicate that decision back to the grievant. Every effort should be made to expedite the process. However, the time limits specified may be extended by agreement of the grievant and the staff person or administrator in charge.

Informal Procedures

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

Formal Procedures

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

STEP 1: The grievance must be submitted in writing to the Dean of Students within ten (10) days after the problem occurred or should have been known. The grievance shall cite

the reasons and nature of the complaint and must be signed by the aggrieved person. The Dean of Students will grant the student a hearing if requested or may call a meeting. The grievant may be accompanied by one adviser of choice at the hearing. Within five (5) working days of receipt of the grievance, the Dean of Students will respond to the grievant in writing. If the grievance is not within the Dean of Students' authority, the Dean of Students shall advise the student to appeal to the appropriate level at the College.

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

Disciplinary Procedures

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

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

Reprimand (Written or Verbal)

Definitions

1. Service Hours - Completion of tasks under the supervision of college department or outside agency.
2. Restrictions - Contact with certain people.
3. Counseling Assessment - Referral for assessment at a counseling center for alcohol/drug dependence, general mental health, or other counseling issues.
4. Minor Disciplinary Action - The college administration may take appropriate disciplinary action, to include one to five days' suspension, for violation of college regulations. Absences from classes will be documented during the suspension.

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

   Any student whose presence poses a danger to persons or property or an ongoing threat of disrupting the academic process may immediately be removed from class and suspended for a period of one to five days by the college administration. Law enforcement authorities will be immediately notified when violation of local and/or state laws occurs.

6. Disciplinary Warning - This is a strong, written warning that if there is a repetition of the same sanction or any other action in violation of the Rules and Regulation of the Student Code of Conduct, the student can expect additional disciplinary action. A record of the disciplinary action is kept on file.
7. Disciplinary Probation - When on disciplinary probation, a student is excluded from participation in activities for a specified period time, which will be determined by the hearing committee. Any further violation may lead to suspension or expulsion from the College.
8. Disciplinary Suspension - A student may be involuntarily separated from the College and from all extracurricular activities for a specified period, after which readmission is possible. The chairperson of the hearing committee shall determine when the suspension will become effective. A student with one or more violations may be suspended from the College for an indefinite period. A student suspended indefinitely may petition to the Dean of Students for reinstatement.
9. Educational Sanction - A student may be required to provide a specific service, or participate in a specific program, receive specific instruction, or complete a research assignment. The student is responsible for related expenses, including expenses for education, counseling, or treatment, if any expense is incurred during the suspension.
10. Exclusion from College Facilities or Activities - A student may be prohibited from attending a class, undertaking college employment, entering a building, participating in an extracurricular activity sponsored by the College, representing the College in an official capacity, or using other services provided by the College. Such exclusion may be for a definite or indefinite period of time.
11. Expulsion - When a student has a record of serious violations, he or she may be dismissed from the College permanently.
12. Interim Suspension - A student may be suspended from the College or have privileges revoked pending the outcome of a disciplinary proceeding if, in the judgment of the Dean of Students, the student's continued presence or use of

privileges at the College pending the outcome of the proceeding is likely to cause harm to faculty, staff, or other students, other specified persons or groups, or college property. The Dean of Students will notify the student when interim suspension is considered.

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

Appeal

A. Appeals Procedures

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

B. Hearing Procedures

1. The Student Conduct and Appeals Committee

The committee will include a minimum of five members: a minimum of three (3) faculty and/or staff employees from various campuses and departments, (one must be selected from the campus where the appeal originated), one student services employee, and one student representative.

2. Rights Before and During the Hearing

The student charged has the right before and during a hearing to:

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

3. Attendance at Hearings:

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

b. The student has the right to have one adviser present during the hearing. The adviser may not address the hearing or give evidence on behalf of the student. in answering and asking questions, the student may seek advice from the adviser before the proceedings.
c. Minutes of the proceedings will be documented and signed by the members of the Student Conduct and Appeals Committee. The documentation will be distributed to the involved parties including the committee members. A recording of the hearing will also be made available to the persons involved in the charges. Minutes will be filed in the Office of the Dean of Students and will remain confidential.

4. Order of Hearing:
    a. Opening remarks will be made by the chairperson of the committee.
    b. Review of the charges against the student will be made, the hearing procedures will be reviewed, the student's rights will be explained, and questions asked by the charged student regarding these matters shall be answered.
    c. The chairperson shall ask the student charged to plead guilty or not guilty. If he or she pleads NOT GUILTY, the case shall be presented.
    d. Opening statement will be made by the student, faculty, or staff employee who requested the hearing.
    e. Testimony and questioning of witnesses will be made. Both parties to the action and members of the Student Conduct and Appeals Committee have the right to question witnesses. Following the testimony of all witnesses for the party requesting the hearing, the other party may call his or her witnesses.
    f. Closing statements will be made by the parties involved.
    g. Closing statements will be made by the committee chairperson.
5. Deliberation:
    a. The Student Conduct and Appeals Committee will conduct its deliberations in closed and confidential sessions, determine recommended actions to be taken, and forward written notice to the chief student services administrator on the campus where the hearing takes place, with a courtesy copy to the Dean of Students within 48 hours.
    b. The Dean of Students will notify the student of the Committee's recommendation.

c. The next level of appeal will be the review of the committee's recommendations by the President of the College, who may approve or amend them as necessary.
d. If the student is not satisfied with the recommendation of the committee, the student can appeal in writing to the President within 24 hours after receiving the committee's recommendation from the Dean.
e. Upon receipt of the student's written request to appeal, the President will notify the student within seven (7) working days of the final decision regarding appeal. Either the President or the student can delay this time frame by mutual agreement.

6. Time Limit of Hearing

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

Sexual Harassment

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or grade;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment/grading decisions affecting such individual; or
3. Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

A staff member or student alleging either sexual harassment by anyone with supervisory authority or failure by supervision to take immediate action on the individual's complaint of being sexually harassed by another staff member(s) may file a grievance. Any individual alleging either sexual harassment by anyone with supervisory authority or failure by supervision to take immediate action on the individual's complaint of being sexually harassed may initiate a formal grievance according to procedures listed in this Student Handbook. Filing a complaint of sexual harassment will not cause any reflection on the complaining party's status as a student at the College nor will it affect the complaining party's future as a student.

Initial Steps to Resolve a Complaint

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

Plan of Resolution

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

Grievance Procedures

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

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

The grievance statement may also contain other information relevant to the grievance which the grievant wants considered by the Grievance Officer.

If the grievance involves a claim of discrimination based on race, color, disability, sex, religion, national origin, age, or other characteristic protected by law, the complaining party should state the specific nature of the discrimination and, if known, a reference to any statute, regulation, or policy which the complainant believes to have been violated. The complainant shall file any claim involving illegal discrimination within thirty (30)

days of the occurrence of the alleged discriminatory act or of the date on which the complainant knew or should have known that the alleged discriminatory act took place.

Investigation, Hearing, and Findings

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

Investigation Procedures

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

Hearing Procedures

If the complainant requests a hearing within the time frame designated by the Grievance Officer, the President shall designate a qualified, unbiased person or committee to conduct each grievance hearing. The hearing officer or committee shall notify the complainant and each respondent of the selected date, time, and place of the hearing at least seventy-two

hours prior to the scheduled beginning of the hearing. The hearing shall be conducted in a fair and impartial manner and shall be open to the public unless both parties request in writing that the hearing be conducted in private to the extent that there will be no violation of any applicable "Sunshine Law."

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

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

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

Report of Findings and Conclusions of Law

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

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

Available Appeals

The President or his designee shall submit a completed report, using Grievance Form B - Part II to the complainant and the respondent(s) and shall include a copy of the report of the hearing officer/committee. If the grievance involves a claim of sexual harassment, the complainant shall have the right to appeal the decision of the hearing officer or committee to the Chancellor of the Alabama Community College System, provided that:

A notice of appeal is filed, using Grievance Form B - Part II, with the Grievance Officer and the Chancellor of the Department of Post-secondary Education within fifteen (15) calendar days following the complainant's receipt of the committee report. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s), or recommendation(s) of the hearing officer or committee.

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

A. Chancellor's Review

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

B. Appeal to the Alabama Community College System

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

- Filing the notice of appeal, using Grievance Form C, to the Alabama Community College System within fifteen (15) calendar days following the complainant 's receipt of the report of the Chancellor's findings; and
- Specifying in the notice of appeal clear and specific objection(s) to the finding(s), conclusion(s), or recommendation(s) of the Chancellor.
- If the appeal is not filed with the Chancellor by the close of business on the fifteenth (15th) day following the complainant's receipt of the Chancellor's report, the complainant's right to appeal shall be forfeited.
- A copy of Grievance Form C is found in the back of this Student Handbook

C. Review by the Alabama Community College System

The Alabama Community College System shall have thirty (30) calendar days following its receipt of the Complainant's notice of appeal, [which shall be presented to the Board of Trustees at, or prior to, its next meeting following the receipt by the Chancellor of the notice of appeal] to investigate and review the allegations contained in the grievance, to review the reports of the Chancellor and the College Hearing Officer/Committee, to hold an appellate hearing, and to file a report of the Board of Trustees' findings of fact and conclusions of law. The Alabama Community College System shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part and reverse in part, the findings, and conclusions of the Chancellor. The report of the Alabama Community College System, through the Board of Trustees, shall be served to the complainant and respondent(s) by personal service or by certified mail, returned receipt requested, to the respective home addresses of the parties. The report of the Alabama Community College System shall not be further appealable within the Alabama two-year college system.

However, the complainant shall not be precluded from filing his or her grievance with an appropriate court or an administrative agency such as the Office for Civil Rights of the U. S. Department of Education or the Equal Employment Opportunity Commission.

- General Rule on Filings
    - If the last date for filing a document under these procedures shall fall on a Saturday, Sunday or legal holiday, the date of the first working day following the respective Saturday, Sunday or legal holiday shall be considered the deadline date.
- The Alabama State Post-secondary Review Entity (SPRE)
    - Students and prospective students may seek resolution of problems related to management, improper conduct of the faculty or staff, misleading or inappropriate advertisement or promotion of the institution's educational programs, or the Title IV student financial assistance program by following the SPRE complaint procedures. To the extent possible, however, students must seek resolution of such problems through the college's internal grievance procedures before involving others.
    - Students should contact the SPRE office only if the institution is unable to resolve the problem. The Alabama State Post-secondary Review Entity Office is located at the Alabama Commission of Higher Education in Montgomery, AL. To reach SPRE by phone, call 1-800-960-SPRE (7773).

The local SPRE contact person for Bishop State Community College is Dean of Students. The office is located in the Delchamps Student Life Conference Complex. Phone is (251) 405-7087.

Students With Disabilities

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

Purpose

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

Procedures

Any student who has a grievance based on discrimination because of a disability may follow the informal or formal procedures as stated in the Policies and Procedures Section of the ADA Handbook, or submit a written complaint directly to the Section 504 Coordinator/Dean of Students. A copy of this document can be located in the Office of the Dean of Students on the Downtown Campus. For more information, you may call the Office of ADA at (251) 405-7156. Also, appeal may be made to the Department of Education, Office of Civil Rights, at any point in the grievance process.

Title IX Sexual Harassment Complaint Procedures

A. INTRODUCTION
Bishop State Community College is committed to providing a workplace and campus community free of sexual misconduct and harassment. As required by Title IX of the Education Amendments of 1972, the College does not discriminate on the basis of sex in its education programs and activities. This includes discrimination affecting employees of the college and applicants for employment, students and applicants for admission, or members of the public. All members of the College community are expected to conduct themselves in a manner that does not infringe upon the rights of others, whether on college premises or at any College owned off campus location and while participating in any educational program or activity of the College.

Sexual harassment, which includes sexual misconduct and sexual assault, is a form of sex discrimination which is prohibited under Title IX of the Education Amendments of 1972 and the Violence Against Women Act. This policy is intended to reaffirm the College's commitment to address sexual harassment and take steps to prevent its reoccurrence and preserve or restore equal access to the College's education programs and activities. Dating violence, domestic violence, and stalking may also be considered forms of sexual discrimination.

Due to the seriousness of these offenses, the College has adopted specific policies and procedures, outlined in the Student Handbook, employment policies, and webpage, to address alleged instances of sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence, and stalking. The College believes that no person should bear the effects of sexual harassment alone. When such conduct occurs, the College's paramount concern is for the safety and well-being of those impacted. To support and assist students, the College provides a range of resources that include a trained counselor.

Under Title IX, individuals reporting allegations related to sexual harassment and/or sexual violence, have the right to a resolution of their complaint, to have the college conduct a prompt, thorough and impartial investigation, and to receive supportive measures to ensure the safety and wellbeing of the individuals involved and the college community.

When allegations of sexual harassment and/or sexual violence in any form are brought to the attention of the Title IX Coordinator, and if a responding party is found to have violated this policy, serious sanctions will be used to prevent its reoccurrence. Bishop State Community College does not tolerate or condone retaliation. Individuals wishing to report sexual harassment and/or sexual violence and/or to make inquiries concerning the application of Title IX at the College may contact:

Mrs. Kenya Parrish-Onukwuli Director, Human Resources

351 North Broad Street Mobile, AL 36603

Phone: 251-405-7052

Email: konukwuli@bishop.edu

Ms. Cherry Watkins,

Acting ADA Coordinator/Title IX Coordinator

351 North Broad Street

Mobile, AL 36603

Phone: 251-251-405-7156

Email: cwatkins@bishop.edu

Assistant Secretary

U.S. Department of Education Office for Civil Rights

Lyndon Baines Johnson Department of Education Building 400 Maryland Avenue, SW

Washington, DC 20202-1100

Telephone: 800-421-3481

Fax: 202-453-6012; TDD: 800-877-8339

Email: OCT@ed.goc (mailto: OCR@ed.gov)

Information regarding the Title IX Coordinator and their role will be provided to all faculty, staff, students, applicants for admissions, and applicants for employment. Also, this information is available on the College website at www.bishop.edu under the Title IX webpage.

POLICY

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

B. DEFINITIONS RELATING TO SEXUAL HARASSMENT

Many terms are used in the context of sexual harassment. The following will provide some common definitions and examples.

Actual knowledge: The notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any official of the College who has authority to institute corrective measures of behalf of the College shall be deemed actual knowledge on the part of the College.

Complainant: is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. For the purposes of this procedure a Complainant may be an individual applying for admission or employment, an employee, a student or an individual otherwise participating in or attempting to participate in the College's education programs and activities.

Respondent: is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal complaint: is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment. Note: At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an educational program or activity of the College at which the formal complaint is filed.

Consent: "Consent" must be informed, voluntary, and mutual and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether or not a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

Incapacitation: An individual who is incapacitated is unable to give consent to sexual contact. States of incapacitation include sleep, unconsciousness, intermittent consciousness, intoxication, or any other state where the individual is unaware that sexual contact is occurring or is otherwise unable to give informed and voluntarily consent. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact. Example: A person who is taking pain medication and falls asleep under the influence of the medication can be incapacitated and not be able to give consent to sexual contact.

Sexual Misconduct: Committing sexual abuse, sexual assault, sexual harassment, sexual exploitation, or statutory rape, as defined below or under Alabama state law.

Harassment: The striking, shoving, kicking, or otherwise touching or making physical contact in regard to another for the purpose of harassing, annoying or alarming; and/or directing abusive or obscene language or making an obscene gesture toward someone for

the purpose of harassing, annoying, or alarming. Example: Making or using persistent derogatory comments, epithets, or slurs that place a person in a hostile or fearful environment or where the person's safety is in jeopardy.

Sexual harassment: Conduct on the basis of sex that satisfies one or more of the following:

- A school employee conditioning education benefits on participating in unwelcome sexual conduct (i.e. quid pro quo);
- Unwelcomed conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- Stalking, dating violence, or domestic violence.

Definitions of Sexually Based Offenses

Sexual abuse in the first degree

A person commits the crime of sexual abuse in the first degree if:

a. He subjects another person to sexual contact by forcible compulsion; or
b. He subjects another person to sexual contact who is incapable of consent by reason of being physically helpless or mentally incapacitated.
c. Sexual abuse in the first degree is a Class C felony (Alabama Code 13A-6-66).

Sexual abuse in the second degree

A person commits the crime of sexual abuse in the second degree if:

a. He subjects another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old; or
b. He, being 19 years old or older, subjects another person to sexual contact who is less than 16 years old, but more than 12 years old.
c. Sexual abuse in second degree is a Class A misdemeanor, except that if a person commits a second or subsequent offense of sexual abuse in the second degree within one year of another sexual offense, the offense is a Class C felony (Alabama Code 13A-6-67).

Rape in the first degree

A person commits the crime of rape in the first degree if:

a. He or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion; or
b. He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being physically helpless or mentally incapacitated; or

c. He or she, being 16 years or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old.
d. Rape in the first degree is a Class A felony (Alabama Code 13A-6-61).

Rape in the second degree

a. A person commits the crime of rape in the second degree if:
    1. Being 16 years old or older, he or she engages in sexual intercourse with a member of the opposite sex less than 16 and more than 12 years old; provided, however, the actor is at least two years older than the member of the opposite sex.
    2. He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being mentally defective.
b. Rape in the second degree is a Class B felony (Alabama Code 13A-6-62).

Sodomy in the first degree:

a. A person commits the crime of sodomy in the first degree if:
    1. He engages in deviate sexual intercourse with another person by forcible compulsion; or
    2. He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
b. He, being 16 years old or older, engages in deviate sexual intercourse with a person who is less than 12 years old.
c. Sodomy in the first degree is a Class A felony (Alabama Code 13A-6-63).

Sodomy in the second degree:

a. A person commits the crime of sodomy in the second degree if:
    1. He, being 16 years old or older, engages in deviate sexual intercourse with another person less than 16 and more than 12 years old.
    2. He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being mentally defective.
b. Sodomy in the second degree is a Class B felony (Alabama Code 13A-6-64).

Domestic Violence

Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction (34 U.S.C.12291(a)(8).

In Alabama, domestic violence includes felony and misdemeanor crimes of violence committed by a current or former spouse, parent, child, any person with whom the

defendant has a child in common, a present or former household member, or a person who has or had a dating or engagement relationship with the defendant (Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees).

Dating Violence

Means violence committed by a person -

a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
b. Where the existence of such a relationship will be determined based on a consideration of the following factors:
    - The length of the relationship,
    - The type of relationship,
    - The frequency of interaction between the persons involved in the relationship (34 U.S.C.12291(a) (10).

In Alabama, dating violence is covered under Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees.

Stalking

Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress 34 U.S.C.12291(a)(30).

In Alabama, stalking is when a person intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm (13A-6-90 Stalking in the first degree) or a person who, acting with an improper purpose, intentionally and repeatedly follows, harasses, telephones, or initiates communication, verbally, electronically, or otherwise, with another person, any member of the other person's immediate family, or any third party with whom the other person is acquainted, and causes material harm to the mental or emotional health of the other person, or causes such person to reasonably fear that his or her employment, business, or career is threatened, and the perpetrator was previously informed to cease that conduct (Section 13A-6-91 Stalking in the second degree).

Sexual assault:

Means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting systems of the Federal Bureau of Investigation 20 U.S.C.1092 (f)(6)(A)(v).

Victims Option to Report

Students and employees who are victims of crime including rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking, are encouraged by the College to report but do have the option not to report the incident to campus law enforcement, or local law enforcement. In those cases, the victim may still seek assistance confidentially from Crisis Services of North Alabama or any other victim service agency of their choosing.

Formal Complaint Process

A. INITIAL STEPS

Any student or employee of the College or applicant for employment or admission who has a complaint against a student or a member of the College faculty, staff, or administration concerning sexual harassment (Title IX of the Educational Amendments of 1972) or has knowledge of any conduct constituting sexual harassment in an educational program or activity of the College or which occurred on property owned by the College or controlled by the College should report the complaint to the campus Title IX Coordinator [link to Title IX webpage]. An educational program or activity of the College includes, but is not limited to locations, events or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes buildings owned or controlled by a student organization that is officially recognized by the College.

B. REPORTING A COMPLAINT

Any individual may report sexual harassment incident to Title IX Coordinator in person, by email, by telephone, or in writing. The report must include the names of the Complainant(s) and Respondent(s), approximate date of incident, facts of the incident, and contact information for the person submitting the complaint.

The Title IX Coordinator will respond in writing to the person submitting the complaint as soon as practicable, but not exceeding five (5) business days. If the person submitting the complaint is not the Complainant, the Title IX Coordinator will also contact the Complainant within five (5) business days.

If after a discussion with the Complainant, the Title IX Coordinator determines that the complaint does not qualify as a Title IX Complaint, the Title IX Coordinator will notify the Complainant in writing and may redirect the Complaint to the appropriate committee.

If after a discussion between the Complainant and the Title IX Coordinator, the Title IX Coordinator determines that the complaint meets the criteria of a Title IX Complaint and the Complainant requests to file a formal complaint, the Title IX Coordinator will initiate the formal complaint process.

C. SUPPORTIVE MEASURES

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The College must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Supportive measures will be offered to the Complainant within five (5) business days of receipt of the complaint.

Supportive measures will be offered to the Respondent simultaneously with the Notice of Allegations.

D. STANDARD OF EVIDENCE FOR DETERMINING RESPONSIBILITY

For the purposes of College Title IX procedures, the College will use a "preponderance of evidence" standard for determining responsibility. Preponderance of the Evidence means evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is evidence which as a whole shows that the fact sought to be proved is more probable than not.

E. FORMAL COMPLAINT PROCESS

A formal complaint must be submitted in electronic (email) or written format to the Title IX Coordinator and must be signed by the Complainant. In the event that under the circumstances a formal complaint should be pursued notwithstanding a Complainant's desire not to file a formal complaint, the Title IX Coordinator may sign the complaint. The complaint must include the following:

- the date of the original complaint,
- names of Complainant and Respondent,

- facts and description of the complaint, and
- the request to investigate complaint.

A Complainant must be participating in or attempting to participate in a College sponsored program or activity at the time the complaint is filed.

F. DIMISSAL OF FORMAL COMPLAINT

The College may dismiss a formal complaint or allegations therein if:

- the Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the formal complaint or allegations therein,
- the Respondent is no longer enrolled or employed by the school, or
- specific circumstances prevent the school from gathering sufficient evidence to reach a determination.

The College must dismiss a formal complaint or allegations therein if:

- the allegations do not meet the definitions of sexual harassment
- the alleged conduct did not occur within the United States, or
- the alleged conduct did not occur within a College sponsored program or activity.

If the College determines the formal complaint or allegations therein will be dismissed, the Title IX Coordinator will provide written notice to both parties of the dismissal of allegations, and the reason for dismissal within five (5) business days of the decision to dismiss the complaint.

G. NOTICE OF ALLEGATIONS

The Title IX Coordinator will provide simultaneous written notice of allegations, including sufficient details, and intent to investigate to the Complainant and Respondent no later than ten (10) calendar days after receipt of the formal complaint. The Title IX Coordinator will also provide both parties with the formal complaint, grievance and appeal process, possible sanctions and remedies, and availability of advisors. The written notice shall include a statement that the respondent is presumed not responsible for the alleged conduct, that the parties and their advisors may review and inspect evidence, and advise the parties of the provisions of the College Code of Conduct relating to making false statements or submitting false information during the grievance process.

The Title IX Coordinator will additionally notify the Title IX investigator of the pending investigation and provide a copy of the formal complaint.

H. ADVISORS

In addition to providing the Complainant and Respondent with written notice of allegations and intent to investigate, the Title IX Coordinator will inform the parties of the availability of advisors. Both parties shall have the right to retain, at the respective

party's own cost, the assistance of legal counsel or other personal representative advisor. In the alternative, either or both parties may also request an advisor provided by the College.

Only an advisor may conduct cross-examination during the live hearing. Neither party may dismiss a College appointed advisor.

I. INVESTIGATION PROCEDURE

The Title IX investigator is responsible for conducting an investigation of the submitted formal complaint. The Title IX investigator will have received Title IX investigator training within the current academic year.

The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the College and not on the parties.

The Title IX investigator will notify the Complaint and Respondent in writing of the intent to investigate within five (5) business days of receipt of the formal complaint and will commence interviews within ten (10) business days or receipt of the formal complaint. The Title IX investigator will notify the Complainant and Respondent and their respective advisors in writing of all individuals the investigator intends to interview.

Either party may identify other witnesses with relevant information for interview or other evidence for review by the investigator.

The Title IX investigator will conduct a factual investigation of the formal complaint and shall research applicable statutes, regulations, and/or policies, if any. The Title IX investigator will notify any interviewees in writing of the intent to interview. Interviewees will have at least five (5) business days' notice of an interview. Notice will include the participants, date, place, purpose, and time of the interview.

The College will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory (tending to establish fault or guilt) and exculpatory (clearing or tending to clear from alleged fault or guilt) evidence. Creditability determinations may not be based on a person's status as a complainant, respondent or witness.

The College will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the College may establish restrictions regarding the extent to which the advisor may participate in proceedings, as long as the restrictions apply equally to both parties.

The College will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

The College will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal access opportunity to refer to such evidence during the hearing, including for purposes of cross- examination.

Prior to the completion of the investigative report, the Title IX investigator will submit all reviewed evidence to the Title IX Coordinator.

The Title IX Coordinator will provide copies of all evidence reviewed during the investigation to the Complainant, Respondent, and their respective advisors. All parties will have ten (10) business days to review the evidence and respond in writing to the Title IX Coordinator.

Subsequent to the ten (10) business day review period, the Title IX Coordinator will direct any responses from the Complainant, Respondent, or their respective advisors to the Title IX Investigator for additional review. The Title IX Investigator will submit a final report and the reviewed evidence to the Title IX Coordinator. At least 10 days prior to the live hearing, the Title IX Coordinator will simultaneously provide the Complainant, Respondent, their respective advisors, with the final report and all reviewed evidence for their review and written response. The President will select a Hearing Officer to conduct the live hearing. The Hearing Officer shall be provided a copy of the investigative report and reviewed evidence.

J. LIVE HEARING PROCEDURE

Upon receipt of the final investigative report, the Hearing Officer will convene a Decision Maker panel and schedule a live hearing. The panel will consist of three (3) individuals selected by the Hearing Officer who have completed Decision Maker training during the current academic year. The Hearing Officer will designate one of the Decision Makers as Primary Decision Maker. Hearing Officer will notify the Complainant, Respondent, their respective advisors, Title IX Coordinator, Title IX Investigator, witnesses named in the final report, and the Decision Makers of the live hearing date within five (5) business days of receipt of the final investigative report. The live hearing date must provide the Complainant, Respondent, and their respective advisors with no less than ten (10) business days to review the final investigative report and all supporting evidence.

The hearing must be a live, recorded hearing with the opportunity for both advisors to conduct cross-examinations. The hearing shall be recorded by either a court reporter or on audio or video tape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

Upon request, the Complainant and Respondent may participate in the hearing via on-campus video conferencing provided that all parties, including the Decision Making Panel, are able to see and hear the party or witness answering questions in real-time.

The Hearing Officer, Decision Makers, Complainant, Respondent, and their respective advisors will attend the hearing. The Title IX investigator, Title IX Coordinator and witnesses will be called to provide testimony if requested by the Decision Makers, parties or their respective advisors.

If a party does not have an advisor present at the live hearing, the College shall provide without fee or charge to that party, an advisor of the College's choice, who may be, but is not required to be an attorney.

The hearing process will consist of:

- Opening statement by Hearing Officer
- Review of hearing procedures, formal complaint and notice of allegations by Hearing Officer
- Review of potential hearing outcomes and sanctions by Hearing Officer
- Complainant Testimony
- Cross-examination of Complainant by Respondent advisor
- Testimony of Witnesses of Complainant
- Cross-examination of Complainant Witnesses by Respondent advisor
- Respondent Testimony
- Cross-examination of Respondent by Complainant advisor
- Witnesses of Respondent Testimonies
- Cross-examination of Respondent Witnesses by Complainant advisor
- Decision Maker inquiries
- Review of appeal process by Hearing Officer
- Closing statement by Hearing Officer
- Dismissal of parties
- Decision Maker deliberations

At the hearing, the Hearing Officer shall read the hearing procedures, notice of allegations, formal complaint, potential hearing outcomes, and potential sanctions. After the Hearing Officer concludes opening statements, the Complainant shall have the

opportunity to present such oral testimony and offer such other supporting evidence as deemed relevant to the formal complaint.

Subsequent to Complainant testimony, the Respondent advisor may conduct cross-examination. The Decision Makers may question the Complainant after the cross-examination.

The Complainant may call witnesses to provide testimony as deemed appropriate to the formal complaint. The Respondent advisor may conduct cross- examination of the witnesses. The Decision Makers may question the witnesses after the cross-examination.

The Respondent shall then be given the opportunity to present such testimony and offer such other evidence as deemed relevant to the Respondent's defense against the formal complaint. Subsequent to Respondent testimony, the Complainant advisor may conduct cross-examination. The Decision Makers may question the Respondent after the cross-examination.

The Respondent may call witnesses to provide testimony as deemed appropriate to the formal complaint. The Complainant advisor may conduct cross- examination of the witnesses. The Decision Makers may question the witnesses after the cross-examination.

Only relevant cross-examination and other questions may be asked of a party or witness.

During cross-examination, the advisor will pose each question orally to the Primary Decision Maker. The Primary Decision Maker will determine if the Complainant, Respondent, or witnesses may respond to the question. If the Primary Decision Maker chair determines that the question is not relevant, the Primary Decision Maker will explain the rationale for dismissing the question. Rape shield protection is provided for Complainants which deems irrelevant questions and evidence about a Complainant's prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged misconduct or if the questions and evidence concern specific incidents of Complainant's prior sexual behavior with respect to the Respondent and offered to prove consent.

If a witness or party is not available or declines cross-examination, the decision makers must not rely on any statement of that witness in reaching a determination regarding responsibility; provided, however, that the decision makers cannot draw an inference about the determination regarding responsibility based solely on a party or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Upon conclusion of the presentation of the evidence and cross-examinations, the Hearing Officer shall read the appeal process and closing statements. The Complainant, Respondent, their respective advisors and all witnesses shall be dismissed.

The Decision Makers will deliberate to determine if the Respondent is deemed responsible and submit a written hearing report which contains:

- identification of the allegations potentially constituting sexual harassment;
- a description of the procedural steps taken from the receipt of the formal complaint through determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- findings of fact supporting the determination;
- conclusions regarding the application of the College's code of conduct to the facts;
- a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
- the College's procedures and permissible bases for the complainant and respondent to appeal.

The Primary Decision Maker will submit the hearing report to the Hearing Officer within ten (10) business days of the live hearing.

The Hearing Officer will submit the hearing report simultaneously to the Title IX Coordinator, Complainant, Respondent, and their respective advisors within three (3) business days of receipt of the hearing report.

The College must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator will retain the recording of the hearing, the hearing report, the investigative report, and all evidence obtained during the investigation and all evidence offered at the hearing.

K. APPEAL PROCEDURE

Appeals of a determination regarding responsibility and from the College's dismissal of a formal complaint or any allegations therein are available to both parties on the following grounds: (1) procedural irregularity that affected the outcome of the matter; (2) new evidence that was not reasonably available at the time the decision regarding

responsibility or dismissal was made, that could affect the outcome; and/or (3) the Title IX Coordinator, Investigator, or a Decision Maker had a conflict of interest or bias that affected the outcome.

The President of Bishop State Community College or his/her designee shall be the appeal authority in upholding, rejecting, or modifying the recommendations of the Decision Maker Panel. The President or his/her designee shall not be bound in any manner by the recommendation(s) of the Decision Maker Panel, but shall take it (them) into consideration in rendering his/her decision.

Either party may file a written request with President requesting that the President review the decision of the Decision Maker Panel. The written request must be filed within ten (10) business days following the party's receipt of the hearing report. If the appeal is not filed by the close of business on the tenth (10th) business day following the party's receipt of the report, the party's opportunity to appeal shall have been waived.

As to all appeals, the College will:

- notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.
- ensure the decision-maker(s) for the appeal complies with the standards set for in 34 C.F.R. § 160.45(b)(iii);
- give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- issue a written decision describing the result of the appeal and the rationale for the result; and
- provide the written decision simultaneously to both parties.

A decision on a party's appeal shall be rendered within 30 calendar days of the initiation of the appeals process. The time for decision may be extended for exigent circumstance or as may be otherwise agreed by the parties. If the Respondent is also an employee of the College, the individual may also file a claim with the Equal Employment Opportunity Commission within 180 days of the alleged discriminatory act.

Informal Resolution. The College may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the College may not require the parties to participate in an informal resolution process under this section and may not

offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the College may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the College does the following:

i. provides to the parties a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
ii. obtains the parties' voluntary, written consent to the informal resolution process; and
iii. does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

L.RETALIATION PROHIBITED.

Neither the College nor other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated in any manner an investigation, proceeding, or hearing conducted under this policy. Complaints alleging retaliation may be filed according to the grievance procedures included in the formal complaint process. The College shall keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness except as may be permitted by FERPA statute, 20 U.S.C. 1232g or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFRpart 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

Range of Possible Sanctions - On final determination of responsibility the following sanctions may be imposed against a respondent:

For Students:

- Training
- Referral to Counseling
- Reprimand
- Probation
- Loss of Privileges

- Suspension
- Expulsion
- Other penalties which may be set forth by the College

For Employees:

- Training
- Referral to Counseling
- Warning
- Reprimand
- Probation
- Reassignment
- Transfer
- Suspension without pay
- Termination

For Individuals other than Employees or Students:

- Removal from campus
- Restrictions on future campus access
- Termination of contractual arrangements (if any)
- Referral to law enforcement

At any time in the grievance process the College may impose a temporary delay or limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.

Neither the College assigned Investigator or Decision Makers and any person who facilitates an informal resolution process shall require, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

The College's Title IX Coordinators, Investigators, Decision Makers shall all have received training for their respective roles prior to participating in a Title IX Complaint or grievance process. All materials used to train the Title IX Coordinators, Investigators, Decision Makers and any person who facilitates an informal resolution process may be found on the College's website at www.bishop.edu.

College Regulations

ACCIDENT REPORTING: Vehicle accidents or vandalism on campus should be reported immediately to the Campus Police Force. Call (251) 405-7060 for more information.

CONVOCATIONS/ACTIVITIES: Students are expected to attend all official college convocations as well as activities of the Student Government Association and regular college convocations.

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

Notices placed on these boards by student organizations must have the approval of the Dean of Students, at (251) 405-7087. Notices to be placed by non-students or by students not representing a student organization must be approved by the Dean of Students. Approved notices may remain posted for two weeks.

CHILDREN ON CAMPUS: Due to risks involved, students are PROHIBITED from bringing children on campus and to class. Children may not be left unattended on campus. Students are expected to arrange for childcare responsibly without the involvement of the College. Bishop State assumes no responsibility for the supervision of students' children.

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

IDENTIFICATION (ID) CARDS: All students are required to have a Bishop State Community College identification card. The ID card will be taken when a copy of the current class schedule and valid Driver Licenses are presented. The ID card must be in the student's possession at all times when on campus. ID cards are issued during the registration periods. The ID card is required for student rates at athletic events and other campus activities. The following regulations apply to the ID card system:

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

LOST AND FOUND: Lost and found articles should be reported to the Office of the Dean of Students or Student Services and may be claimed upon proper identification by

the owner. Articles not claimed within thirty (30) days or before the end of the school year will be discarded.

Motor Vehicle Regulations

A. REGISTRATION:
    1. All students operating motor vehicles on the Bishop State Community College campuses must register their vehicles, preferably at the time of class registration.
    2. Registered vehicles will be issued a Bishop State Community College parking decal. To obtain a decal after registration, the student must present a current student ID card and/or receipt for fees paid. There is no charge for parking decals. Vehicle registration procedures apply to all students, both full-time and part-time.
    3. The decal shall be affixed to the rear view mirror, so that it is clearly visible. Motorcycles and similar vehicles shall display the permit on the REAR of the vehicle, so it is clearly visible from behind.
    4. If a decal is lost, become illegible, or expires, it is the student's responsibility to immediately re-register the vehicle.
    5. Decals are non-transferable.
    6. The person who registered a vehicle and was issued the decal is responsible for that vehicle at all times, regardless to who is driving it. If the vehicle is sold, the decal should be removed.
    7. Parking permits are subject to revocation by the College Administration in the event of repeated violations of campus parking and traffic regulations.
    8. Handicapped parking will be permitted for Alabama handicapped license tag only. A temporary handicapped permit may be issued to a student with a demonstrated ambulatory limitation. Contact the Campus Police force for additional information.

B. PARKING REGULATIONS:
    1. Backing into or pulling through campus parking spaces is prohibited. The decal displayed on the rear view mirror must be visible from parking lot through ways at all times.
    2. Student parking decals permit parking in all unmarked areas. Blue curb colors are reserved for handicapped parking.
    3. Reserved spaces are restricted Monday - Friday, 7:00 a.m. to 5:00 p.m. Handicapped parking spaces are reserved at all times.
    4. Temporary use of an unregistered or borrowed vehicle must be indicated by a note, which is affixed to the front window of the passenger side. The note must be dated and signed by appropriate college personnel. Notes will be accepted for a period of five days only. Should use of the

unregistered vehicle be required for longer periods, contact the Campus Police for a temporary decal. Failure to comply with this regulation constitutes improper display of the decal.

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

C. TRAFFIC REGULATIONS:

1. No person shall willfully fail or refuse to comply with a lawful order or direction of any members of the campus police department or employees with authority to direct, control, or regulate traffic.
2. The campus police force shall place and maintain traffic control devices, signals, signs, and markings in compliance with state laws and city ordinances; as deemed necessary for the safe regulation of traffic. No person shall willfully fail or refuse to comply with such traffic control devices. Nor shall any person alter, deface, injure, knock down, or remove such traffic control devices.
3. Any driver arrested for driving under the influence of alcohol or drugs will be charged in the County Court of Record, subject to provisions of Section 32-A of the Alabama Traffic Code.
4. No person shall drive a vehicle faster than 10 M.P.H. on any campuses.
5. The driver of any vehicle involved in an accident which results in injury or death of another person, or damage to the property of another, shall immediately stop the vehicle at the scene of the accident and remain there and follow these procedures:
    a. The driver shall not render any medical aid to an injured person.
    b. The driver shall give his or her name and address and the identification number of the vehicle, and shall exhibit his or her driver's license upon request to any officer of Bishop State and/or to the injured person.
    c. The driver shall immediately notify the Campus Police Department and shall remain at the scene of the accident until an investigation is completed.
    d. If the accident involves a collision with an unattended vehicle, the driver shall immediately stop and notify the Campus Police.

D. OTHER REGULATIONS AND PROVISIONS:

1. The parking and traffic regulations apply to motorcycles, motorbikes, motor-scooters, and mopeds just as they apply to other vehicles.
2. No motorized vehicles or bicycles will be permitted to operate on the campus sidewalks except vehicles for disabled students.

3. Every operator and passenger of a motorcycle or motor-scooter shall wear an approved safety helmet while the vehicle is in motion on a Bishop State campus.
4. College vehicles on emergency business are exempt from the rules of this section.
5. Skateboarding in parking lots and on sidewalks at Bishop State is prohibited.
6. The College assumes no responsibility for damage to motor vehicles or for any loss while the vehicle is driven or parked on its campuses.

E. PENALTIES:
A fine of $10.00 will be charged to violators of college parking regulations for parking:
1. within 10 feet of a fire hydrant;
2. in a loading zone;
3. in a driveway;
4. in a designated tow-away zone;
5. on a sidewalk;
6. on the lawn;
7. out of zone;
8. double parking, or otherwise obstructing traffic; and
9. backing into or pulling through parking spaces.

F. PERMIT-RELEASE OR DENIAL OFFENSES:
The College reserves the right to revoke or deny a parking permit to any person for:
1. failing to register a vehicle for a decal;
2. falsifying records for the purpose of obtaining or attempting to obtain a zone permit;
3. altering a permit;
4. obtaining a permit for an unauthorized person; and
5. Using a permit on a vehicle other than the one for which it was issued. This is an improper display of the permit.

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

Policies and Procedures for Emergencies

I. PROCEDURES FOR RESPONDING WHEN EMERGENCY MEDICAL ASSISTANCE IS NECESSARY
   A. The Campus Police Force SHOULD NOT attempt to render direct emergency medical assistance to persons on the campuses who suffer an

injury or illness unless the officer possesses a certificate that fully qualifies him or her to render the specific kind of emergency medical assistance required.

B. If emergency medical assistance is required before or after regular school hours on all campuses, students should immediately dial 9-1-1.

C. First aid kits are strategically located in key offices, shops, and laboratories of all campuses.

II. PROCEDURES FOR RESPONDING TO FIRES

A. MINOR FIRES: A minor fire is one that can be brought under control with a fire extinguisher.

Persons encountering a minor fire on the campus should first activate the nearest fire alarm to begin immediate evacuation of the facility. All faculty, staff, and students are advocated to follow the College's emergency escape plan in a calm and orderly fashion. After activating the fire alarm, the person who discovered the fire should proceed to the nearest fire extinguisher and use it to extinguish the fire, in accordance with the basic operating regulations printed on the extinguisher.

B. MAJOR FIRES: A major fire is one that cannot be brought under control single-handedly with a fire extinguisher. Persons encountering a major fire should first activate the nearest fire alarm to begin immediate evacuation of the facility. They should then dial 911, identify themselves, and give the location of the fire. Then they should proceed to the main entrance of the campus to meet the fire truck and direct fire department personnel to the fire.

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

1. Each structure on all campuses is equipped with an emergency escape plan
    a. That is posted through-out the structure. All people inside the structure should
    b. Follow the evacuation plan calmly, orderly, and promptly.
2. If there is no visible escape plan, individuals should calmly determine which stairway and/or exit is closest and proceed in that direction.
3. Before attempting to open a closed door, touch the door handle to determine if it is hot.
    a. If so, do not open the door; immediately search for an alternative exit.
4. If all exits are blocked, go to a window and shout for help.

5. If you are exposed to smoke, crawl out of the facility, crouching as low as possible to minimize smoke inhalation.
6. To release smoke from the structure and to allow air to get in for improved ventilation, open the top and bottom windows - if it is safe to do so.
7. Once everyone has evacuated the building, all individuals should proceed to a designated gathering area to account for all who had been in the building. Be mindful of the fire-fighting efforts and stay out of the firemen's way. Alert fire officials immediately if you believe others might still be in the structure who would require assistance for existing.
8. Persons who evacuate a structure should NOT attempt to return to the building to retrieve personal belongings or for any other reasons until the building has been cleared for re-entry by college administration, faculty or staff, firemen, or other emergency officials.

III. PROCEDURES FOR INCLEMENT WEATHER

In the event of inclement weather, the Office of Public Relations will issue a statement on all local radio and television stations. Students should use their own judgment and not take unnecessary risks if they live in areas subject to flooding. Policies and procedures for responding to inclement weather are as follows:

A. HURRICANES AND RELATED FLOODING:

1. A hurricane watch is issued whenever a hurricane becomes a threat to coastal areas. Persons in the area of the watch should listen for further advisories and be prepared to act promptly if a hurricane warning is issued.
2. A hurricane warningg is issued when hurricane winds of seventy-four (74) miles per hour or higher or a combination of dangerously high water and very rough seas are expected in a specific coastal area within twenty-four (24) hours.
3. When the campus area is threatened by the effects of a hurricane, the following steps should be taken:
    a. Keep a battery-operated radio tuned to a local station and follow the instructions.
    b. Remain calm, follow evacuation directives, and move out of the structure to designated higher grounds.
    c. Turn off all utilities, do not touch any electrical equipment unless it is in a dry area, and avoid the use of telephones.

d. Avoid travel in automobiles or vehicles of any kind since roads may be washed away by flood waters and rapidly rising waters could carry the vehicle away.
e. People trapped in a structure by rapidly rising flood waters should move to the top floor or roof of the structure and wait for help. They should not attempt to swim to safety.
f. People should not be fooled if the "eye" of the hurricane passes over the campus. There will be a lull in the winds lasting from five to thirty or more minutes, and at the other side of the "eye" the winds will increase rapidly to hurricane force and will come from the opposite direction.
g. Once a hurricane has passed, people should remain inside until informed by authorities that it is safe to leave.
h. People should keep their radios tuned to local stations for updates and other vital information.
i. Stay out of disaster areas since sightseeing interferes with essential rescue and recovery work and may be dangerous as well.
j. Avoid loose or dangling wires and report them immediately to the authorities.
k. Make a conscious effort to prevent fires since decreased water pressure may make fire-fighting difficult.
l. Be alert for tornado watches and warnings since tornadoes are frequently spawned by hurricanes.

Review the policies and procedures for Responding to a Tornado Watch or Warning listed below.

B. TORNADO WATCH OR WARNING:

1. When the National Weather Service issues a tornado watch, it means that tornadoes and severe thunderstorms are possible. When a warning is issued, it means that a tornado has been detected.
2. When a tornado watch or warning has been issued during the regular work day, the ranking security officer on duty shall notify the offices of the President and of each administrative officer. Each administrative officer shall notify each divisional head under his or her supervision and all employees and students will be notified. When a tornado watch or warning has been issued outside of the hours of the regular work day, the ranking security officer on duty shall notify anyone who may be working or on any of the campuses.

3. When a tornado warning has been issued, persons shall be directed to take the following safety precautions:
    a. Take shelter immediately and do not go outdoors.
    b. Close all windows and doors.
    c. If possible, seek refuge in a basement, the safest place to be during a tornado.
    d. If a basement is not available, seek refuge in a small room with no windows, such as a closet or bathroom.
    e. If there are no small rooms available, take cover under heavy furniture in a central room in the structure.
    f. If there are no central rooms available, take refuge in a hallway away from any doorways or windows. Sit with your back against the wall and with your knees drawn into your chest.
4. All precautions that are put into effect in response to a tornado warning shall remain in effect until an authorized official of the College indicates that the immediate threat of a tornado has passed.

IV. PROCEDURES FOR TERRORISTS' THREATS:

In the event of a pending terrorist threat, the person receiving the complaint should notify the campus police/security or call 911 immediately. The threat level will be immediately evaluated to determine what steps will be taken to protect faculty, staff, students, and campus property.

A. Threat Level
    1. Vague Threats - usually do not require evacuation, though this will be a decision left with the police department. Individuals in the immediate threat area will be notified via police personnel.
    2. Specific Threats - occur when the threat is specific in regards to time and location. Depending upon the specific circumstances, evacuation becomes a very real possibility. The threat of injury or death to personnel will be weighed against the possible confusion, panic, and disruption of services. The decision to evacuate will be made by police department officials. In the event of an evacuation, department heads will be responsible for the evacuation of faculty, staff, and students under their supervision. Evacuation routes used during practice fire drills will be utilized, unless otherwise directed by the campus police.

B. Notification of Outside Agencies

The F.B.I., Mobile Police Department, Alabama Bureau of Investigation, and the Mobile County Sheriff's Department will be notified after a specific

threat has been verified. Bishop State Campus Police Officers will contain the situation, pending the arrival of outside agencies.

SELLING ON CAMPUSES: The section on "Fundraising Policy and Procedures" is on is found in the back of this Student Handbook.

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

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

Crime Statistics

As required by Public Law 101-542 and the Federal Jeanne Clery Act, statistics will be made available concerning such crimes as murders, rapes, robberies, aggravated assaults, burglaries, and motor vehicle theft occurring on the campuses of Bishop State Community College. All inquiries relative to crime statistics should be directed to Campus Police at (251) 405-7060. Crime statistics data are also found on the college website.

Family Educational Rights and Privacy Act of 1974 (FERPA)

For Bishop State Community College to comply with requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), the following policies and procedures have been established. Bishop State Community College accords all rights under the law to students who are declared independent. For this policy, whenever a student has attained eighteen (18) years of age OR is attending an institution of post-secondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. Responsibility for protection of the privacy of student educational records rests primarily with the Office of Admissions and Records's Office.

Educational records are defined by FERPA to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution. There are exceptions to this definition of educational records as published in the GUIDELINES FOR POST-SECONDARY INSTITUTIONS FOR IMPLEMENTATION

OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 AS AMENDED, Revised Edition 2012, a publication of the American Association of Collegiate Registrars and Admissions Officers.

Students' Access to Their Educational Records

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

1. Records which are developed by and are the sole possession of faculty, staff, and other personnel, and which are not accessible to other persons.
2. Records created and maintained by a physician, psychiatrist, psychologist or other professional or paraprofessional acting in the capacity having to do with the treatment of a student. Note that a physician or other appropriate professional of the student's choice may personally review such records.
3. Records created and maintained by law enforcement units solely for law enforcement purposes, and which are not made available to other persons except law enforcement officials of the same jurisdiction.
4. Financial records of student's parents or any information contained therein.
5. Confidential letters and statements of recommendations placed in the educational record of a student before January 1, 1975.
6. Confidential letters and statements of recommendation which are placed in the educational records of a student or after January 1, 1975, if the student has waived his/her rights to inspect and review the letters or statements.
7. An employment record which is used only in relation to the student's employment by the College, except where an individual in attendance at the College is employed as a result of his/her status as a student.

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

Challenge of the Contents of Educational Records

Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or inappropriate if they do so within one year of the term in question. This challenge must be in writing and must be submitted to the appropriate Dean. The Dean must decide within a reasonable period whether corrective action will be taken, and the Dean must provide written notification to the student and the Dean

of Students' Office of the corrective action that has been approved. Students who are not provided full relief sought by their challenge must be referred to the Dean of Students who will inform them of their right to a formal hearing. Students must make their request for a formal hearing in writing to the Dean of Students. The following procedures shall apply:

1. The hearing panel that will adjudicate such challenges will be the Admissions and Registration Committee.
2. Within a reasonable period of time after receiving the written request for a hearing, the chairperson of the Admissions and Registration Committee must inform students of the date, place, and time of the hearing reasonably in advance of the hearing.
3. Students will be afforded a full and fair opportunity to present evidence relevant to the issue raised. They may be assisted or represented at the hearing by one or more persons of their choice, including an attorney, at their expense.
4. Decisions made by the Admissions and Registration Committee must be in writing must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. The decision should be delivered in writing to both the student and the Dean of Students.
    a. The Office of Admissions and Records will correct or amend the educational record in accordance with the decision of the hearing if the decision is in favor of the student and inform the student in writing of the amendment.
    b. Should Bishop State Community College decide not to amend the record in accordance with the student's request, the Admissions and Records personnel must inform the student that:
        1. The student has the opportunity to place with the educational record a statement commenting on the information in the record or a statement setting forth any reason for disagreeing with the decision of the hearing.
        2. The statement placed in the educational record by the student will be maintained as part of the record for as long as the record is held by Bishop State Community College.
        3. This record, when disclosed to an authorized party, must include the statement filed by the student.
        4. Challenges to information in educational records will not be heard if more than one year has elapsed since the quarter in question.

Disclosure of Educational Record Information

Bishop State Community College shall obtain written consent from students before disclosing any personally identifiable information from their educational records. Such

written consent must: (a) specify the records to be released, (b) state the purpose of the disclosure, (c) identify the party or class of parties to whom disclosure may be made, and (d) be signed and dated by the student. FERPA states that certain information from student records may be classified as "directory information."

The following information has been declared by Bishop State Community College as "directory information:"

Name of student
Address, including email
Telephone number
Date/place of birth
Major/fields of study
Participation in officially recognized activities and sports
Height/weight of athletic team members
Dates of attendance
Degrees and awards received
Most recent educational institution attended
Photographs

At the discretion of the College, photographs and directory information may be released to inquiring individuals or agencies unless students sign a "Do Not Release Directory Information" form in the Office of Office of Admissions and Reocords during the first two weeks of the semester. THIS FORM MUST BE RESUBMITTED ANNUALLY. FERPA established rules stating that some personnel and agencies may have access to students' "educational records" without written consent of the students. Bishop State Community College will disclose information from a student's educational record only with the written consent of the student except:

1. To school officials within the institution who have been determined by the College to have a legitimate educational interest in the records.
2. To school officials including counselors and instructors who are involved in counseling students, administrators who assist in counseling and who advise

students with other problems, professional staff and clerical staff who directly relate to the administrative tasks of the College, college law enforcement officials, and college attorneys.

3. To a school official who has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contractual agreement, performing a task related to a student's education, or performing a task related to the discipline of a student. When doubt is raised by about an individual's "need to know" or legitimate educational interest in having access to specific information, the issue shall be decided by the President of Bishop State Community College.
4. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally-supported educational programs.
5. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of that aid.
6. To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
7. To organizations conducting certain studies for or on behalf of Bishop State Community College.
8. To accrediting organizations to carry out their accrediting functions.
9. To parents of eligible students who claim the students as dependents for income tax purposes. Determining dependency, as defined by Section 152 of the Internal Revenue Code, requires a copy of the parents' most recent Federal Income Tax Form. In case of a divorce, separation, or custody, when only one parent declares the student as dependent, Bishop State Community College will grant equal access to the student's educational records upon demonstration of dependency as described.
10. To appropriate parties in a health or safety emergency subject to a determination by the President or college deans.
11. To personnel complying with a judicial order or lawfully issued subpoena, provided that the Office of Admissions and Records makes a reasonable attempt to notify students in advance of compliance. NOTE: Bishop State Community College is not required to notify students if a federal grand jury subpoena, or any other subpoena issued for a law enforcement purpose, orders the College not to disclose the existence or contents of the subpoena.
12. To an alleged victim of any crime of violence (as that term is defined in 18 U.S. C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

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

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

Annual Notification of FERPA Rights

Bishop State Community College will give annual notice to current students of their rights under the Act by publishing information in the College Catalog. Annual notification of rights will be provided to currently enrolled students via email to the student's campus email account.

Types, Locations, and Custodians of Educational Records

The following is a list of the types of records that Bishop State Community College maintains, their locations, and their custodians.

TYPE	LOCATION	CUSTODIAN
Admission Records	Office of Admissions and Records, Student Life Complex	Director of Admissions and Records
Cumulative Academic Records (Current and Former)	Office of Admissions and Records Student Life Complex	Director of Admissions and Records
Financial Aid Records	Financial Aid Office Student Life Complex	Director of Financial Aid
Student Account Records	Business Office, Administration Building	Regional Chief Financial Officer
Athletic Eligibility Records	Office of Athletic Director Teaching and Learning Center	Athletic Director

TYPE	LOCATION	CUSTODIAN
Disciplinary Records	Office of the Dean of Students, Student Life Complex	Dean of Students
Admissions Records - Dual Enrollment	Office of Admissions and Records Student Life Complex	Director of Admissions and Records
Admission Records - Associate Degree Nursing (ADN)	Nursing Office Downtown Campus	Director of Nursing
Admission Records - Physical Therapy Assistant (PTA)	PTA Office Downtown Campus	Director of PTA Program

Computer Access to Records

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

Students' Rights after Ceasing Attendance or Graduation

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

Privacy Rights of Deceased Students

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

Disposal of Records

The disposal of college record requirements is based on an approved general records schedule adopted by the Alabama College System.

Live Work Policy

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

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

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

Blood-Borne Pathogens Exposure Policy

Bishop State Community College does not discriminate against qualified applicants, students, and employees who are infected with Hepatitis, HIV, or other blood-borne pathogens. Students, applicants, and employees who are infected with a blood-borne pathogen such as Hepatitis or HIV virus will not be excluded from enrollment or employment, or restricted in their normal responsibilities or access to college services and facilities because of their infected status. The College adheres to the reporting and control guidelines and responsibilities as described by the Alabama State Board of Health and its Division of Disease Control. The College also adheres to the rules and regulations established by the various health profession associations and organizations for students and health care practitioners infected with Hepatitis, HIV, and other blood-borne pathogens to ensure the safety of the patient. These medical rules and regulations may

exclude and/or restrict applicants, students, and employees from admission and/or other activities in programs such as the health professions, food preparation, child care, and cosmetology, if medically-based judgments indicate that infected persons may be harmful to the welfare of other applicants, students, and employees. Applicants, students, and employees should refer to the respective program for further information. Other resources are available through the Mobile Health Department at (251) 6908137.

Copyright, Trademark, and Patent Ownership

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

Drug and Alcohol Abuse Prevention Program

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

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

1. Determine the effectiveness of its program and report to the President any revisions needed in the program to make it more effective; and
2. Ensure that the standards of conducts described in Part II hereof are fairly and consistently enforced; and
3. Submit a written report to the President stating the findings and recommendations of the committee. The President shall implement, effective the ensuing September, such of the committee's recommended revisions as deemed appropriate and reasonable.
4. The committee will consist of the following staff members and students:
    a. Bishop State Staff
        1. Currently Vacant
        2. Currently Vacant
        3. Symentha McDonald, (251) 405-7017, smcdonald@bishop.edu
    b. Student Representative
    c. President of the Student Government Association and
    d. President of the Sophomore Class

Standards of Conduct and Enforcement Thereof

BISHOP STATE COMMUNITY COLLEGE is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or at any activity which it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drugs by any student, employee, or visitor. In the event of confirmation of such prohibited possession, use, or distribution by a student or employee, BISHOP STATE COMMUNITY COLLEGE shall, within the scope of applicable Federal and State due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but shall not be limited to, suspension or expulsion. For an employee, such administrative or disciplinary action may include, but shall not be limited to, reprimand, suspension, termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program. Any visitors engaging in any act prohibited by this policy shall be called upon to immediately cease this behavior.

If any employee, student, or visitor shall engage in any behavior prohibited by this policy which is also a violation of federal, state, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

Resources for Substance Abuse

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

1. NATIONAL TOLL-FREE HOTLINES
    a. Substance Abuse & Mental Health Services Administration (SAMHSA)
    For treatment assistance, call (800) 729-HELP (6686) or visit findtreatment.samhsa.gov
2. LOCAL INFORMATION AND REFERRAL NUMBERS
    a. <u>In-Patient - Low Cost</u>
        - Dauphin way Lodge
        (251) 438-1625
        - Home of Grace for Women
        (251) 456-7807
        - Shoulder of the Central Gulf Coast Inc.
        - (Residential for Men) (251)626-2199
        - Mission of Hope Ministries (251) 649-0830
        - Alabama Teen Challenge Mobile Area Men's Campus (251)580-0091 (for men 18 or older)

- Wings of Life (251)432-5245
- Waterfront Rescue Mission (251)433-1847
- Westwood Crisis Residential Program (ages 12-18, males) (251) 633-0475

b. Day Treatment Program
- Alta Pointe Health Systems
  (251) 666-2569

c. Outpatient Programs
- Catholic Social Services
  (251) 434-1550
- Franklin Memorial Primary Health Center (251) 434-8195
- Bradford Health Services of Mobile
  (800) 333-0906 (toll-free) or (251) 633-0900

d. Support Groups
- Alcoholics Anonymous, (251) 479-9994
- Narcotics Anonymous
  (251) 639-4152

e. Information, Referral, and Resources
- Drug Education Council
  (251) 478-7855
- United Way 2-1-1 *(dial 211)

f. Alcohol and Drug Problems
- Bayview Professional Associates (E.A.P.),
  (251) 450-2250

g. 24 Hour Crisis Center
- Care Pointe
  (251) 450-2211

3. TREATMENT FACILITIES:

The treatment facilities shown provide either alcohol out-patient, residential, or in-patient options. Out-patient care generally consists of counseling and other therapy on a periodic basis, such as twice a week. In-patient services include such treatment as detoxification and short-term hospital care. Residential services include residing at a treatment facility for one to six months and participating in such therapeutic activities as lectures, group counseling, individual counseling, and self-analysis.

Some of the facilities listed below are private and some are public. In most instances, the care offered at a public facility is less expensive than similar services offered at private facilities. However, many health and hospitalization

insurance policies include coverage for substance abuse treatment. There are also situations in which private facilities are provided public funding to offer services to eligible clients who would not otherwise be able to afford such services.

Area facilities include:

a. Baldwin County Alta Pointe Health Systems
372 South Greene Road
Fairhope, Alabama 36532-1905
(251) 928-2871

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

c. Alta Pointe Health Systems
2400 Gordon Smith Drive
Mobile, Alabama 36617
(251) 473-4423

d. Alta Pointe Safe Haven Home
630 Ziegler Circle Campus
Mobile, Alabama 36608
(251) 639-2325

e. Salvation Army-Dauphin Way Lodge (A/D)
1009 Dauphin St. Mobile, Alabama 36604
(251) 438-1625

Other Resources

Lifelines Counseling Services, Inc.

1. Rape Crisis Center

Offers emergency room advocacy and counseling, family support, court advocacy and individual counseling for victims of sexual violence and their families

(251) 473 -7273

2. Consumer Credit Counseling

Provides consumers in Southwest Alabama with assistance in managing personal finances

251) 602 - 0011

3. Family Counseling Center

Family Counseling encompasses a variety of programs to help people through a number of problems.

(251) 602 - 0909

4. United Way 2-1-1

2-1-1 provides confidential and free information for a wide range of life emergencies, such as food, housing, and childcare assistance.

While not providing the emergency help directly, 2-1-1 can direct callers to local organizations that can assist

*Dial 2-1-1 to speak to a specialist who will help you locate services in your area

5. National Suicide Prevention Lifeline

1-800-273-TALK (8255)

The National Suicide Prevention Lifeline provides a 24/7 toll-free hotline available to anyone in suicidal crisis or emotional distress

The Student Government Association (SGA)

Election Procedures

I. Student Elections
   A. Election for Mr. & Miss Homecoming is held during the month of January. Elections for SGA officers are held during the month of April.
   B. Freshman and sophomore class officers are elected during the month of September. The Student Development Services (SDS) Division will make ballots for all elections. One SDS staff person will be assigned the

responsibility for making ballots. A computer services staff member will open and close polls.

II. Qualifications of Officers

A. Sophomore candidates must be current Bishop State students who:

1. are enrolled full time (12 credit hours or more);
2. have earned 24 or more credit hours by the end of the current semester;
3. have a minimum cumulative GPA of 2.0;
4. have no disciplinary actions or problems; and
5. are willing to actively participate in student activities.

NOTE: In preparation to serve as Miss Bishop State, candidates for Miss Bishop State must have one black, two-piece suit to wear during appearances throughout the academic year.

III. Election Procedures

A. Nomination and Screening

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

B. The Campaigns of Candidates

1. Candidates will plan strategies and have the option to select a campaign manager;
2. Candidates will begin campaigning upon receipt of notice from Office of Dean of Students/Student Activities Coordinator;
3. To develop support for their campaign, students will contact supporters, make posters, fliers, and other items; display materials on all campuses and sites; and,
4. Candidates will write campaign speeches and be prepared to present them on campus at designated times.
5. Fliers:25 flyers will be allowed to be put up per candidate. This is for all 4 campuses.
    1. Fliers must not exceed 8.5 X 11 size
    2. Posters are prohibited

3. Each flier must be marked by the Dean of Students/Student Activities Office stamp.
4. Fliers may be hung on bulletin boards on all 4 campuses of Bishop State Community College. Flyers cannot be posted on windows, walls, or glass doors.
5. Flyers must be hung neatly and will not overlap other material. If this occurs, the flyer will be removed.
6. You must ask permission to put up any flier in any departments glass bulletin board case or bulletin board on Bishop State campuses.
7. The Office of the Dean of Students/Student Activities Coordinator reserves the right to remove any flier that they feel is inappropriate or violates election rules.
8. All fliers should be removed and properly disposed of within 24 hours of election completion.

6. Handbills (a small printed advertisement or other notice distributed by hand)
    1. Handbills may be handed out only on the 2 days of the election.
    2. Handbills may be handed out throughout each campus. No handbills may be placed on any vehicle.
7. Handouts (This is any type of food or item that is used to encourage a student to vote for you)
    1. Handouts will consist of wrapped candy or individual bags of snacks.
    2. Handouts will not take place 15 feet around any restricted area.
    3. Handouts will only be permitted on the 2 days of the election.

C. Campaign Help

1. Campaigning will only be done by candidates and current Bishop State student volunteers. No family members or non-Bishop State persons may help with the campaign.

IV. Election Day

A. Voting Procedures on Election Day

1. Two (2) days will be set aside as ELECTION DAYS for SGA officers, which will be announced two weeks in advance. All students are urged to vote and be a part of the student organization.
2. Polls will be open from 12 a.m. until 12 a.m. on the advertised Election Days. Results to be tallied and advertised the following work day.

B. The Voting Process
1. Voting is done online using electronic ballots on the BORIS System.

C. Tallying the Votes
1. Votes will be counted or tallied electronically by an official college employee.
2. The FINAL COUNT must be reported to the Dean of Students/Student Activities Coordinator by NOON the day after election.
3. Ballots and rosters will be retained in the Office of the Dean of Students for one year.

Fundraising Policies and Procedures

Policies

I. Approval. All fundraising programs must have the final approval of the President before any activities begin related to the event.

II. Fundraising Guidelines. For each Fundraising program developed by the College, the following guidelines m u s t be followed:

A. Special Events for College-Approved Student Organizations and Programs
1. Only registered official campus clubs, organizations, and programs are permitted to raise funds in the name of the College.
2. A Fundraising Activity Request form (see Form G - Fundraising Activity Request From Organization) must be completed, signed by the faculty adviser, and submitted to the Dean of Student for approval at least 3 weeks prior to the function.
3. Upon approval by the Dean of Students, the request is then forwarded to the President for final approval at least two (2) weeks prior to the function.
4. A financial report must be submitted to the Dean of Students and the President's Office within three (3) days of the culmination of the Fundraising activity. (See Form I - Financial Report Form .)
5. No Fundraising activity which conflicts with institutional activities will be allowed.

Examples: selling books, school supplies or any merchandise sold by the college bookstore, or selling food at lunch hours. Selling prepared food is directly prohibited by the Board of Health regulations and is never allowed. Any activities involving prepared food must be conducted under the auspices of the Commercial Food Service staff.

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

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

C. Receipt of Unsolicited Resources

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

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

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

No individuals or off campus organizations are allowed to sponsor a benefit program, solicit funds, or sell any goods or services in the name of Bishop State Community College without the explicit permission of the

College. Clearance must be obtained from the Office of the Dean of Finance.

Procedures

I. Responsibilities of Campus Organization

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

II. Responsibilities and Oversight of Fundraising Programs

Fundraising for the overall college is carried out through the Office of Alumni Affairs and/or the Office of the Dean of Finance.

III. Steps of a Fundraising Program

For a successful fundraising program, these procedures should be followed:

a. Planning Process
    1. Establish Organizational Structure
    2. Develop Action Plan
    3. Cultivate Volunteers and Potential Donors
    4. Build Case for Giving
    5. Select Key Leaders
    6. Establish a Time Frame
    7. Set Goals

b. Budgeting

Establish a fundraising budget based on the financial needs to the organization. The following are typical expenditures, but there may be others related to your organization:

1. Printing
    a. Case Statement
    b. Correspondences
    c. Pledge Cards
    d. Acknowledgments
    e. General Copying
2. Staff
    a. President as Key Fundraiser

b. All College Staff in the Offices of Alumni Affairs, Fundraising, Research, and Development, and Public Relations

c. Develop Evaluation/Review
    1. Key Leadership
    2. Faculty/Staff
    3. Administration
    4. Review of Goals

IV. Record and Document Outcomes
    1. Positive Feedback
    2. Actual Pledges Generated
    3. Actual Pledges Paid
    4. Operating Cash

V. Generate and File Appropriate Reports
    1. Annual Funds Report Made Available to Appropriate Authority
    2. All Funds Donated to the College Directed to the Business Office Personnel

Forms

Form A
OFFICIAL STUDENT COMPLAINT

What kind of complaint are you addressing?_____Academic_____Non-Academic

Please check one: _____Student_____Parent_____ Visitor_____Prospective Student

Name_____ Student Number _____
(if applicable)

Address _____

City_____ _____State_____ZIP _____

Cell ( )_____E-mail _____

Please check which type of complaint:

_____***INFORMAL COMPLAINT*** The Informal Grievance is where a student complaint should be resolved by filing a Student Grievance form (Informal Complaint) on an informal basis. The Student Grievance Form should be filed with his or her instructor, department chair, campus director, and/or the appropriate dean.

Description of Complaint, including Name(s) or Office(s) _____

_____

_____

Informal Findings

_____

_____

_____

Student Signature_____Date _____

Official Signature_____Date _____

Where this process does not result in a resolution of the grievance, the student may proceed to the Formal Grievance procedure.

_____***FORMAL COMPLAINT*** The Formal Grievance is filed when a student cannot resolve his or her complaint informally. The student must file a Student Grievance Form (Formal Complaint) in the office of the appropriate dean.

What are you requesting that this office do to assist you? _____

_____

Student Signature_____Date _____

Official Signature_____Date _____

Return the completed and signed form to the campus directoror dean on your campus. Revised August 2015

Form B
GRIEVANCE APPEAL

TO: President, Bishop State Community College

FROM:_____

DEPARTMENT/PROGRAM:_____

ADDRESS:_____ PHONE:_____

CITY:_____ STATE:_____ ZIP: _____

PART I. NOTICE OF APPEAL

Nature of grievance being appealed: _____

_____

Appeal Statement(s): (Please specify objection(s) to finding(s), conclusion(s), or recommendation(s) of Report of the Committee or Title IX Coordinator and/or report arising from grievance hearing. Attach any supporting documents and include photocopy of report. Use additional sheets if necessary.)

_____

_____

_____

_____

Complainant _____

COPY TO: President, Bishop State Community College Respondent(s) to Grievance (if other than College)

PART II. PRESIDENT'S REPORT

TO:_____

ADDRESS:_____ **PHONE:**_____

CITY:_____ **STATE:**_____ **ZIP:** _____

FROM: President_____

Date Appeal Received:_____ Date of Report: _____

Response to Appeal: _____

_____

_____

President _____

COPY TO: President, Bishop State Community College

Respondent(s) to Grievance (if other than College) ..... Revised August 2015

Grievance Form C
GRIEVANCE APPEAL TO ALABAMA COMMUNITY COLLEGE SYSTEM

TO: Chancellor, Alabama Community College System

FROM:_____

DEPARTMENT/PROGRAM: _____

PART I. NOTICE OF APPEAL TO CHANCELLOR, ALABAMA COMMUNITY COLLEGE SYSTEM

a) Nature of grievance being appealed: _____

b) Appeal Statement(s): This is an appeal of the Chancellor's Response to Complainant's Appeal submitted on Grievance Appeal Form B and a request for a review by the Chancellor of the Alabama Community College System to review the President's report (attached hereto) and the initial grievance report (also attached).

Complainant _____

COPY TO: President, Bishop State Community College Respondent(s) to Grievance (if other than College)

PART II. REPORT OF CHANCELLOR, ALABAMA COMMUNITY COLLEGE SYSTEM

TO:_____

ADDRESS:_____ PHONE:_____

CITY:_____ STATE:_____ ZIP:_____

FROM: Chancellor, Alabama Community College System

Date Appeal Received:_____ Date of Response: _____

Response to Appeal: _____

Chancellor

COPY TO: President, Bishop State Community College
Chancellor, Alabama Community College System
Respondent(s) to Grievance (if other than College) ..... Revised August 2015

Form D
DO NOT RELEASE DIRECTORY INFORMATION

***NOTE*: IF A STUDENT DOES NOT WANT HIS OR HER STUDENT INFORMATION TO BE PUBLISHED IN THE COLLEGE DIRECTORY, THIS FORM MUST BE COMPLETED WITHIN THE FIRST TWO (2) WEEKS OF THE SEMESTER AND RETURNED TO THE OFFICE OF ADMISSIONS AND RECORDS.**

THIS FORM MUST BE RESUBMITTED ANNUALLY.
Name of student
Address, including email
Telephone number
Date/place of birth
Major/fields of study
Participation in officially recognized activities and sports
Height/weight of athletic team members
Dates of attendance
Degrees and awards received
Most recent educational institution attended
Photographs

IF THE STUDENT DOES NOT FILL OUT THE FORM ABOVE AND RETURN IT TO THE ADMISSIONS AND RECORDS OFFICE WITHIN THE FIRST TWO WEEKS OF THE SEMESTER, THE STUDENT DIRECTORY INFORMATION WILL BE RELEASED TO INQUIRERS.

==========

DO NOT RELEASE DIRECTORY INFORMATION

STUDENT NAME: _____

STUDENT NUMBER: _____

ADDITIONAL COMMENTS: _____

SIGNATURE STUDENT_____DATE_____

OFFICIAL SIGNATURE_____DATE _____

Return the completed and signed form to the campus director or dean on your campus. Revised August 2015

Form E
Request to Review Education Records (Student Request)

Students who want to review and inspect their records must complete this form.
Access to the following records may not be granted to a student.

- The financial records of the student's parents.
- Confidential letters and statements of recommendation placed in the student's file, if the student has waived his or her right to inspect those documents.
- Education records containing information about more than one student, in which case the College will permit access only to that part of the record which pertains to the inquiring student.
- Any other records which are excluded from the FERPA definition of education records (e.g. law enforcement records, medical records).

A Number_____

Student Name_____
Last First MI

_____
Campus Email Telephone Number

I hereby request to inspect and review the following records from my education records. (Please describe the record or records you wish to inspect as precisely as possible.)

_____

_____

_____

_____

_____

Please sign and date your request below. Bishop State Community College will make the needed arrangements for access to the information as promptly as possible and notify you of the time and place where the records may be inspected. Access will be given in 45 days or less from the receipt of request.

Student Signature_____ Date_____

FOR OFFICE USE ONLY		
Date Request Received:	Date Meeting Scheduled:	Date Meeting Held:

FERPA/FORMS/07/04
Updated 11/09/2016

Form G
FUNDRAISING ACTIVITY REQUEST FROM ORGANIZATION

_____

Faculty Adviser(s)

_____

Type of Fundraising Activity

_____

Beginning Date of Fundraising Activity

_____

Ending Date of Fundraising Activity

_____

Purpose of Activity

==========

FOR OFFICE USE ONLY:

Date Received _____

Approved_____Disapproved_____Date _____

Signature _____

Dean of Students

Approved_____Disapproved_____Date _____

Signature _____

President

Revised August 2015

Form H
BUSINESS AND INDUSTRIAL SOLICITATION REQUEST

Organization/Department _____

Type of Goods or Services Requested _____

_____

Proposed Use of Goods or Services _____

_____

_____
(Use Separate Sheet If Necessary)

Name of Business(s) To Be Solicited _____

_____
(Use Separate Sheet If Necessary)

Beginning Date of Solicitation _____

Ending Date of Solicitation _____

Estimated Value of Goods and/or Services Solicited _____

_____
(Use Separate Sheet If Necessary)

Requested By _____
(Please Print)

Signature _____ **Date** _____

==========

FOR OFFICE USE ONLY:

Date Received _____

Approved _____ Disapproved _____ Date _____

Signed _____
Director of Fundraising

Approved _____ **Disapproved** _____ **Date** _____

Signed _____
President

Revised August 2015

Form I
FINANCIAL REPORT FORM

Organization_____

Type of Fundraising Activity (Please Check One)

_____**Student Activity**

_____Business/Industrial Solicitation

Name of Fundraising Activity _____

FOR SOLICITATION FUNDRAISERS ONLY:

Attach a Copy of Receipt(s) for All Goods Received

Name of Business Contact Person _____

Amount Received_____

Total Amount Raised For This Activity $ _____

Submitted By_____Date _____
(Please Print)

Signature _____

==========

FOR OFFICE USE ONLY:

Received by the Office of the Dean of Students

Signature_____Date Received _____

Received By the Office of Fundraising

Signature_____Date Received _____

Revised August 2015

Form J
OFFICIAL PETITION FOR FORMING STUDENT CLUBS AND ORGANIZATIONS

1. **Name of Proposed Club or Organization**: _____

2. Type of Proposed Club or Organization:

Academic_____ Services_____

Social_____ Other_____

3. Names of (10) ten interested students:
(Each student signing this Petition must be a full-time student at Bishop State Community College.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

4. Proposed Constitution: *(Please attach to this form a proposed Constitution containing the following information.)*

A. Purpose of the club or organization

_____

B. Officers of the club or organization

_____

C. How the officers will be chosen

5. Faculty Sponsors(s):

1. _____

2. _____

3. _____

All information must be completed before this form is submitted to the Dean of Students for approval.

Signature Date

Revised August 2015

Form K
RELEASE AND HOLD HARMLESS AGREEMENT

I, the undersigned party; have freely and voluntarily decided to participate in activities associated with student organizations at Bishop State Community College. I understand that by participating in such activities, I may be asked to travel in college vehicles or personal automobiles of college employees to attend events associated with the College. As a result, I further understand that I am not entitled to any insurance coverage or medical benefits, which the College may provide. I am willingly accepting full responsibility and liability for any injury which I might suffer during my travels, and I hereby release and hold harmless Bishop State Community College and its officials and employees from any claim or liability relating to any injury, including death, which I might suffer during or as a result of my participation.

Student_____Date _____

Date of Birth_____Student Number_____

Address _____

City_____State_____ZIP _____

Emergency Contact _____

Relationship _____

Cell Phone (_____)_____Work Phone (_____) _____

Home Phone (_____) _____

Appendices

Appendix I
Constitution of the Student Government Association (SGA)

The name of this organization shall be the Bishop State Community College Student Government Association (SGA).

Article II - Purposes

The purposes of the Bishop State/SGA shall be to:

- Encourage wholesome attitudes toward all programs of the College;
- Attain cooperation between the faculty and the student body;
- Stimulate interest in the general welfare of the College;
- Promote a student publication; and Encourage eligible students to register and vote.

Article III - Membership

All students officially enrolled in Bishop State Community College (all campuses) shall be members of the Bishop/SGA.

Article IV - Officers

SECTION 1: The elected officers for the Bishop State/SGA shall be a president, a vice president, and a secretary. The president and vice president must be sophomores in good academic standing with at least 30 credit hours completed by the end of the spring semester during which elections are held. The secretary can be a freshman in good academic standing.

SECTION 2: The president shall preside over all meetings of the SGA, the Student Council, and appointed chairpersons of the standing committees and hold them accountable for their respective duties, and serve as ex-officio member of all committees.

SECTION 3: The vice president shall cooperate with the president in promoting the SGA's interests and perform the duties of the president when the president is absent.

SECTION 4: The secretary shall record minutes of all meetings of the SGA and the Student Council and shall be responsible for all correspondence.

Article V - Student Council

SECTION 1: The general organ of government for the Bishop State/SGA shall be known as the Student Council.

SECTION 2: The Student Council shall consist of the president, vice president, secretary, the presidents of all student clubs and organizations, elected class favorites, the president and vice president of the freshman and sophomore classes, first and second vice president of campus-based councils, and other representatives as required.

SECTION 3: The Student Council shall perform both executive and legislative functions, subject to approval of the SGA.

Article VI - Qualifications of Officers and Representatives

The officers of the SGA and members of the Student Council must maintain a minimum GPA of 2.5 and exhibit wholesome attitudes toward the College and its programs at all times.

Article VII - Meetings

The SGA and the Student Council shall meet once each month; meetings of the Student Council preceding those of the SGA

Article VIII - Judicial Procedures

In cases where the SGA has been authorized by the College to act judicially, its decisions shall be final.

Article IX - Amendments

The constitution may be amended by a two-thirds majority vote of the SGA.

By-Laws

Article I

SECTION I: Candidates for president and vice president of the SGA shall campaign for office beginning with the first Tuesday in April and shall continue for a period of two weeks. At the end of two weeks, one ballot shall be passed to all members of the student body, who shall be allowed to cast one vote for the candidate of their choice for president and one for vice president. The candidate in each category who receives the highest number of votes shall become president of the Student Government Association.

SECTION 2: Should it become impossible for the president or the vice president to take office in the fall, the SGA shall fill the position(s) temporarily until an election can be held.

SECTION 3: The secretary of the SGA should be elected at its first regular meeting during the fall quarter.

Article II

Before each regular meeting, the president and the Student Council shall have the power to assemble and formulate plans for presentation to the SGA in the general assembly.

Article III

Any vacancies occurring in the standing committees, Student Council, or campus representatives shall be filled by the responsible body at its next regular meeting.

Article IV

Each chairperson of a standing committee shall be required to submit a written report at each regular meeting.

Article V

The meetings of the Student Council and the SGA shall follow Robert's Rules of Order as closely as possible.

Article VI

The By-Laws may be amended by a two-thirds majority of the SGA.

Statute of the Student Conduct and Appeals Committee

Article I

1. The Student Conduct and Appeals Committee shall be established in accordance with the regulations of Bishop State Community College, hereafter referred to as the College. It shall be constituted and shall function according to the provisions of the present Statute, which shall be part of college relations.
2. This statute may be amended with the approval of college faculty, staff, and the SGA.
3. This statute deals with non-academic behavior.

Chapter I - Organization of the Committee

Article II

The committee shall consist of two SGA officers, two students (non-officers), and five faculty members.

Article III

1. The student members shall be appointed by the SGA and shall have the qualifications necessary for membership in the SGA.
2. Faculty and staff members shall be elected by college faculty and staff persons.

Article IV

1. The student members shall hold office for one year but may be reappointed if they have the necessary qualifications.

2. Faculty and staff members shall hold office for two academic school terms.
3. The SGA, faculty, and staff shall fill vacancies immediately whenever they occur.

Chapter II - Jurisdiction of the Committee

Article V

1. The provisions of the present statute apply to all full-time and part-time students of Bishop State Community College.
2. The regulations herein provided shall apply to behavior on all campuses of the College, in the immediate vicinity of the campus, and at college-sponsored events.
3. Matters of discipline in classrooms and shops shall be handled at the discretion of the faculty member in charge, who may refer such matters to the committee, if desired.

Article VI

1. The provisions of the present statute shall be used as the major instrument against students regarding non-academic actions.
2. Non-academic disciplinary actions not provided for by this statute shall be null and void except that the College administration retains its authority to act without reference to this statute when warranted, in extraordinary circumstances.

1. The committee may hear and decide all cases presented to it in accordance with the procedures described in Chapter IV.
2. The committee may levy four types of penalties in accordance with the provisions of Article XVI:
    A. SPECIFIC ORDERS. The committee may order the performance or non-performance of specific acts, including the payment of fines, as punishment for violations.
    B. REPRIMAND. The committee may warn an offender against further violations and note the action taken in its files.
    C. DISCIPLINARY PROBATION. The committee may place a student on probation for a period which shall seem proper. A record of this action shall be placed in the student's personnel file.
    D. SUSPENSION. The committee may suspend a student from the College for a period which shall seem proper. A record of this action shall be placed in the student's personnel file.

Chapter III - Primary and Secondary Offenses

Article VIII

1. Offenses listed in this statute as primary offenses under Article IX shall be punishable under Article VII, Section 2, paragraphs A-C.

2. Offenses listed in this statute as secondary offenses under Article X shall be punishable under Article VII, paragraphs A-C.

Article IX

The College prohibits the following types of behavior and cites violations as primary offenses:

1. Use of alcoholic beverages on the campus or at college-sponsored activities.
2. Gambling. This includes activities defined as gambling by a civil law.
3. Disorderly conduct. This shall be defined as any specific act or pattern of behavior resulting in or clearly tending to result in injury to persons or property, or disturbance of the peace of the College.
4. Contempt of the College. Failure to observe orders of the committee, disrespect at committee hearings, and disrespect of faculty, staff, administrators, or duly authorized students in the performance of their duties shall constitute contempt of the College.
5. Serious disregard of regulations. Where the committee finds that a student has repeatedly violated posted regulations as defined in Article X, it may be considered "serious disregard of regulations," which shall be punishable as a primary offense. In making this finding, the committee may also consider the previous disciplinary record of the offender.

Article X

1. Where administrative regulations governing campus behavior are published in places accessible to students on all campuses (such as the COLLEGE CATALOG/STUDENT HANDBOOK or bulletin boards), or in places frequented by students, violation of the regulations shall be treated as secondary offenses by the committee.
2. Violations of the following regulations are secondary offenses:
    A. Parking in areas reserved for visitors, faculty and staff, or the disabled.
    B. Smoking, eating, and drinking in classrooms, laboratories, and the libraries; smoking in the cafeterias.
    C. Being in unsupervised laboratories without the instructor's permission.
    D. Engaging in unacceptable conduct. Examples are: littering the campus or buildings on campus, profanity, fighting, to name a few.

Chapter IV - Procedures for the Committee

Article XI

The committee may formulate its own rules and procedures, except as provided by provisions of the present statute.

Article XII

1. Cases may be written and referred to the Chief Student Affairs Officer by any student, a member of the faculty and staff, or an administrative officer.
2. Cases must be referred, in writing, to the chairperson of the committee. The referral must specify the person charged and the offense for which charged, as defined in the present statute.
3. The person referring a case to the committee must appear before the committee as plaintiff.

Article XIII

1. All hearings of the committee shall be published and decisions shall be publicly announced, but deliberations and voting by the committee shall not be published.
2. A majority vote of the committee's membership shall be necessary to convict any student on trial. The chairperson of the committee shall vote in all cases.
3. Decisions of the committee shall be written by the chairperson and shall not include indications of how individual members of the committee voted, but provisions shall be a matter of record.

Article XIV

1. Decisions of the committee shall be final when approved by the proper college officer (the President's appointed representative).
2. The college officer responsible for implementing committee decisions shall approve, veto, or return for review all decisions of the committee within three days following the conclusion of the hearing.

Chapter V - Rights of Students

Article XV

1. It is intended that the present statute should protect the substantive rights of students.
2. No regulations herein stated shall be so construed or applied as to:
    A. Discriminate against any person based on race, color, sex, creed, national origin, disability or other characteristic protected by law.
    B. Deny any student the freedom to believe in or express ideas or ideals to which they are entitled as U. S. citizens.
    C. Punish off-campus, conscience-motivated political activities by students not pretending to speak for the College, even if such activities result in civil penalties.

Article XVI

1. It is intended that the present statute should protect the procedural rights of students.
2. The following procedural rights of students shall be observed:

A. A student charged before the committee must be convicted or acquitted of the charge(s) specified, not for a greater or lesser offense.
B. A student charged with a primary offense may have an adviser at a hearing before the committee. If the student desires faculty advice but is unable to obtain such, the committee shall appoint a faculty member to serve as adviser.
C. Students shall not be compelled to testify against themselves, nor shall any student be charged with the same offense twice.

A student who has been convicted by the committee has the right to appeal the committee's findings to the Alabama Community College System

Appendix II
Federal Jeanne Clery Act
Campus Crime Statistics

The Federal Jeanne Clery Act requires colleges and universities to collect and report annually certain information regarding criminal incidents. The statistics reported below are presented pursuant to that obligation.

Campus crime, arrests, and disciplinary referral statistics are based on information reported to the Campus Police of Bishop State Community College and the Mobile Police Department. The College is a non- residential institution.

The four campuses of Bishop State Community College are made up of buildings and property owned by the College that support the mission of the institution. The table below documents the number of reported offenses occurring on the overall college campus from January 1, 2019 through December 31, 2021.

As reported by the American Council on Education, this Act which was signed into Law by President Obama on March 7 that imposes new obligations on colleges and universities under its Campus Sexual Violence Act ("SaVe Act") provision, Section 304.

Criminal Offenses On-Campus

Criminal Offenses - On-Campus	2020	2021	2022
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0

Rape	0	0	0
Fondling	0	0	0
i. Incest	0	0	0
ii. Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	3
Motor vehicle theft	0	0	0
Arson	0	0	0

Criminal Offenses Noncampus

Criminal Offenses Noncampus	2020	2021	2022
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
i. Incest	0	0	0
ii. Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	2
Arson	0	0	0

Criminal Offenses Public Property

Criminal Offenses - Public Property	2020	2021	2022
Murder / Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
i. Incest	0	0	0
ii. Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Hate Crimes - On Campus

Category for Bias for crimes reported in 2020, 2021, 2022

Criminal Offenses	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0

i. Incest	0	0	0	0	0	0	0	0	0
ii. Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny - theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes - Noncampus

Category of Bias for crimes reported in 2020, 2021, 2022

Criminal Offenses	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
i. Incest	0	0	0	0	0	0	0	0	0

ii. Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny - theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes - Public Property

Category for Bias for crimes reported in 2020, 2021, 2022

Criminal Offenses	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
i. Incest	0	0	0	0	0	0	0	0	0
ii. Statutory rape	0	0	0	0	0	0	0	0	0

Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny - theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Arrests

Arrests - On-Campus	2020	2021	2022
Weapons: carrying, possessing, ect.	0	0	1
Drug law violations	0	0	0
Liquor law violations	0	0	0

Arrests - Noncampus	2020	2021	2022
Weapons: carrying, possessing, ect.	0	0	0
Drug law violations	0	0	1
Liquor law violations	0	0	0

Arrests - Public Property	2020	2021	2022

Weapons: carrying, possessing, ect.	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions - On-Campus	2020	2021	2022
Weapons: carrying, possessing, ect.	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions - Noncampus	2020	2021	2022
Weapons: carrying, possessing, ect.	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions - Public Property	2020	2021	2022
Weapons: carrying, possessing, ect.	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

Violence Against Women

Violence Against Women - On-Campus	2020	2021	2022
Domestic violations	0	0	0

Dating violations	0	0	0
Stalking	0	0	0

Violence Against Women - Noncampus	2020	2021	2022
Domestic violations	0	1	0
Dating violations	0	0	0
Stalking	0	0	0

Violence Against Women - Public Property	2020	2021	2022
Domestic violations	0	0	0
Dating violations	0	0	0
Stalking	0	0	0

Appendix III
Violence Against Women Reauthorization Act (VAWA) Sexual Misconduct Policy

- Introduction
    - Statement of Prohibition
    - Commitment to Address Sexual Misconduct
- Scope of Policy
    - Jurisdiction of the Policy
    - Individuals Covered by the Policy o Statement of Confidentiality
    - Title IX Coordinator and Responsibilities
- Prohibited Conduct and Definitions
- Other Definitions and Terms
- Confidentiality
    - Responsible Employees
    - Requesting Confidentiality from the College: How the College Will Weigh the Request and Respond
    - Privacy and Confidentiality Defined o Privileged and Confidential Communications

- Options for Assistance Following an Incident of Sexual Misconduct
- Ongoing Assistance
- Reporting Procedures
    - Complaint Procedures (Informal Resolution)
    - Associated Rights
    - Sanctions Imposed by Title IX Coordinator
    - Grievance Procedures (Formal Resolution)
    - Hearing Procedures
    - Report of Findings
    - Sanctions and Recommendations Imposed by Hearing Committee
- Non-Retaliation Requirements
- Filing a False Report
- Coordination with Law Enforcement
- Records
- Prevention and Education
- Training

Introduction

Bishop State Community College is committed to providing a workplace and campus community free of sexual misconduct and harassment. As required by Title IX of the Education Amendments of 1972, the College does not discriminate on the basis of sex in its education programs and activities. This includes discrimination affecting employees of the college and applicants for employment, students and applicants for admission, or members of the public. All members of the College community are expected to conduct themselves in a manner that does not infringe upon the rights of others, whether on college premises or at any College owned off campus location and while participating in any educational program or activity of the College.

Sexual harassment, which includes sexual misconduct and sexual assault, is a form of sex discrimination which is prohibited under Title IX of the Education Amendments of 1972 and the Violence Against Women Act. This policy is intended to reaffirm the College's commitment to address sexual harassment and take steps to prevent its reoccurrence and preserve or restore equal access to the College's education programs and activities. Dating violence, domestic violence, and stalking may also be considered forms of sexual discrimination. Due to the seriousness of these offenses, the College has adopted specific policies and procedures, outlined in the Student Handbook, employment policies, and webpage, to address alleged instances of sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence, and stalking. The College believes that no person should bear the effects of sexual harassment alone. When such conduct occurs, the College's paramount concern is for the safety and well-being of those impacted. To

support and assist students, the College provides a range of resources that include a trained counselor.

Under Title IX, individuals reporting allegations related to sexual harassment and/or sexual violence, have the right to a resolution of their complaint, to have the college conduct a prompt, thorough and impartial investigation, and to receive supportive measures to ensure the safety and wellbeing of the individuals involved and the college community.

When allegations of sexual harassment and/or sexual violence in any form are brought to the attention of the Title IX Coordinator, and if a responding party is found to have violated this policy, serious sanctions will be used to prevent its reoccurrence. Bishop State Community College does not tolerate or condone retaliation. Individuals wishing to report sexual harassment and/or sexual violence and/or to make inquiries concerning the application of Title IX at the College may contact:

Mrs. Kenya Parris-Onukwuli
Director, Human Resources
351 North Broad Street
Mobile, AL 36603
Phone: 251-405-7052
Email: konukwuli@bishop.edu

Ms. Cherry Watkins
Acting ADA Coordinator
Title IX Coordinator
351 North Broad Street
Mobile, AL 36603
Phone: 251-405-7156
Email: cwatkins@bishop.edu

Assistant Secretary
U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC20202-1100
Email: OCT@ed.goc
Information regarding the Title IX Coordinator and their role will be provided to all faculty, staff, students, applicants for admissions, and applicants for employment. Also,

this information is available on the College website at www.bishop.edu under the Title IX webpage.

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:
"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."
DEFINITIONS RELATING TO SEXUAL HARASSMENT

Many terms are used in the context of sexual harassment. The following will provide some common definitions and examples.

Actual knowledge: The notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any official of the College who has authority to institute corrective measures of behalf of the College shall be deemed actual knowledge on the part of the College.

Complainant: is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. For the purposes of this procedure a Complainant may be an individual applying for admission or employment, an employee, a student or an individual otherwise participating in or attempting to participate in the College's education programs and activities.

Respondent: is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal complaint: is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment. Note: At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an educational program or activity of the College at which the formal complaint is filed.

Consent: "Consent" must be informed, voluntary, and mutual and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether or not a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

Incapacitation: An individual who is incapacitated is unable to give consent to sexual contact. States of incapacitation include sleep, unconsciousness, intermittent consciousness, intoxication, or any other state where the individual is unaware that sexual contact is occurring or is otherwise unable to give informed and voluntarily consent. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact. Example: A person who is taking pain medication and falls asleep under the influence of the medication can be incapacitated and not be able to give consent to sexual contact.

Sexual Misconduct: Committing sexual abuse, sexual assault, sexual harassment, sexual exploitation, or statutory rape, as defined below or under Alabama state law.

Harassment: The striking, shoving, kicking, or otherwise touching or making physical contact in regard to another for the purpose of harassing, annoying or alarming; and/or directing abusive or obscene language or making an obscene gesture toward someone for the purpose of harassing, annoying, or alarming. Example: Making or using persistent derogatory comments, epithets, or slurs that place a person in a hostile or fearful environment or where the person's safety is in jeopardy.

Sexual harassment: Conduct on the basis of sex that satisfies one or more of the following:

- A school employee conditioning education benefits on participating in unwelcome sexual conduct (i.e. quid pro quo);
- Unwelcomed conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- Stalking, dating violence, or domestic violence.

Definitions of Sexually Based Offenses

Sexual abuse in the first degree:
(a) A person commits the crime of sexual abuse in the first degree if:
(1) He subjects another person to sexual contact by forcible compulsion; or
(2) He subjects another person to sexual contact who is incapable of consent by reason of being physically helpless or mentally incapacitated.
(b) Sexual abuse in the first degree is a Class C felony (Alabama Code 13A-6-66).

Sexual abuse in the second degree:
(a) A person commits the crime of sexual abuse in the second degree if:
(1) He subjects another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old; or

(2) He, being 19 years old or older, subjects another person to sexual contact who is less than 16 years old, but more than 12 years old.

(b) Sexual abuse in second degree is a Class A misdemeanor, except that if a person commits a second or subsequent offense of sexual abuse in the second degree within one year of another sexual offense, the offense is a Class C felony (Alabama Code 13A-6-67).

Rape in the first degree:

(a) A person commits the crime of rape in the first degree if:

(1) He or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion; or

(2) He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being physically helpless or mentally incapacitated; or

(3) He or she, being 16 years or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old.

(b) Rape in the first degree is a Class A felony (Alabama Code 13A-6-61).

Rape in the second degree:

(a) A person commits the crime of rape in the second degree if:

(1) Being 16 years old or older, he or she engages in sexual intercourse with a member of the opposite sex less than 16 and more than 12 years old; provided, however, the actor is at least two years older than the member of the opposite sex.

(2) He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being mentally defective.

(b) Rape in the second degree is a Class B felony (Alabama Code 13A-6-62).

Sodomy in the first degree:

(a) A person commits the crime of sodomy in the first degree if:

(1) He engages in deviate sexual intercourse with another person by forcible compulsion; or

(2) He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being physically helpless or mentally incapacitated; or

(3) He, being 16 years old or older, engages in deviate sexual intercourse with a person who is less than 12 years old.

(b) Sodomy in the first degree is a Class A felony (Alabama Code 13A-6-63).

Sodomy in the second degree:

(a) A person commits the crime of sodomy in the second degree if:

(1) He, being 16 years old or older, engages in deviate sexual intercourse with another person less than 16 and more than 12 years old.

(2) He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being mentally defective.

(b) Sodomy in the second degree is a Class B felony (Alabama Code 13A-6-64).

Domestic Violence:

Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction (34 U.S.C.12291(a)(8).

In Alabama, domestic violence includes felony and misdemeanor crimes of violence committed by a current or former spouse, parent, child, any person with whom the defendant has a child in common, a present or former household member, or a person who has or had a dating or engagement relationship with the defendant (Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees).

Dating Violence:

Means violence committed by a person -

(a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(b) Where the existence of such a relationship will be determined based on a consideration of the following factors:

- The length of the relationship,
- The type of relationship,
- The frequency of interaction between the persons involved in the relationship (34 U.S.C.12291(a) (10).

In Alabama, dating violence is covered under Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees.

Stalking:

Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress 34 U.S.C.12291(a)(30).

In Alabama, stalking is when a person intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm (13A-6-90 Stalking in the first degree) or a person who, acting with an improper purpose, intentionally and repeatedly follows, harasses, telephones, or initiates communication, verbally, electronically, or otherwise, with another person, any member of the other person's immediate family, or any third party with whom the other person is acquainted, and causes material harm to the mental or emotional health of the other person, or causes such person to reasonably fear that his or her employment, business, or career is threatened, and the perpetrator was previously informed to cease that conduct (Section 13A-6-91 Stalking in the second degree).

Sexual assault:
Means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting systems of the Federal Bureau of Investigation 20 U.S.C.1092 (f)(6)(A)(v).
Students and employees who are victims of crime including rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking, are encouraged by the College to report but do have the option not to report the incident to campus law enforcement, or local law enforcement. In those cases, the victim may still seek assistance confidentially from Crisis Services of North Alabama or any other victim service agency of their choosing.

Formal Complaint Process

INITIAL STEPS

Any student or employee of the College or applicant for employment or admission who has a complaint against a student or a member of the College faculty, staff, or administration concerning sexual harassment (Title IX of the Educational Amendments of 1972) or has knowledge of any conduct constituting sexual harassment in an educational program or activity of the College or which occurred on property owned by the College or controlled by the College should report the complaint to the campus Title IX Coordinator [link to Title IX webpage]. An educational program or activity of the College includes, but is not limited to locations, events or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes buildings owned or controlled by a student organization that is officially recognized by the College.

REPORTING A COMPLAINT

Any individual may report sexual harassment incident to Title IX Coordinator in person, by email, by telephone, or in writing. The report must include the names of the Complainant(s) and Respondent(s), approximate date of incident, facts of the incident, and contact information for the person submitting the complaint.

The Title IX Coordinator will respond in writing to the person submitting the complaint as soon as practicable, but not exceeding five (5) business days. If the person submitting the complaint is not the Complainant, the Title IX Coordinator will also contact the Complainant within five (5) business days.

If after a discussion with the Complainant, the Title IX Coordinator determines that the complaint does not qualify as a Title IX Complaint, the Title IX Coordinator will notify the Complainant in writing and may redirect the Complaint to the appropriate committee.

If after a discussion between the Complainant and the Title IX Coordinator, the Title IX Coordinator determines that the complaint meets the criteria of a Title IX Complaint and the Complainant requests to file a formal complaint, the Title IX Coordinator will initiate the formal complaint process.

SUPPORTIVE MEASURES

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The College must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Supportive measures will be offered to the Complainant within five (5) business days of receipt of the complaint.

Supportive measures will be offered to the Respondent simultaneously with the Notice of Allegations.

Standard of Evidence for Determining Responsibility

For the purposes of College Title IX procedures, the College will use a "preponderance of evidence" standard for determining responsibility. Preponderance of the Evidence means evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is evidence which as a whole shows that the fact sought to be proved is more probable than not.

FORMAL COMPLAINT PROCESS

A formal complaint must be submitted in electronic (email) or written format to the Title IX Coordinator and must be signed by the Complainant. In the event that under the circumstances a formal complaint should be pursued notwithstanding a Complainant's

desire not to file a formal complaint, the Title IX Coordinator may sign the complaint. The complaint must include the following:

- the date of the original complaint,
- names of Complainant and Respondent,
- facts and description of the complaint, and
- the request to investigate complaint.

A Complainant must be participating in or attempting to participate in a College sponsored program or activity at the time the complaint is filed.

DIMISSAL OF FORMAL COMPLAINT

The College may dismiss a formal complaint or allegations therein if:

- the Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the formal complaint or allegations therein,
- the Respondent is no longer enrolled or employed by the school, or
- specific circumstances prevent the school from gathering sufficient evidence to reach a determination.

The College must dismiss a formal complaint or allegations therein if:

- the allegations do not meet the definitions of sexual harassment
- the alleged conduct did not occur within the United States, or
- the alleged conduct did not occur within a College sponsored program or activity.

If the College determines the formal complaint or allegations therein will be dismissed, the Title IX Coordinator will provide written notice to both parties of the dismissal of allegations, and the reason for dismissal within five (5) business days of the decision to dismiss the complaint.

NOTICE OF ALLEGATIONS

The Title IX Coordinator will provide simultaneous written notice of allegations, including sufficient details, and intent to investigate to the Complainant and Respondent no later than ten (10) calendar days after receipt of the formal complaint. The Title IX Coordinator will also provide both parties with the formal complaint, grievance and appeal process, possible sanctions and remedies, and availability of advisors. The written notice shall include a statement that the respondent is presumed not responsible for the alleged conduct, that the parties and their advisors may review and inspect evidence, and advise the parties of the provisions of the College Code of Conduct relating to making false statements or submitting false information during the grievance process.

The Title IX Coordinator will additionally notify the Title IX investigator of the pending investigation and provide a copy of the formal complaint.

ADVISORS

In addition to providing the Complainant and Respondent with written notice of allegations and intent to investigate, the Title IX Coordinator will inform the parties of

the availability of advisors. Both parties shall have the right to retain, at the respective party's own cost, the assistance of legal counsel or other personal representative advisor. In the alternative, either or both parties may also request an advisor provided by the College.

Only an advisor may conduct cross-examination during the live hearing.

Neither party may dismiss a College appointed advisor.

INVESTIGATION PROCEDURE

The Title IX investigator is responsible for conducting an investigation of the submitted formal complaint. The Title IX investigator will have received Title IX investigator training within the current academic year.

The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the College and not on the parties.

The Title IX investigator will notify the Complaint and Respondent in writing of the intent to investigate within five (5) business days of receipt of the formal complaint and will commence interviews within ten (10) business days or receipt of the formal complaint. The Title IX investigator will notify the Complainant and Respondent and their respective advisors in writing of all individuals the investigator intends to interview.

Either party may identify other witnesses with relevant information for interview or other evidence for review by the investigator.

The Title IX investigator will conduct a factual investigation of the formal complaint and shall research applicable statutes, regulations, and/or policies, if any. The Title IX investigator will notify any interviewees in writing of the intent to interview. Interviewees will have at least five (5) business days' notice of an interview. Notice will include the participants, date, place, purpose, and time of the interview.

The College will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory (tending to establish fault or guilt) and exculpatory (clearing or tending to clear from alleged fault or guilt) evidence. Credibility determinations may not be based on a person's status as a complainant, respondent or witness.

The College will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the College

may establish restrictions regarding the extent to which the advisor may participate in proceedings, as long as the restrictions apply equally to both parties.

The College will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

The College will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal access opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

Prior to the completion of the investigative report, the Title IX investigator will submit all reviewed evidence to the Title IX Coordinator.

The Title IX Coordinator will provide copies of all evidence reviewed during the investigation to the Complainant, Respondent, and their respective advisors. All parties will have ten (10) business days to review the evidence and respond in writing to the Title IX Coordinator.

Subsequent to the ten (10) business day review period, the Title IX Coordinator will direct any responses from the Complainant, Respondent, or their respective advisors to the Title IX Investigator for additional review. The Title IX Investigator will submit a final report and the reviewed evidence to the Title IX Coordinator. At least 10 days prior to the live hearing, the Title IX Coordinator will simultaneously provide the Complainant, Respondent, their respective advisors, with the final report and all reviewed evidence for their review and written response. The President will select a Hearing Officer to conduct the live hearing. The Hearing Officer shall be provided a copy of the investigative report and reviewed evidence.

LIVE HEARING PROCEDURE

Upon receipt of the final investigative report, the Hearing Officer will convene a Decision Maker panel and schedule a live hearing. The panel will consist of three (3) individuals selected by the Hearing Officer who have completed Decision Maker training during the current academic year. The Hearing Officer will designate one of the Decision Makers as Primary Decision Maker. Hearing Officer will notify the Complainant, Respondent, their respective advisors, Title IX Coordinator, Title IX Investigator, witnesses named in the final report, and the Decision Makers of the live hearing date within five (5) business days of receipt of the final investigative report. The live hearing date must provide the Complainant, Respondent, and their respective advisors with no

less than ten (10) business days to review the final investigative report and all supporting evidence.

The hearing must be a live, recorded hearing with the opportunity for both advisors to conduct cross-examinations. The hearing shall be recorded by either a court reporter or on audio or video tape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

Upon request, the Complainant and Respondent may participate in the hearing via on-campus video conferencing provided that all parties, including the Decision Making Panel, are able to see and hear the party or witness answering questions in real-time.

The Hearing Officer, Decision Makers, Complainant, Respondent, and their respective advisors will attend the hearing. The Title IX investigator, Title IX Coordinator and witnesses will be called to provide testimony if requested by the Decision Makers, parties or their respective advisors.

If a party does not have an advisor present at the live hearing, the College shall provide without fee or charge to that party, an advisor of the College's choice, who may be, but is not required to be an attorney.

The hearing process will consist of:

- Opening statement by Hearing Officer
- Review of hearing procedures, formal complaint and notice of allegations by Hearing Officer
- Review of potential hearing outcomes and sanctions by Hearing Officer
- Complainant Testimony
- Cross-examination of Complainant by Respondent advisor
- Testimony of Witnesses of Complainant
- Cross-examination of Complainant Witnesses by Respondent advisor
- Respondent Testimony
- Cross-examination of Respondent by Complainant advisor
- Witnesses of Respondent Testimonies
- Cross-examination of Respondent Witnesses by Complainant advisor
- Decision Maker inquiries
- Review of appeal process by Hearing Officer
- Closing statement by Hearing Officer
- Dismissal of parties
- Decision Maker deliberations
  At the hearing, the Hearing Officer shall read the hearing procedures, notice of allegations, formal complaint, potential hearing outcomes, and potential sanctions.

After the Hearing Officer concludes opening statements, the Complainant shall have the opportunity to present such oral testimony and offer such other supporting evidence as deemed relevant to the formal complaint. Subsequent to Complainant testimony, the Respondent advisor may conduct cross-examination. The Decision Makers may question the Complainant after the cross-examination.

The Complainant may call witnesses to provide testimony as deemed appropriate to the formal complaint. The Respondent advisor may conduct cross-examination of the witnesses. The Decision Makers may question the witnesses after the cross-examination.

The Respondent shall then be given the opportunity to present such testimony and offer such other evidence as deemed relevant to the Respondent's defense against the formal complaint. Subsequent to Respondent testimony, the Complainant advisor may conduct cross-examination. The Decision Makers may question the Respondent after the cross-examination.

The Respondent may call witnesses to provide testimony as deemed appropriate to the formal complaint. The Complainant advisor may conduct cross-examination of the witnesses. The Decision Makers may question the witnesses after the cross-examination.

Only relevant cross-examination and other questions may be asked of a party or witness.

During cross-examination, the advisor will pose each question orally to the Primary Decision Maker. The Primary Decision Maker will determine if the Complainant, Respondent, or witnesses may respond to the question. If the Primary Decision Maker chair determines that the question is not relevant, the Primary Decision Maker will explain the rationale for dismissing the question. Rape shield protection is provided for Complainants which deems irrelevant questions and evidence about a Complainant's prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged misconduct or if the questions and evidence concern specific incidents of Complainant's prior sexual behavior with respect to the Respondent and offered to prove consent.

If a witness or party is not available or declines cross-examination, the decision makers must not rely on any statement of that witness in reaching a determination regarding responsibility; provided, however, that the decision makers cannot draw an inference about the determination regarding responsibility based solely on a party or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Upon conclusion of the presentation of the evidence and cross-examinations, the Hearing Officer shall read the appeal process and closing statements. The Complainant, Respondent, their respective advisors and all witnesses shall be dismissed.

The Decision Makers will deliberate to determine if the Respondent is deemed responsible and submit a written hearing report which contains:

- identification of the allegations potentially constituting sexual harassment;
- a description of the procedural steps taken from the receipt of the formal complaint through determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- findings of fact supporting the determination;
- conclusions regarding the application of the College's code of conduct to the facts;
- a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
- the College's procedures and permissible bases for the complainant and respondent to appeal.

The Primary Decision Maker will submit the hearing report to the Hearing Officer within ten (10) business days of the live hearing.

The Hearing Officer will submit the hearing report simultaneously to the Title IX Coordinator, Complainant, Respondent, and their respective advisors within three (3) business days of receipt of the hearing report.

The College must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator will retain the recording of the hearing, the hearing report, the investigative report, and all evidence obtained during the investigation and all evidence offered at the hearing.

APPEAL PROCEDURE

Appeals of a determination regarding responsibility and from the College's dismissal of a formal complaint or any allegations therein are available to both parties on the following grounds: (1) procedural irregularity that affected the outcome of the matter; (2) new evidence that was not reasonably available at the time the decision regarding responsibility or dismissal was made, that could affect the outcome; and/or (3) the Title IX Coordinator, Investigator, or a Decision Maker had a conflict of interest or bias that affected the outcome.

The President of Bishop State Community College or his/her designee shall be the appeal authority in upholding, rejecting, or modifying the recommendations of the Decision Maker Panel. The President or his/her designee shall not be bound in any manner by the recommendation(s) of the Decision Maker Panel, but shall take it (them) into consideration in rendering his/her decision.

Either party may file a written request with President requesting that the President review the decision of the Decision Maker Panel. The written request must be filed within ten (10) business days following the party's receipt of the hearing report. If the appeal is not filed by the close of business on the tenth (10^{th}) business day following the party's receipt of the report, the party's opportunity to appeal shall have been waived.

As to all appeals, the College will:

- notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.
- ensure the decision-maker(s) for the appeal complies with the standards set for in 34 C.F.R. § 160.45(b)(iii);
- give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- issue a written decision describing the result of the appeal and the rationale for the result; and
- provide the written decision simultaneously to both parties.

A decision on a party's appeal shall be rendered within 30 calendar days of the initiation of the appeals process. The time for decision may be extended for exigent circumstance or as may be otherwise agreed by the parties.

If the Respondent is also an employee of the College, the individual may also file a claim with the Equal Employment Opportunity Commission within 180 days of the alleged discriminatory act.

Informal Resolution. The College may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the College may not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the College may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the College does the following:

i. provides to the parties a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
ii. obtains the parties' voluntary, written consent to the informal resolution process; and
iii. does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

RETALIATION PROHIBITED. Neither the College nor other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated in any manner an investigation, proceeding, or hearing conducted under this policy. Complaints alleging retaliation may be filed according to the grievance procedures included in the formal complaint process. The College shall keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness except as may be permitted by FERPA statute, 20 U.S.C. 1232g or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

Range of Possible Sanctions - On final determination of responsibility the following sanctions may be imposed against a respondent:

For Students:
• Training
• Referral to Counseling

• Reprimand
• Probation
• Loss of Privileges
• Suspension
• Expulsion
• Other penalties which may be set forth by the College

For Employees:
• Training
• Referral to Counseling
• Warning
• Reprimand
• Probation
• Reassignment
• Transfer
• Suspension without pay
• Termination

For Individuals other than Employees or Students:
• Removal from campus
• Restrictions on future campus access
• Termination of contractual arrangements (if any)
• Referral to law enforcement

At any time in the grievance process the College may impose a temporary delay or limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.

Neither the College assigned Investigator or Decision Makers and any person who facilitates an informal resolution process shall require, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

The College's Title IX Coordinators, Investigators, Decision Makers shall all have received training for their respective roles prior to participating in a Title IX Complaint or grievance process. All materials used to train the Title IX Coordinators, Investigators, Decision Makers and any person who facilitates an informal resolution process may be found on the College's website at www.bishop.edu.

Prevention and Education

Bishop State Community College is committed to preserving the safety and security of the College environment and will implement activities designed to prevent incidents of sexual misconduct, inform members of the College community of their rights under the Violence Against Women Restoration Act (VAWA) - Sexual Misconduct Policy; inform members of prohibited conduct; identify prevention measures, and provide information regarding reporting protocols.

The College's prevention and education program will include, but will not be limited to:

- Annual training and awareness programs for current employees and students;
- Orientation for new employees and students that will educate them about the College's Violence Against Women Restoration Act (VAWA) - Sexual Misconduct Policy and prevention measures that may be utilized;
- Information regarding the Violence Against Women Restoration Act (VAWA) - Sexual Misconduct Policy on the College's Web site (www.bishop.edu);
- Information on bystander intervention; and
- Implementation of a campus sexual misconduct awareness campaign.

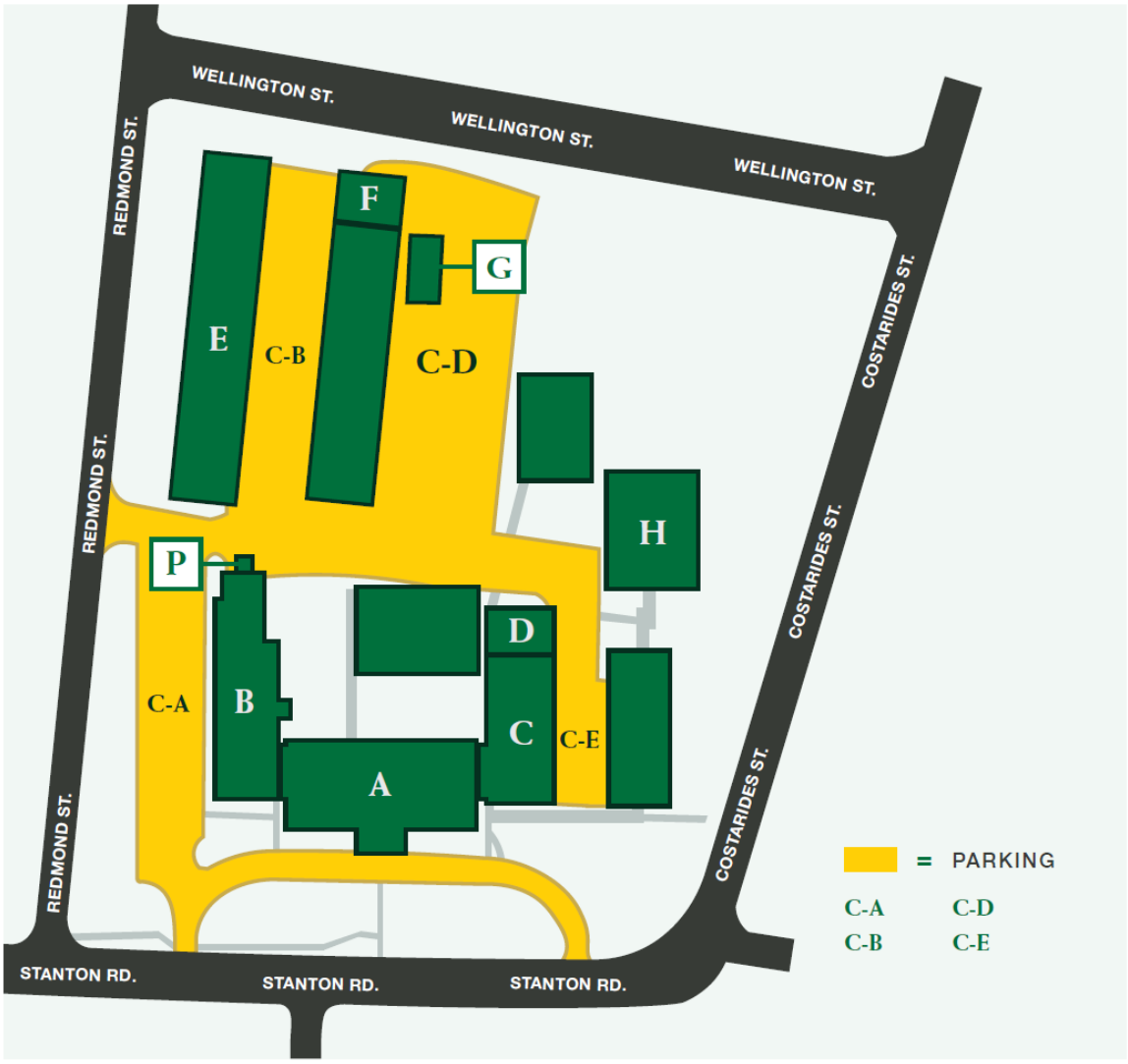
Training

Bishop State Community College will ensure that all college employees, including those officials involved in redressing incidents of sexual misconduct, are trained on an annual basis through the College's Professional Development process and through external resources when appropriate.

Campus Maps

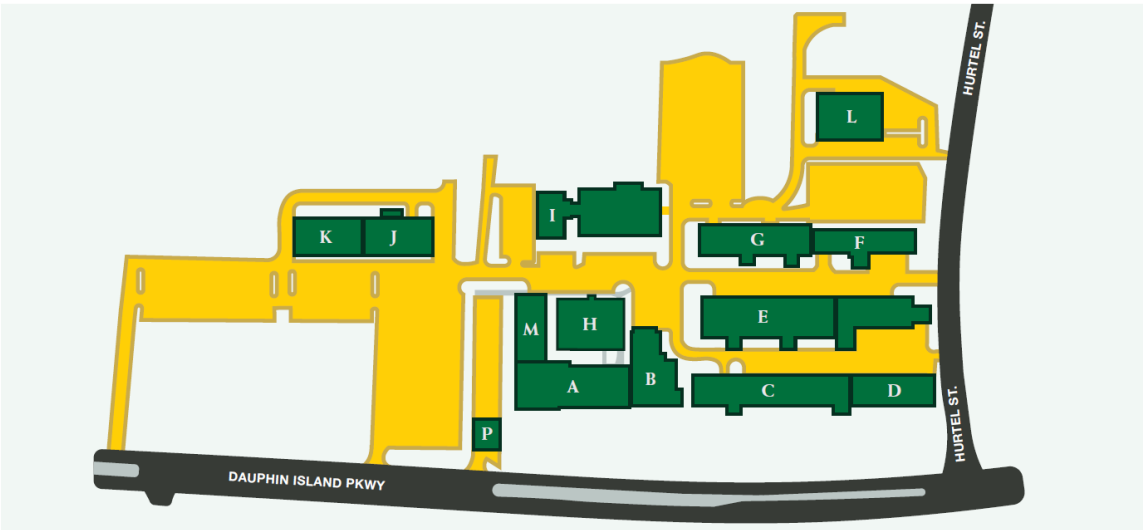
A | Center for Advanced Manufacturing Technology
B | Yvonne Kennedy Business Technology Center
C | Center for Allied Health
D | Caldwell-Richardson Building / Library
E | Center for Nursing & Health Sciences
F | Oliver H. Delchamps, Jr. Student Life Complex / Campus Police
G | Fredricka G. Evans Cultural Center / Gym / Pool
H | Clock Tower
I | Parking Garage
J | Maintenance / Shipping & Receiving
K | Central Utilities

Downtown Campus Map 2025-2026
351 North Broad Street
Mobile, AL 36603



A | Earl Roberson, Sr. Building / Administration / Library
B | Culinary Arts
C | Adult Education
D | Adult Education Testing Center
E | Welding
F | Auxiliary Welding Lab
G | Maintenance
H | Barbering & Hair Styling
P | Campus Police

Carver Campus Map 2025-2026
414 Stanton Rd
Mobile, AL 36617



A | Donal Jefferies Administration Building
B | Banquet Hall
C | Carpentry / Construction Technology / Plumbing / Residential Electrical / Auto Body
D | Automotive
E | Air Conditioning & Refrigeration Technology
F | Maintenance
G | Aviation Manufacturing Technology
H | Alabama Power Line Worker Program
I | Alabama Power FastTrack HVAC Program
J | Electrical Technology
K | Alabama Line Worker Transformer Lab
L | Diesel Technology
M | Cosmetology
P | Campus Police

Southwest Campus Map 2025-2026
925 Dauphin Island Pkwy
Mobile, AL 36605

College Directory

Executive Council

Burton, Khalilah	Vice President for Instructional Services	kburton@bishop.edu	405-7013
Cunningham, Carl	Dean of Students	ccunningham@bishop.edu	405-7089
LIttle, Kelly	Regional Chief Financial Officer	kelly.little@accs.edu	405-7040
Spears, Akareem	Dean of Workforce and Economic Development	aspears@bishop.edu	662-5368
Wooten, Keidrick	Director of Information Technology	kwooten@bishop.edu	405-7100

Faculty and Staff

AGNEW, ANDREA (2005)
Dean of Health Sciences
Ed.D., Alabama State University
M.B.A., Governors University
M.S., University of South Alabama
B.A., University of South Alabama

ALLEN, DOUGLAS (2021)
Laboratory Assistant, Truck Driving
Certificate Class A CDL, Bishop State Community College

ALLEN, MICHAEL (2018)
Laboratory Assistant, Truck Driving
Diploma, McGill Toolen High School

ANGLE, COURTNEY (2008)
Custodial Services Technician I
A.S., Bishop State Community College

College Recruiter

B.S., University of South Alabama

BLACK, DIANA (2023)
Instructor, Aviation Manufacturing
B.A., University of South Alabama

BLACKMARR, DEVIN (2021)
Health Sciences Retention Coach
Ed.S., University of West Florida
M.Ed., University of West Florida
B.A., University of West Florida

BLAKLEY ADAMS, RHONDA (2018)
Career Coach, Adult Basic Education
Ed.S., University of West Georgia
M.Ed., Alabama A&M University
B.S., Alabama A&M University

BOWERS, DWAYNE (2019)
Instructor, Aviation Manufacturing
A.S. Electrical Technology, R.E.T.S Electronics Institute

BRADLEY, BRYANT (2022)
College Recruiter
M.S., Strayer University
B.S., Faulkner University
A.S. Bishop State Community College

BRADLEY, KAYLEN (2023)
Student Support Services Project Navigator
M.Ed., University of South Alabama
B.A., Dillard University

BRAVI, NATALIE (2023)
Graphic Designer
B.F.A., University of South Alabama

BUMPERS, CLAUDE (2015)
Director of Institutional Research
B.S. Alabama A & M University

M.B.A., Jacksonville State University

BURTON, KHALILAH (2022)
Vice President of Instructional Services
Ed.D., Morgan State University
M.S., Alabama A&M University
B.S., Alabama A&M University

Instructor, Mathematics
M.S., University of South Alabama
B.S., Troy University

CAVER-EATON, LASONJA (2017)
Instructor, Physical Therapy Assistant
B.A., Wayne State University
A.A.S, Delgado Community College

CHARLES, OLIVIER (2022)
President
M.S.C.E., University of West Alabama
B.S., University of West Alabama

CLARK, HALBERT (2022)
Campus Police Officer
APOST Certification, Mobile Police Academy

COCHRAN, CATHERINE (2015)
Instructor, Speech
M.A., University of South Alabama
B.A., Troy University

COLEMAN, LYLE (2000)
Instructor, Business
M.B.A., University of South Alabama
B.S., University of Alabama

COLEMAN, SARA (2022)
Instructor, Early Childhood Education
M.A. Early Childhood Education, University of Mobile

COOKS, GLADYS (2021)
Instructor, Nursing
M.S.N., University of Alabama at Birmingham
B.S.N., Jacksonville State University

COUNCIL, LATANYA (2016)
Assissant Director of Admissions and Records
B.S., Liberty University
A.A., Alabama Southern Community College

CROCKETT, PATTY (2003)
Instructor, English
Ed.S., University of West Florida
M.Ed., University of South Alabama
B.A., Springhill College

CUNNINGHAM, TERRI (2013)
Library Specialist
B.A.S., Remington College
A.O.S., Remington College

Coordinator of Early College Programs
Ed.D., University of South Alabama
M.A., University of South Alabama
B.A., University of South Alabama

DAVIS, DEWANDA (2011)
Workforce Development Project Lead
M.S., Capella University
B.S., Cappella University
Certificate, Capella University

DEDEAUX, RAVEN (2023)
English Tutor I
M.A., University of South Alabama
B.A., University of Southern Mississippi

DENNIS, TAMMY (2003)
Instructor, Biology
Ed.D. Nova University

Ed.S. University of South Alabama
M.S. University of South Alabama
B.S. University of South Alabama

DICKERSON, WADE (2010)
Instructor, Barbering
A.O.T., Bishop State Community College

DOUGLAS, HENRY (2002)
Instructor, Commercial Food Services
A.A.S. Southern Institute

DUMAS, SARAH (2002)
Accounts Payable Clerk
A.S., Bishop State Community College

EAGER, TRENTON (2016)
Athletic Director/Men's Basketball Coach
M.Ed., University of West Alabama
B.S., Jacksonville State University
A.A., Gulf Coast Community College

Director of Advising and Student Success
M.L.A., Springhill College
B.A., Springhill College

FISHER, ONTARIO (2017)
Instructor, Adult Basic Education
B.A. University of South Alabama
A.S. Bishop State Community College

FRENCH, ROCHELLE (2017)
Assistant Director of Financial Aid
M.S., American Intercontinental University
B.S., Faulkner University
A.S., Southeast College of Technology

Grants Administrator
B.A., Jacksonville State University
A.A., Gadsden State Community College

GAMBLE, LESLIE (2022)
Mathematics Tutor I
Ed.D., Georgia Southern University
M.A., Cambridge College
B.A., University of South Alabama

GILES, MAMIE (1999)
Senior Accountant
B.S., University of South Alabama

GILKERSON, ERICA (2022)
Workforce Development Project Lead
M.L.S., West Virginia University
B.A., Marshall University
B.A., Judson College

GILL, SHERMIKA (2018)
Academic Advisor
M.S., Troy University
B.B.A., Faulkner University

GOODWIN, LETECIA (2022)
Assistant Accountant
M.B.A., University of San Carlos- Philippines
B.S., University of San Carlos- Philippines

Instructor, Biology
Ph.D. Walden University
M.A. University of Mobile
B.S. University of Mobile

HALL, TAMMY (2004)
Instructor, Adult Basic Education
B.S., University of South Alabama

HARRIS, ADRIA (2021)
Women Basketball Coach
M.Ed., Alabama State University
B.A., Alabama State University

HARRIS, KAREN (2002)
Campus Police Officer
APOST Certification, Mobile Police Academy
Diploma, C.F. Vigor High School

HARRISON, FOLAYAN (2012)
Title III Grants Specialist
M.S., University of West Alabama
B.S., Springhill College
A.A.S., Bishop State Community College
A.S., Bishop State Community College

HART, COURTNEY (2023)
Instructor, Sociology
M.S., Troy University

HATTENSTEIN, JAMES (2017)
Head Baseball Coach
M.A., University of Mobile
B.S., University of South Alabama

HAYES ELLIS, LATONYA (2003)
Instructor, Mathematics
A.A.S., Bishop State Community College
B.S., University of South Alabama
M.L.A., Springhill College

HOBBS, SHARNEE (2004)
Director of Adult Basic Education
B.A., University of South Alabama
M.Ed., University of South Alabama
M.Ed., University of West Alabama

HOLDER, KENNEY (2019)
Director of Facilities
B.A., Tuskegee Institute

HOST, LYDIA (2010)
Instructor, Art

B.F.A., University of South Alabama
M.L.A., Springhill College

HUDSON, MARY (1985)
Accounts Payable Clerk
A.A.S., Bishop State Community College

HUMPHRIES, FALON (2023)
Instructor, Natural Sciences
B.S., Springhill College
M.S., University of South Alabama

HUNTER, TERRANCE (2021)
Instructor, Welding
A.A.S., Bishop State Community College
B.S., Faulkner University
M.B.A., Virginia College

Campus Police
Diploma, Murphy High School
A.P.O.S.T., Southwest Alabama Police Academy

JURENKA, SARAH (1999)
Instructor, History
B.S., University of West Alabama
M.A.T., University of West Alabama

Volleyball Coach
B.A., Bowling Green State University
M.Ed., Bowling Green State University

KING, JULIE (2001)
Instructor, English
B.A., University of Montevallo
M.Ed., University of Montevallo
Ed.S., University of West Florida

KING, VICTORIA (2008)
Instructor, Nursing
B.S.N., Tuskegee University

M.S.N., University of Mobile
D.N.P., Samford University

Instructor
B.S., Bishop State Community College
M.S., Prairie View A & M

LENOX, BOBBY (2023)
Instructor, Process Technology
A.S., Costal Alabama Community College
B.S., Auburn University

LOVE, YOLANDA (2011)
Academic Advisor, International Students
B.S., Liberty University

LOWE, VONICIA (2019)
Administrative Assistant II
A.S., Coastal Alabama Community College
B.S., University of Alabama

Instructor, Electronics
B.S., Tuskegee University
M.S., Tuskegee University

MAULL, JEROME (2010)
Instructor, Welding
A.S., Carver State Technical College
A.S., Bishop State Community College

MCCAINE, ODESSA (2000)
Instructor, Adult Basic Education
B.S., Alabama Agricultural

MCCANTS, JOSEPH (2022)
Lab Assistant, Truck Driving
H.S., Fairhope High School

MCCOLLUM, WADE (2020)
Instructor, Truck Driving

A.S., Bishop State Community College
H.S., Fairhope High School

MCCOVEY, MEGAN (2013)
Library Specialist
A.A., Bishop State Community College
B.A., University of South Alabama

MCCREARY, RASLA (2023)
Instructor, Adult Basic Education
A.O.T., Reid State Technical College
A.A.T., Reid State Technical College
B.S., Alabama State University
M.Ed., Concordia University at Portland

MCDONALD, SYMENTHA (2002)
Coordinator of Student Activities
B.A., University of Alabama
M.L.A, Spring Hill College

MCGALLAGHER, HUDSON (2017)
Instructor, Diesel Technology
A.S., Bishop State Community College

MCWILLIAMS, ROBERT (2022)
Instructor, Psychology
A.S., Jefferson Davis Community College
B.S., Alabama State University
M. Ed, University of West Alabama

MEADOWS, MONICA (2020)
Women's Softball Coach
B.S., Rollins College
M.S., Rollins College
M.S., University of West Florida

MIXON, AQUANETTA (2017)
Instructor, Nursing
A.D.N., Bishop State Community College
B.S., South University

M.S., South University
D.N.P., Grand Canyon University

MOORE, TERRY (2014)
Instructor, Welding
A.S., Bishop State Community College
B.S., University of Alabama

MORROW, RANDALL (2022)
Instructor, Machine Tool Tech.
A.A.S., Wallace State Community College

MOSLEY, SIMONE (2015)
Instructor, Mathematics
B.S., Alabama Agricultural & Mechanical University
M.S., University of South Alabama

MULLEN, THEODORE (2003)
Mathematics Tutor
B.S., McNeese State University
B.S., Auburn University

MURPHY, GLORIA (1998)
Secretary
H.S., C.F. Vigor High School

Help Desk Manager
B.A., Stillman University
M.S., Purdue University Global
M.S., Kaplan University
Ed.D., Capella University

Instructor, Electrical Technology
A.A.S., Mississippi Gulf Coast Community College
B.S., Columbia Southern University

PARRISH-ONUKWULI, KENYA (2016)
Director of Human Resources
B.A., Stillman College
M.A., Ashford University

PATE, APRIL (2022)
Payroll Specialist
B.S., Auburn University Montgomery
M.S., Auburn University Montgomery

PATTON, ANTHONY (2000)
Campus Police Officer
B.S., Faulkner University
A.P.O.S.T, Southwest Alabama Police Academy

PAYNE, APRIL (2005)
Assist. Title III Coordinator
B.S., University of South Alabama

PAYNE, KAYLA (2021)
Instructor, Nursing
B.S., University of Alabama at Birmingham
M.S., University of Alabama at Birmingham

PAYNE, MONICA (1992)
Administrative Assistant II, Applied & Career Technologies
A.A.S., Bishop State Community College

PEEPLES, LARENE (2014)
Instructor, Reading
B.A., University of Alaska Anchorage
M.Ed., University of Central Oklahoma

PERRY, VICTORIA (1999)
Counselor
B.S., Alabama State University
M.S., Troy University
Ph.D., Nova Southeastern University

PETTAWAY, QUINTON (2022)
Computer Technician
A.S., Bishop State Community College

PRAYTOR, HUGH (2016)

Instructor, Truck Driving
A.S. General Education, Bishop State Community College

PUGH, CONNIE (2000)
Instructor, Adult Basic Education
B.A., Norfolk State University

PURIFOY, EARL (2015)
Data Entry Clerk
B.S., Alabama A&M University

Secretary/Office Manager
A.S., Bishop State Community College

REZA, SU-SUN (2021)
Facilities Coordinator
A.A., Lone Star College

RICE, JESSIE (2013)
LAB ASSISTANT

ROBERTS, KATHLEEN (2015)
Instructor, Natural Sciences
Ph.D. Plant and Soil Science, Alabama A&M University
M.S. Biology, Old Dominion University

ROBINSON, BRIDGET (2019)
Instructor, Nursing
Ph.D. University of Tennessee HSC

ROBINSON, LASHONDRA (1997)
Instructor, English
B.A., University of Alabama
M.A., Penn State University
Ph.D., University of Southern Mississippi

RODGERS, LACHAN (2010)
Instructor, Cosmetology
Certificate, Bishop State Community College
B.S., Athens State University

M.Ed., Athens State University

ROWSER, DONJOLI (2016)
Academic Advisor
A.S., Bishop State Community College
B.A., Auburn University

Instructor, Biology
B.S., University of Mobile
M.S., Alabama State University
Ph.D., University of Southern Mississippi

SCOTT, JAMES (2018)
Instructor, Instrumentation/Process Control
M.A.T., University of South Alabama

SHARP, ANNALESIA (1996)
Instructor, Health Information Technology
B.S. University of Alabama at Birmingham
M.S. Troy University

SHAW, AMY (2013)
Instructor, Mathematics
B.A., Huntingdon College
M.Ed., Columbus State University

SHEFFIELD, ERNEST (2022)
Instructor, Aviation Manufacturing Technology
Aircraft Systems Maintenance Technology, Air University- Community College of the Air Force

SHREVES, GARY (2003)
FACILITIES TECHNICIAN I

SIMMONS, KATHY (2019)
Lab Assistant, Truck Driving
Certificate, Bishop State Community College

SMITH, CAESAR (2002)
Instructor, History

B.A., Bethune Cookman College
M.Ed., Valdosta State University
Th.D., International Bible Institute & Theological Seminary

SMITH, KIM (2002)
Instructor, Speech
B.S., M.A., University of South Alabama
Ed. D., University of West Florida

SPEARS, AKAREEM (2003)
Dean of Workforce & Economic Development
B.S., Tuskegee University
M.Ed., Tuskegee University

ST FLEUR, TINA (2003)
CASHIER/ A.R. CLERK

STAMPS, DAPHNE (2012)
Industry Liaison/Campus Administrative Support Personnel
A.S., Faulkner State Community College
B.S., Athens University
M.S., Nova Southeastern University

STEELE, COURTNEY (2017)
Director of Marketing and Public Relations
B.S., Troy State University
M.B.A., Faulkner University

SULLIVAN, PRENDIS (2001)
Campus Police Officer
APOST Certification, Southwest Alabama Police Academy

SYKES, CHRISTIANE (2022)
One Stop Advisor
B.A., Alabama A&M University

LAB ASSISTANT

TAYLOR, VICTORIA (2023)
Early College Specialist

B.A., Xavier University
M.A., University of South Alabama

THOMAS, DEBORAH (2005)
CUSTODIAL SERVICE TECHNICIAN I

THOMAS, JUSTIN (2018)
ENGLISH TUTOR I
English Tutor I
A.S., Bishop State Community College
B.S., University of South Alabam

THOMAS, MARANDIA (2021)
College Recruiter
A.A., Bishop State Community College
B.A., University of South Alabama

THOMAS-WILLIAMS, MICHELIN (2017)
ADMINISTRATIVE ASSISTANT II
Administrative Assistant II
A.A.S., Bishop State Community College
B.B.A., Faulkner University
M.S., Faulkner University

TOWNER, WACONDA (2021)
Accountant, Restricted Funds
B.S., University of Southern Mississippi

TULLOS, ASHLEY (2022)
Instructor, Nursing
B.S., University of Southern Mississippi
M.S., University of Mobile
D.N.P., Samford University

TURNER, LESTER (2022)
Workforce Development Technical Trainer
GED, Bishop State Community College

TURNER, YOLANDA (2022)
DIRECTOR OF NURSING

ADN, Bishop State Community College
B.S., University of Mobile
M.S., University of Mobile
Ph.D., University of Southern Mississippi

Director of Admissions and Records
A.A.S., Bishop State Community College
A.S., Bishop State Community College
B.S., University of Alabama
M.B.A. University of Mobile

Chief of Campus Police
APOST Certification, Law Enforcement Academy-Tuscaloosa
B.S., University of Alabama Birmingham
M.S., University of Alabama Birmingham

Instructor, Truck Driving
D.E.M., Southwest State Technical College
A.A.S., Bishop State Community College
B.S., Athens State University

WALLACE, TERRI (1988)
Computer Specialist
A.S., Bishop State Community College
B.B.A., Faulkner University
M.B.A., University of Phoenix

WALTMAN, SANDRA (2018)
Instructor, Physical Therapy Assistant
B.S, University of South Alabama

WARMACK, VENITA (2022)
Dispatcher, Campus
A.S., Bishop State Community College

WATKINS, CHERRY (2020)
Acting ADA Coordinator
B.S., University of South Alabama
M.S., University of South Alabama

WATKINS, TRACY (2021)
Cashier/Account Receivable Clerk
A.A.S., Bishop State Community College
B.S., University South Alabama

WEBSTER, JONATHAN (2017)
Technology Coordinator
B.S., University of South Alabama

WESTRY, MARCIA (2015)
Learning Assistance Center/Peer Tutor Coordinator
A.S., Bishop State Community College
B.A., Ottawa University

WHATLEY, BILLY (2013)
Burner/Fitter Assistant

WHITE, CYNTHIA (2021)
Accountant
B.S., University of West Alabama

WILLIAMS, JAMES (2006)
Instructor, Adult Basic Education
B.S., Mississippi Valley State University

WILLIAMS, LARRY (2002)
Mail/Inventory Clerk
A.S., Bishop State Community College
B.S., Alabama State University
M.Ed., Alabama State University

WILLIAMS, LEPRET (2023)
Early College Advisor
B.A., Agnes Scott College
M.S., University of South Alabama

WILLIAMS, RHONDA (2021)
Purchasing Agent
B.A., Dillard University

WILLIAMSON, SARAH (2019)
Director of Physical Therapy Assistant
B.S., University of South Alabama
D.P.T., University of the Incarnate Word

WILLIS, BRIDGETTE (2023)
Mathematics Tutor I
A.S., Coastal Alabama Community College
B.S., Mississippi State University

WILSON, GABRIELLE (2014)
Instructor, Culinary
M.Ed., Argosy University

WILSON, JAMES (2017)
Instructor, HVAC Fast Track Program
Cert. HVAC, Southwest State Technical College

WILSON, KENNETH (2023)
Facilities Technician II
HS Diploma, Blount High School

WOOTEN, KEIDRICK (2023)
Director of Information Technology
A.S., Southeast College of Technology
B.B.A., Faulkner University
M.B.A., Columbia-Southern University

Student Affairs Clerk, Financial Aid
A.A., Strayer University