2002-2003 Catalog

AND STUDENT HANDBOOK

CALHOUN
COMMUNITY
COLLEGE

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2002-2003 Catalog

AND STUDENT HANDBOOK

P.O. Box 2216 • Decatur, Alabama 35609-2216
Phone (256) 306-2500 or
(256) 890-4700 (Huntsville/Research Park)
http://www.calhoun.edu

**Calhoun Community College
is accredited by
the Commission on Colleges of the
Southern Association of Colleges and Schools
(1866 Southern Lane, Decatur, Georgia 30033-4097:
Telephone number 404-679-4501)
to award Associate Degrees and Certificates**

**Member of
American Association of Community Colleges
Alabama College System**

05/02

EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

Calhoun Community College is committed to equal opportunity in employment and education. The College does not discriminate in any program or activity on the basis of race, color, religion, sex, age, or national origin, or against qualified disabled persons, and it maintains an affirmative action program for protected minorities and women.

NONDISCRIMINATION STATEMENT

Calhoun Community College has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulation issued thereunder, to the end that no person in the United States shall, on the basis of race, color or national origin, be excluded from participation in, be denied the benefits thereof, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. It is also the policy of Calhoun to be in accordance 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 educational program or activity receiving Federal financial assistance." The Title IX Coordinator for administrators, faculty, and staff is Ms. Shirley Hughes, Office of Human Resources, P.O. Box 2216, Decatur, Alabama 35609-2216; telephone (256) 306-2591. The Title IX Coordinator for students is Dr. Kermit Carter, Assistant Dean for Student Affairs, P. O. Box 2216, Decatur, Alabama 35609-2216; telephone (256) 306-2613.

In addition, the college does not discriminate on the basis of disability in its educational programs and activities, pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973, Public Law 93-112, and the Americans With Disabilities Act of 1990 (ADA), Public Law 101-336. This policy extends to employment by and admission to the college. The Section 504 Coordinator for administrators, faculty and staff is Ms. Shirley Hughes, Office of Human Resources, P.O. Box 2216, Decatur, AL 35609-2216; telephone (256) 306-2591. The Section 504 Coordinator for students is Dr. Kermit Carter, Assistant Dean for Student Affairs, P.O. Box 2216, Decatur, AL 35609-2216; telephone (256) 306-2613 or 890-4700. The Assistant Dean for Student Affairs is the ADA Coordinator for the college.

Persons or any specific class of individuals who believe they have been subjected to discrimination prohibited by Titles VI, IX, Section 504, ADA, or an Act or Regulation issued thereunder may, alone or with a representative, file with the United States Commissioner of Education or with this institution, or with both, a written complaint.

Calhoun Community College engages in continual study on our effectiveness. Students may be required to participate in tests/surveys or other activities as part of this process.

It is the intent of the compilers of this catalog that it contain policies, procedures, and guidelines adopted or approved by The State Board of Education of Alabama. Users are cautioned that changes in policies, procedures, and guidelines may have occurred since the publication of this material. In the event of such a conflict, the current statements of Board policy shall prevail.

Welcome to Calhoun Community College

ED HARTSELL
President

HISTORY OF CALHOUN COMMUNITY COLLEGE

Calhoun Community College is the result of the consolidation of the Tennessee Valley State Technical School and John C. Calhoun State Technical Junior College. The Tennessee Valley State Technical School was instituted by the Wallace-Patterson Trade School Act of 1947. John C. Calhoun State Technical Junior College was established under the Alabama Trade School Authority Act of 1963. The two schools were merged into a comprehensive institution to become John C. Calhoun State Technical Junior College and Technical School in September 1965. Both the Technical School and the Junior College are under the supervision of the Alabama State Board of Education. The president is directly responsible to the State Board through the Chancellor of the Department of Postsecondary Education. The present designation as a community college was formalized by a State Board of Education resolution of September 23, 1973.

ALABAMA STATE BOARD OF EDUCATION

Governor Don Siegelman .....Chairman of the Board, Montgomery
Mr. Bradley Byrne .....First District, Mobile
Mr. G.J. Higginbotham.....Second District, Opelika
Mrs. Stephanie W. Bell.....Third District, Montgomery
Dr. Ethel H. Hall (Vice President of the Board) .....Fourth District, Fairfield
Mrs. Ella Bell .....Fifth District, Montgomery
Mr. David F. Byers.....Sixth District, Birmingham
Mrs. Sandra Ray .....Seventh District, Tuscaloosa
Dr. Mary Jane Caylor .....Eighth District, Scottsboro

Dr. Fred Gainous.....Chancellor
The Alabama College System

STATEMENT OF VALUES

We, the faculty and staff of Calhoun Community College, are dedicated to making a world-class institution.

First and foremost, we are committed to excellent teaching in a caring and nurturing environment. We believe in the highest quality educational experiences possible through continuous improvement of teaching, support services, equipment and facilities at all locations.

We believe that our students should be able to think critically, make good decisions, be creative, have strong communication and computational skills and possess specific career knowledge. We believe in lifelong learning and skills building to stay current, remain globally competitive, and accommodate continuous change.

We are committed to accessibility through flexible scheduling and cost effective programs at convenient locations. We believe in providing educational and training opportunities for diverse clients, including recent high-school graduates, those of non-traditional college age, those with disabilities, and all racial and ethnic groups. Those we serve include local public school students, GED recipients, business, industries and community organizations locally, nationally, and internationally.

We believe in teamwork, innovation, partnerships, rapid responsiveness, customization, and accountability in all that we do.

We believe in a democratic way of life that fosters broad access to educational opportunity and decision-making based on shared governance and vision.

We recognize our colleagues as valuable assets to our excellence.

MISSION STATEMENT

Calhoun Community College, a public comprehensive community college in north central Alabama, seeks to ensure the success of its students and clients through providing accessible quality educational opportunities, encouraging community involvement that provides sound resource development, promoting community and economic development, encouraging dynamic organizational growth and involvement, and enhancing the quality of life for those it serves.

CRITICAL SUCCESS FACTORS

COMPREHENSIVE QUALITY PROGRAMS
SATISFACTION AND RETENTION OF STUDENTS
POST EDUCATION SATISFACTION AND SUCCESS
COMMUNITY/REGIONAL/NATIONAL REPUTATION
SOUND, EFFECTIVE RESOURCE DEVELOPMENT/MANAGEMENT
DYNAMIC ORGANIZATIONAL INVOLVEMENT AND DEVELOPMENT

2002-2003 CALENDAR

Fall Semester 2002

Faculty Duty Days – 87 / Instructional Days – 79

Professional Development/Duty Day	W	Aug. 14
Registration/Faculty Duty Day	Th	Aug. 15
Faculty Duty Day	F	Aug. 16
Registration/Duty Day	M	Aug. 19
Classes Begin	T	Aug. 20
Holiday – Labor Day	M	Sept. 2
Holiday – Veterans' Day	M	Nov. 11
State Professional Development/Faculty Duty Day	M – W	Nov. 25 – 27
Holiday – Thanksgiving	Th – F	Nov. 28 – 29
Finals	W – T	Dec. 11 – 17
Grade Reporting/Duty Day	W	Dec. 18

	Faculty Duty Days	Instructional Days
Aug.	13	9
Sept.	20	20
Oct.	23	23
Nov.	18	15
Dec.	13	12
Total	87	79

Spring Semester 2003

Faculty Duty Days – 88 / Instructional Days – 79

Professional Development/Duty Day	M	Jan. 6
Registration/Duty Day	T	Jan. 7
Faculty Duty Day	W	Jan. 8
Registration/Duty Day	Th	Jan. 9
Faculty Duty Day	F	Jan. 10
Classes Begin	M	Jan. 13
Holiday - King/Lee	M	Jan. 20
Spring Break	M – F	Mar. 24 – 28
Classes Resume	M	Mar. 31
Local Professional Development/Duty Day	F	Apr. 18
Faculty Duty Day/Study Day	T	May 6
Final Exams	W – T	May 7 – 13
Grading/Duty Day	W	May 14
Grade Reporting/ Graduation/Duty Day	Th	May 15

	Faculty Duty Days	Instructional Days
Jan.	19	14
Feb.	20	20
Mar.	16	16
Apr.	22	21
May	11	8
Total	88	79

Summer Semester 2003

Faculty Duty Days – 54 / Instructional Days – 51

Registration/Duty Day	T	May 27
Classes Begin	W	May 28
Holiday/Independence Day	F	July 4
Final Exams	T – Th	Aug. 5 – 7
Grading/Duty Day	F	Aug. 8
Grade Reporting	M	Aug. 11

	Faculty Duty Days	Instructional Days
May	4	3
June	21	21
July	22	22
Aug.	7	5
Total	54	51

Grand Totals

Faculty Duty Days and Instructional Days

Semester	Faculty Duty Days	Instructional Days
Fall	87	79
Spring	88	79
Total	175	158
Summer	54	51
Grand Total	229	209

The college will be closed the following nine holidays:

Monday	September 2, 2002	Labor Day
Monday	November 11, 2002	Veterans' Day
Thursday	November 28, 2002	Thanksgiving Day
Friday	November 29, 2002	Day after Thanksgiving
Tuesday	December 24, 2002	Christmas Eve
Wednesday	December 25, 2002	Christmas Day
Wednesday	January 1, 2003	New Year's Day
Monday	January 20, 2003	Martin Luther King/Robert E. Lee
Friday	July 4, 2003	Independence Day

In addition, the college will be closed the following days:

Thursday	December 26, 2002
Friday	December 27, 2002
Monday	December 30, 2002
Thursday	March 27, 2003
Friday	March 28, 2003

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COLLEGE POLICIES AND REGULATIONS

NOTICE OF AVAILABLE ACCOMMODATIONS FOR STUDENTS, EMPLOYEES, AND APPLICANTS WITH DISABILITIES.
Calhoun Community College does not discriminate on the basis of disability in admitting students to, providing access to, or in the operations of its programs, services, or activities, or in its hiring or employment practices.

Questions, concerns, complaints, requests for information, or requests for the provision of reasonable accommodations to persons with disabilities should be directed to Calhoun Community College's ADA Compliance Coordinator, whose name, address, and phone number are shown below:

Dr. Kermit Carter
Assistant Dean for Student Affairs
Wallace Administration Building, Room A101
P.O. Box 2216
Decatur, Alabama 35609-2216
Phone: (256) 306-2613
Fax Number: (256) 306-2885
Office Hours: 7:45 a.m. - 4:15 p.m., Monday-Friday

Students who need auxiliary aids for effective communication in participating in the programs and services of Calhoun Community College should make these needs known to the ADA Compliance Coordinator or designee.

This notice is provided pursuant to the requirements of the Americans with Disabilities Act of 1990. It is also available in larger print, on audio tape, and in braille from the ADA Compliance Coordinator.

Student Code of Conduct and Disciplinary Procedures

STUDENT RESPONSIBILITIES

Conduct Expectations

The college assumes that entering students are adults who have developed mature behavior patterns, positive attitudes, and conduct above reproach. Students are treated in accordance with this belief. The college reserves the right to dismiss any student whose on- or off- campus behavior is considered undesirable or harmful to the college.

Children are not allowed to attend classes with students or faculty. No minors should be left unattended in any building of Calhoun Community College.

No animal or pet may be brought on campus. Exceptions to this policy include guide dogs for the disabled, laboratory animals, and animals to be used for previously-approved instructional or special programs.

DRUG POLICY

In compliance with the Drug Free Schools and Communities Act Amendment passed by the U.S. Congress in 1989, Calhoun Community College has adopted and implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. This publication contains information concerning standards of conduct – legal sanctions, health risks, available treatment and disciplinary sanctions for violations of the policy.

Drug Policy Standards of Conduct and Enforcement Thereof

Calhoun Community College is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or at any activity, which it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee, Calhoun Community College shall, within the scope of applicable Federal and State due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but shall not be limited to, suspension or expulsion. For an employee, such administrative or disciplinary action may include, but shall not be limited to, reprimand, or suspension or termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program. Any visitor engaging in any act prohibited by this policy shall be called upon to immediately cease such behavior. If any employee, student or visitor shall engage in any behavior prohibited by this policy which is also a violation of Federal, State, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

Legal Sanctions

There are legal sanctions on the local, State, and Federal levels regarding unlawful use, possession, and distribution of alcoholic beverages and illicit drugs. An outline of these sanctions is currently published in a document titled "Legal Actions Regarding Unlawful Use, Possession, or Distribution of Alcoholic Beverages and Illicit Drugs." Copies of this document can be found in the Albert P. Brewer Library, the Office of the Assistant Dean for Student Affairs, and in all counselor's offices at the Decatur campus and the extension sites.

A. CODE OF CONDUCT

All students of Calhoun Community College shall be expected to conduct themselves in an honorable, ethical fashion. However, in the event of proven misconduct, appropriate disciplinary action will be taken. The following sections address the Student Code of Conduct, as well as the College's disciplinary procedures.

Misconduct Defined. A student shall be subject to disciplinary action by the College, up to and including dismissal, for misconduct on any property owned or controlled by the College, or off campus at any function which is authorized, sponsored, or conducted by the College or in parking lots adjacent to areas or buildings where College functions are being conducted. Such misconduct shall include the **commission of**, the **attempt to commit,** or the **solicitation of** any of the following offenses:

1. Any form of dishonesty, including cheating, plagiarism, or furnishing false information to the College.

   Cheating is defined, for academic purposes, to include, but not be limited to, the use of unauthorized aids (such *as* crib sheets or other items such as written materials; drawings; lab reports; discarded computer printouts, stored information, or programs); unauthorized assistance on take-home exams or projects; copying, or copying from, another student's work; soliciting, providing, and/or receiving an unauthorized aid or assistance (whether oral-

ly or in writing); or similar or equivalent acts contrary to the principles of academic honesty.

Plagiarism is defined to include the act of using in one's work, or as one's work, the work of another without clearly indicating that the work is someone else's and stating the source of the other's work.

2. Forgery, alteration, or misuse of College documents, records or identification.

3. *Intoxication from, or the use, display, or possession of, alcoholic beverages or any controlled substance (drug), as outlined by the *Code of Alabama,* unless the student has a valid prescription for the use of the respective controlled substance.

4. Use, possession, or distribution of firearms, ammunition, fireworks, or any type of explosive or incendiary device or material. Only duly constituted law enforcement officers may possess firearms on campus.

5. Disorderly or disruptive conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, and assembling to raid college properties. This offense also includes in-class behavior, which, in the opinion of the respective instructor, unduly disrupts the order of a class.

6. Lewd, indecent, obscene, or unduly offensive behavior or expression. This offense includes, but is not limited to, the usage of verbal or symbolic expressions, which would tend to be reasonably interpreted as insulting to one's race, gender, religion, age, national origin, or disability.

7. Participation in any form of gambling.

8. Unauthorized entry to College facilities.

9. Unauthorized possession of a key to College facilities.

10. Unauthorized interference with the use of or access to a College facility.

11. *Theft of, or intentional damage to, property of the College or to the property of any member of the College community or visitor to the College.

12. *Intentional misuse of any College fire alarm or fire-fighting equipment.

13. *Actual or threatened physical abuse of any person, including hazing or any other act, which would tend to endanger the health or safety of any person.

14. *Failure to promptly comply with directions of College officials or law enforcement officers acting in the performance of their duties as such officials and officers.

15. The wearing of attire which, in the opinion of the administration of the College, is lewd or immodest to the extent that it would tend to disrupt the educational process and/or infringe upon the rights of any other student or employee of the College.

16. Violation of any College policy or regulation as published or referred to in the college catalog or student handbook, including, but not limited to, those governing the time, place and manner of public expression; the registration of student organizations; and use of parking of motor vehicles on the campus.

17. Violation of any Federal, State, or local law or ordinance.

***The commission of any of these particular offenses will subject the student to immediate, automatic disciplinary suspension or expulsion from the College, if the Assistant Dean for Student Affairs has probable cause to believe that the respective student committed such an offense. In such case, the Assistant Dean for Student Affairs will set a hearing for the earliest reasonable date after the alleged occurrence of the violation.**

B. STUDENT DISCIPLINARY PROCEDURES

Students are guaranteed procedural due process in all cases involving formal discipline charges. College disciplinary procedures are designed to assure a student's right to procedural and substantive due process and to the fullest extent feasible, safeguard personal and confidential information concerning the student.

Disciplinary Action by Instructor. With regard to a matter of academic dishonesty in taking a College course, the College's respective faculty members are authorized to administer certain appropriate disciplinary action. If a given faculty member has substantive evidence of a student's having committed, attempted to commit, or solicited an act of cheating, plagiarism, or any other form of academic dishonesty, the faculty member shall have the authority to (1) impose a grade of "F" for the respective assignment or test; (2) impose an "F" for the respective course; (3) require that an assignment be redone or a test be retaken; (4) impose other similar sanctions designed to preserve academic integrity. The faculty member shall not have the right to suspend or expel a student. That authority is reserved for the Assistant Dean for Student Affairs and the College Disciplinary Committee. If the faculty member believes that the improper conduct should be subject to greater punishment, or additional punishment, then the case should be referred to the Assistant Dean for Student Affairs for disciplinary review.

In any situation where a student is alleged to have committed academic dishonesty of any nature, the faculty member making the allegation shall, within three (3) business days after the alleged wrongful act or the faculty member's first knowledge of the act, give the student written notice of the allegation and give the student the opportunity to respond to each allegation made. The student shall have a maximum of (3) business days to respond to any allegation made. No disciplinary grade imposed by a faculty member shall be considered final unless and until the student has been given written notice of the alleged wrongdoing and the opportunity to respond. It is not necessary that the student give a response for a grade to be finalized, only that the student has been given an opportunity to respond and that the instructor give due consideration to any response which is made. Each instructor shall keep a confidential file of any and all written allegations of academic dishonesty and all actions taken with regard to such allegations.

Any student against whom a sanction is imposed by a faculty member as a result of an allegation of academic dishonesty shall have the right to appeal the sanction to the Assistant Dean for Student Affairs. The appeal must be filed with the Assistant Dean within five (5) business days after the student is first made aware of the date that the decision has been made to impose a sanction and must include: (1) a copy of the faculty member's written allegation of academic dishonesty; (2) a statement of the

sanction imposed; (3) the dates on which the student received the written allegation and on which the student responded to the allegation; (4) the nature of the student's response to the faculty member concerning the allegation; and (5) the rationale for the appeal of the sanction. The student shall have the option of admitting to the Assistant Dean the act of academic dishonesty and proposing an alternative sanction.

The Assistant Dean for Student Affairs shall, within fifteen (15) business days after receipt of the appeal, issue a report by which the Assistant Dean will (1) affirm the sanction; (2) overrule the sanction; or (3) modify the sanction. The Assistant Dean shall not overrule or modify any sanction imposed by a faculty member except where there is a compelling and substantial academic or legal reason for doing so.

The decision of the Assistant Dean shall be final and binding as to each party, and any grade affected by the Assistant Dean's decision shall be recorded so as to reflect the Assistant Dean's decision.

Disciplinary Action by Assistant Dean or Disciplinary Committee. With regard to all alleged violations of the Student Code of Conduct other than those handled at the faculty level, the Assistant Dean for Student Affairs shall have the authority to make disciplinary decisions at the administrative level and shall refer appropriate appeals to the College Disciplinary Committee who shall ensure that the fundamental elements of due process are followed through a fair and reasonable hearing. The Assistant Dean shall also have the discretion of referring a case to the Disciplinary Committee for the initial hearing. The Assistant Dean shall maintain appropriate records of all reports of student misconduct and all disciplinary proceedings.

Alleged violations of College regulations must be filed, within sixty (60) calendar days of their respective occurrence or the first discovery of their occurrence, in writing with the Assistant Dean for Student Affairs in order to initiate a disciplinary review. Any student, faculty member, or staff member may register a complaint with the Assistant Dean for Student Affairs. The Assistant Dean for Student Affairs will then inform the accused in writing, will request a conference, and will render a decision to the student regarding the case in question. The decision will be one or more of the following:

1. Find the accused not guilty and dismiss the case.

2. Refer the student to a counselor for personalized assistance.

3. Find the student guilty as charged and apply the appropriate penalty stated under "Disciplinary Actions."

4. Refer the case directly to the College Disciplinary Committee for a hearing and determination as to disciplinary action.

Upon communicating his/her decision to the student, the Assistant Dean for Student Affairs will also explain the student's right to appeal to the Disciplinary Committee any disciplinary action imposed by the Assistant Dean. If the student wishes to appeal a decision by the Assistant Dean, he/she must file a written request, stating the reason(s) for the appeal, with the Assistant Dean for Student Affairs within 48 hours. The Assistant Dean for Student Affairs will then have 48 hours to refer the case to the Disciplinary Committee along with his/her recommendation for disciplinary action. The Committee will schedule and conduct a hearing under the guidelines specified in "Hearing Procedures," and will submit its decision in writing to the Assistant Dean for Student Affairs and the accused student.

College Disciplinary Committee. Recognizing the right of students to be granted due process in all matters of a disciplinary nature, the College assures due process through the authority and activities of the College Disciplinary Committee.

The College Disciplinary Committee shall consist of three (3) members of the administration, faculty, library or counseling staff, appointed by the Assistant Dean of Student Affairs. (At least two of the three should be teaching faculty and two students appointed by the President of the Student Government Association in consultation with the Student Activities Facilitator). If the Committee is selected at a time when there is no sitting SGA President, or when the SGA President is unavailable, then the two students shall be selected by the Assistant Dean for Student Affairs.

The purposes of the Disciplinary Committee are as follows:

1. Hear charges and evidence concerning alleged student misconduct and direct action to be taken in cases appealed by students referred to the Committee by the Assistant Dean for Student Affairs.

2. Impose appropriate disciplinary action when such action is warranted by evidence presented in a disciplinary hearing.

3. Review and make recommendations to the Assistant Dean for Student Affairs on student disciplinary policies and procedures.

HEARING PROCEDURES

Each party to a disciplinary hearing shall be given prior written notice by the Chairperson of the Disciplinary Committee of the date, time, and place of the hearing. Whenever feasible, this notice shall be at least 72 hours in advance. The notice will be by personal service or certified mail. If the Committee determines that a party is intentionally avoiding service, the Committee may elect to hold the hearing in the absence of such party upon a majority vote of the Committee members.

Attendance at Hearing.

1. Disciplinary Committee hearings shall be private and confidential and will be limited to persons officially involved. Persons present shall include Disciplinary Committee members, the Assistant Dean for Student Affairs or his/her designee, the student who is the subject of the hearing and his/her advisor, appropriate staff members, a recorder, and witnesses for both parties. Nonparty witnesses will be present only when giving testimony. The Assistant Dean for Student Affairs, or his/her designee, shall be responsible for preparing and presenting the College's case. NOTE: All references in these hearing procedures to the "Assistant Dean for Student Affairs" shall also apply to any designee of the Assistant Dean.

2. The student shall have the right to have one advisor, who may be, but does not have to be, an attorney, present during the hearing. The advisor may not address the hearing to give evidence on behalf of the student. In answering or asking questions, the student may seek advice from the advisor before proceeding.

3. In the event that a disciplinary hearing is scheduled for a student, and the student has been made aware of the date, time, and place, but fails to appear at the hearing, the hearing may be conducted in the student's absence.

4. The hearing will be recorded by either a certified court reporter or on audio or videotape. The record of the hearing, including a copy of all evidence offered, whether admitted or not, will be filed in

the office of the Assistant Dean for Student Affairs and will be kept confidential.

Order of Hearing.

1. Opening remarks by the Chairperson of the Disciplinary Committee.

2. Review of charges and any action previously taken in the case by the Assistant Dean for Student Affairs.

3. Opening statement by Assistant Dean or his/her designee (not more than ten minutes).

4. Opening statement of not more than ten minutes by the accused student.

5. Presentations of evidence by the parties, including testimony and questioning of witnesses. Witnesses for the College will present testimony first. Following the testimony of all College witnesses, the student may call his/her witnesses. Both parties to the action and the members of the Disciplinary Committee have the right to question all witnesses. The Committee shall not have the authority to compel an accused student to testify against himself/herself; but the Committee may take the failure of the student to testify when deliberating the evidence.

6. Closing statement (not to exceed 20 minutes) by the student.

7. Closing statement (not to exceed 20 minutes) by the Assistant Dean for Student Affairs.

8. Deliberation by the Disciplinary Committee.

9. Report of Committee Findings.

The Disciplinary Committee will conduct its deliberation in closed and confidential session and, after reaching its decision, will orally inform the parties of the decision. Each party will subsequently be provided a written rendition of the findings of the Committee.

Prior to beginning any hearing, the Disciplinary Committee shall make an assessment as to what would be a reasonable amount of time to be allotted for a hearing and may limit the time for any or all aspects of the hearing so as to conform to the allotted time.

Rules of Evidence.

The evidentiary standard to be used by the Committee shall be the "Preponderance of Evidence" standard, rather than the "Beyond a Reasonable Doubt" standard. That is to say that the Committee shall determine, strictly upon the evidence presented, whether it was more likely than not that the allegation(s) made against the accused student was (were) true in terms of which of the evidence was more credible and convincing to the reasonable mind.

The Committee shall inform the parties that the rules relating to the admissibility of evidence shall be similar to, but less stringent than, those which apply to civil trials in the courts of Alabama. Generally speaking, irrelevant or immaterial evidence and privileged information (such as personal medical information or attorney-client communications) shall be excluded. However, hearsay evidence and unauthorized documentary evidence may be admitted if the hearing chairperson determines that the evidence offered is of the type and nature commonly relied upon or taken into consideration by a responsible, prudent person in conducting his/her affairs.

In the event of an objection by any party to any testimony or other evidence offered at the hearing, the chairperson shall have the authority to rule on the admissibility of the evidence, and this ruling shall be final and binding.

Disciplinary Action

The following disciplinary actions will be administered according to the severity of the infraction as determined by the Assistant Dean for Student Affairs and/or the Disciplinary Committee:

1. *Disciplinary Reprimand.* This may be an oral or written warning. It notifies a student that any further violation of College regulations may subject the student to more severe disciplinary actions.

2. *Disciplinary Probation.* This is designated to encourage and require a student to cease and desist from violating college regulations. Students on probation are notified in writing that any further misbehavior on their part will lead to more severe action.

Disciplinary Probation will be for the remainder of the existing semester and for all of the following semesters of attendance.

3. *Disciplinary Suspension.* This excludes a student from the College for a designated period of time, usually not more than two semesters. While on suspension, a student will not be allowed to take any course at the College. At the end of the designated period of time, the student must make formal reapplication for admission.

4. *Class Suspension.* A student may be suspended from attending one or more specified courses for improper behavior. Class suspensions are for the remainder of the semester, and the student will be assigned a letter grade of "F" for each course from which he/she is suspended.

5. *Library Suspension.* A student may be suspended from using the library for improper or disruptive behavior in the library. Library suspension will be for a period of time not to exceed the remainder of the semester.

6. *Disciplinary Expulsion.* This is the strongest disciplinary action. This category of severe penalty generally indicates the recipient may not return to the College. Disciplinary expulsion normally would be the least-used disciplinary action and would be applied only to students who are guilty of chronic misbehavior or a major breach of conduct. The College reserves the right, but has no duty, to lift the probation against re-enrollment upon its consideration of a written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College rules and regulations. The College will not consider such a request until at least one year from the date of expulsion.

7. *Payment of Damages.* Payment will be assessed against a given student or students for the amount necessary to repair damage caused by student or students' behavior.

Factual findings of the Disciplinary Committee shall be deemed correct and shall not be subject to appeal. Nor shall disciplinary actions imposed by the Disciplinary Committee be subject to appeal, except upon a written demonstration to the President of the College that the Committee: (1) was not formed in accordance with the above-described selection process or (2) acted blatantly contrary to the above-stated provisions for disci-

plinary action in terms of the type and/or severity of punishment imposed. In any case where the President determines that either of the two foregoing conditions was present, the President shall have the discretion of either affirming the disciplinary action, reversing the action, or dismissing in part and affirming in part the subject disciplinary action.

A disciplinary suspension or expulsion shall not result in a notation on a student's permanent record. A notice that a student is currently on suspension or expulsion and ineligible to return to the College until a certain date shall be attached to the student's file. In the event that the student becomes eligible to re-enroll, the notice shall be removed.

COMPUTER USE POLICY

Calhoun Community College has a specific computer use policy. Students are expected to know the policy and to strictly follow said policy. Any student who violates that policy will be formally charged in writing by the Assistant Dean for Student Affairs.

COMPUTER TECHNOLOGY ACCEPTABLE USE POLICY

Individuals are Fully Responsible for their own actions while using Calhoun Community College's (Calhoun) "computer technology" (defined as Calhoun computers and computer-related equipment, programs, supplies, and network communications, including Internet access gained through Calhoun's computer network). Users must respect the privacy and rights of others, and the integrity of both the hardware and software being used. Accordingly, users must assume responsibility for making the best possible use of access privileges and for not abusing them. Employee questions concerning access, acceptable and unacceptable use, should be directed to the Director of Information Systems. Student questions should be directed to the appropriate instructor or the Campus Dean or designee.

Limited Access: Calhoun reserves the right to limit the access of any and all employees to certain software programs or directories. Each user is provided with a certain access level. A user may not access a computer without authorization or exceed authorized access. A user's activity is restricted to access of only those programs or directories in that user's respective access level. Likewise, a user may not obtain access to another level by means of another user's access. Any user who exceeds his/her respective level, assists another user to gain access to an otherwise inaccessible level, or allows another user to gain access to an otherwise inaccessible level will be held accountable for the violation of this policy. A user may not continue to enter an access level which was previously assigned to the user, but which has since been suspended, revoked, or otherwise continued.

No user may knowingly:

- Use either Calhoun computer technology or personal technology to "break into" or "hack into" college or other computers and storage devices for the purpose of reading, copying, deleting, modifying or distributing data and/or information of others, or any other purpose;
- Give passwords, access codes or other security level access information to others;
- Share personal E-mail accounts.

Internet Access: Any employee or student access to the Internet through Calhoun's computer network is limited to the acceptable use as set out below. Likewise, any employee or student who accesses the Internet through Calhoun's computer network for an unacceptable use as defined above or causes an unacceptable result will be held accountable for the violation.

The use of the Internet must be in support of education, research, college-related service activities, or college administration and consistent with the mission of Calhoun Community College. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Any use of the Internet through Calhoun's computer network for political advertisement or political lobbying is also strictly prohibited.

Users of the Internet through Calhoun's computer network are expected to abide by the rules of network etiquette. Any swearing, vulgarities or other inappropriate language is prohibited. Users are also prohibited from revealing personal addresses or phone numbers of students or colleagues.

Users are hereby warned that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

Acceptable Use: It is acceptable to use Calhoun computer technology for purposes relating directly to education, educational research, college-related service activities, and administration of Calhoun.

Examples of acceptable use are:

- Using the software/hardware only in the condition and settings provided by Calhoun. User may not modify software settings, to add or delete hardware components or modify software features, unless so instructed by appropriate college officials.
- Using the network for the purpose of instructional support. This may include class assignments, research, skill development, and/or the production of materials used in the educational process.

Unacceptable Use: It is unacceptable to use Calhoun computer technology for any illegal purpose or to interfere with or disrupt other users, services or equipment. Such unacceptable use includes, but is not limited to, the following:

- Engaging in activities to damage or disrupt computer, computer system, network information, data or a program by such acts as virus creation and propagation, wasting system resources, or overloading networks with excessive data.
- Engaging in activities for the purpose of promoting personal gain and/or profit or use of college technology for organizations other than Calhoun.
- Engaging in any activity which is in violation of the Code of Alabama (1975) §§36-25-1 through 36-25-30, as amended (the "State Ethics Law), or which, in the opinion of the Calhoun administration, may be contrary to such law.
- Using of any computer technology in a manner that violates patent protection or license agreements.
- Engaging in any activity that violates any and all copyright laws. Such activity may include utilizing Calhoun technology to copy and/or distribute copyrighted materials of any type that the user does not have a valid and legal right to copy.
- Engaging in any use that is illegal or results in the commission of any illegal activity.
- Using Calhoun computer technology to support or oppose any candidates or candidates for public office, or for any other political purpose. (Use of State property for political purposes is against Alabama law.)

- Transmitting messages of a romantic or sexual nature to any person or persons.
- Creating, displaying, transmitting or making accessible threatening, racist, sexist, offensive, annoying or harassing language and/or material.
- Knowingly accessing or transmitting information which contains obscene or indecent material as defined by law.
- Knowingly performing an act, which will interfere with the normal operation or use of computers, terminals, peripherals, or networks.
- Creating copies, or taking into the user's personal possession copies of Calhoun owned software and/or hardware technology such as computers, components, disks, or peripherals.
- Using another person's computer account or allowing someone else to use your account (e-mail, secure systems, etc.).
- Sharing personal e-mail accounts.
- Masking the identity of an account or machine or in any manner misrepresenting your identity in e-mail or other electronic communication.
- Communicating any information concerning password, identifying code, personal identification number or other confidential information without the permission of its owner.
- Creating, modifying, executing or re-transmitting any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, collectively referred to as "Messages," including, but not limited to, forgery or Messages and/or alteration of system and/or user data used to identify the sender of Messages.
- Attempting to gain unauthorized access to any information facility, whether successful or not. This includes running programs that attempt to calculate or guess passwords, or that are designed and crafted to trick other users into disclosing their passwords, and any attempts to circumvent data protection schemes or uncover security loopholes. It also includes electronic eavesdropping or communication facilities.

Access is a Privilege, Not a Right: Calhoun reserves the right to deny the privilege of the use of any or all types of computer technology to individuals who violate this Acceptable Use Policy. Users may also be held accountable for violations of Federal and/or Alabama Laws (i.e, Computer-Related Crime, etc.). Violations of this policy may result in the termination or suspension of employment, suspension of computing privileges, disciplinary review, any other forms of employee or student discipline, and/or financial restitution to Calhoun for any damages and costs related to inappropriate or unacceptable use, and/or criminal or civil legal action. Calhoun reserves the right to modify or clarify this policy at any time.

Computer Crimes: The Alabama Computer Crime Act, codified at Code of Alabama (1975) §§1 3A-8-101 - 13A-8-103, makes it a crime for a person to damage, or without authorization to modify, computer equipment, computer networks, and computer programs and supplies or without authorization to access, examine, or use computer data and programs, and provides for punishment up to a Class B Felony (imprisonment for 2-20 years and/or a fine up to $10,000 or double the damage or loss to the victim). Federal law also makes it a crime to without authorization access level to computers or computer networks devoted in part to Federal purposes. Any violation of such State or Federal laws respecting computers shall also constitute a violation of the Calhoun Computer Technology Acceptable Use Policy. Furthermore, this policy prohibits various actions (described above) which may or may not constitute a crime.

STUDENT GRIEVANCE PROCEDURES INVOLVING DISCRIMINATION, SEXUAL HARASSMENT, AND RIGHTS OF THE DISABLED

INTRODUCTION

Calhoun Community College promotes the exchange of ideas among all members of the college community including students, faculty, staff, and administration. An environment conducive to open exchange of ideas is essential to intellectual growth and positive change. However, the College recognizes that, at times, people may have differences which they are unable or unwilling to resolve themselves. Calhoun Community College offers the following grievance procedures as the appropriate course of action for settling disputes and resolving problems. Students and members of the Calhoun faculty, staff, or administration are guaranteed procedural due process.

INITIAL STEPS

Any student of Calhoun Community College who has a grievance against another student or a member of the Calhoun faculty, staff, or administration concerning any form of discrimination (Title VI, Civil Rights Act of 1964), sexual harassment (Title IX of the Educational Amendments of 1972), or violation of the rights of the disabled (Sec. 504 of the Rehabilitation Act of 1973) should first attempt to resolve his/her situation with the individual involved. However, a student who believes herself or himself to have been subjected to sexual harassment is not required to first speak to or attempt to resolve the situation with the perpetrator of sexual harassment before filing a complaint. If for some reason resolution of the grievance is not possible, the student should make his/her grievance known to the immediate superior of the individual against whom the student has a grievance, and/or to the Assistant Dean for Student Affairs in order to seek an informal resolution to the problem. If, after the discussion between the student and the respective College official or representative, it is determined that the complaint is valid, the College official or representative will take appropriate action to resolve the complaint using a formal "plan of resolution."

If the student's complaint requires a formal "plan of resolution," a written report must be submitted to the Assistant Dean for Student Affairs. The report shall be submitted by the College official or representative within ten business days of the initial complaint and shall detail the complaint and the plan to resolve the complaint. If a student's complaint cannot be resolved in the manner described above, an unresolved complaint shall be termed a "grievance."

INTERIM RESOLUTION

If the Assistant Dean for Student Affairs should determine that the grievance is of a nature that there should be imposed an interim resolution pending the outcome of the grievance procedure, the Assistant Dean for Student Affairs shall recommend such an interim resolution to the President or designee. The President or designee shall have the discretion to impose or not impose an interim resolution.

GRIEVANCE PROCESS

A student who submits a complaint to the appropriate College official or representative in the manner described above and who is not informed of a satisfactory resolution or plan of resolution within ten business days after the complaint's initial submission shall have the right to file, within ten business days, a formal grievance statement. The written grievance statement shall be filed using Grievance Form A, which will be provided by the Grievance Officer and shall include the following information:

1. Date the original complaint was reported;

2. Name of the 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 shall also contain any other information relevant to the grievance the Grievant wants to be considered by the Assistant Dean for Student Affairs. Any grievance must be filed within forty-five calendar days of the occurrence of the alleged discriminatory act or the date of which the Grievant became aware that the discriminatory act took place.

The Assistant Dean for Student Affairs will notify the student or a member of the Calhoun faculty, staff or administration of the charge (s) against him/her within five days (excluding Saturday, Sunday, and holidays) of receiving the formal grievance statement. If after a reasonable attempt to notify the student, faculty member, staff member, or administrator of the charges against him/her, the Assistant Dean for Student Affairs is unable to do so, then the Assistant Dean for Student Affairs may suspend the student, or the President of the College or his/her designee may suspend with pay the faculty member, staff member, or administrator until a hearing is held and decision rendered.

The College shall have thirty (30) calendar days from the date of receipt by the Assistant Dean for Student Affairs of the grievance to conduct an investigation of the allegation (s), holding a hearing on the grievance, and submit a written report to the Grievant of the findings arising from the hearing. Grievance Form A shall be used to report both the grievance and the hearing findings.

INVESTIGATION PROCEDURE

The Assistant Dean for Student Affairs shall have the right to conduct such preliminary hearing (s) as the Assistant Dean for Student Affairs or designee shall deem necessary to complete his/her investigation. The Assistant Dean for Student Affairs shall conduct a factual investigation of the grievance allegations and shall research each applicable statute, regulation, and/or policy, if any. The Assistant Dean for Student Affairs shall determine, after completion of the investigation, whether or not there is substantial evidence to support the grievance. The factual findings in the investigation and the conclusion of the Assistant Dean for Student Affairs (Grievance Officer) shall be stated in a preliminary written report which shall be submitted to the Grievant and to the party or parties against whom the complaint was made and shall be made a part of the hearing record, if a hearing is subsequently conducted. Each of the parties shall have the opportunity to file written objections to any of the factual findings and, if there is a hearing, to make their objections part of the hearing record. If the Grievance Officer finds the grievance is supported by substantial evidence, he or she shall make a recommendation in the report as to how the grievance should be resolved. Upon the receipt of the Grievance Officer's preliminary report, the Grievant and the Respondent shall have three (3) business days to notify the Grievance Officer of the respective party's request for a hearing. The Assistant Dean for Student Affairs may, nevertheless, at his or her discretion, schedule a hearing on the grievance if to do so would be in the best interest of the College. In the event that no hearing is to be conducted, the Grievance Officer's report shall be deemed a final report and shall be filed with the President, with a copy to be provided to the Grievant.

HEARING PROCEDURE

In the event that the Assistant Dean for Student Affairs schedules a hearing, the Campus Dean or designee will appoint a qualified five-person committee. The Assistant Dean for Student Affairs shall serve as the nonvoting chairperson. A quorum shall consist of four members of the committee and the chairperson. Unless the President or Dean determines otherwise, or both parties agree in writing for the hearing to be public, the hearing shall not be open to the public.

At the hearing, the Grievant and the Respondent(s) shall be read the grievance statement. After the grievance is read into the record, the Grievant shall have the opportunity to present such oral testimony and offer such other supporting evidence as he/she shall deem appropriate to his/her claim. Each Respondent shall then be given the opportunity to present such testimony and offer such other evidence as he/she deems appropriate to the Respondent's defense against the grievance. 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 College.

Any party to a grievance hearing shall have the right to retain, at the respective party's own cost, the assistance of legal counsel or other personal representative. However, the respective attorney or personal representative, if any, shall act in any advisory role only and shall not be allowed to address the hearing body or question any witness. In the event that the College or its administration at large is the Respondent, the College representative shall not be an attorney or use an attorney unless the Grievant is also permitted to be assisted by an attorney or other personal representative.

A student does not forfeit any of his/her constitutional rights upon his/her admission into Calhoun Community College, nor does a faculty member, staff member, or administrator forfeit his/her constitutional rights upon employment with Calhoun Community College. The Committee shall not have the authority to compel any witness to testify. However, insofar as it is not contrary to law, the Committee may take into account the refusal of a witness to testify when deliberating the evidence.

With regard to a College employee, the President shall have the authority to direct the employee to testify at a hearing if, in the discretion of the President, such testimony could be material to an accurate determination of the facts in the case.

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.

REPORT OF FINDINGS AND CONCLUSIONS

Within five (5) working days following the hearing, there shall be a written report from the chairperson on the findings of the hearing committee (with a copy forwarded to the President, the Grievant, and each Respondent). 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 facts relevant to the grievance;
5. Conclusions of law, regulations, or policy relevant to the grievance;
6. Recommendations(s) arising from the grievance and the hearing thereon.

RESOLUTION OF GRIEVANCE

In the event of a finding by the Committee that the grievance was supported, in whole or in part, by the evidence presented, the Assistant Dean for Student Affairs shall meet with the Grievant, the Respondent(s) and the appropriate College representative(s) and attempt to bring about a reasonable agreed-upon resolution of the grievance. If there is no mutual resolution, the President shall impose a resolution of the griev-

ance which shall be final and binding.

APPEAL PROCEDURE

The President of Calhoun Community College shall be the appeal authority in upholding, rejecting, or modifying the recommendations of the Grievance Committee. The President shall not be bound in any manner by the recommendation(s) of the hearing committee, but shall take it (them) into consideration in imposing his/her decision.

The charged student, faculty member, staff member, or administrator may file a written request with the Executive Vice President of the College and Assistant Dean for Student Affairs requesting that the President of the College review the decision of the Grievance Committee. The written request must be filed within fifteen calendar days following the party's receipt of the hearing report. If the appeal is not filed by the close of business on the fifteenth day following the party's receipt of the report, the party's opportunity to appeal shall have been waived. If the appeal does not contain clear and specific objections to the hearing report, it shall be denied by the President. The President of the College shall issue his/her opinion to accept, reject, or modify the decision of the Grievance Committee within 15 calendar days of the initiation of the appeal process.

If the decision of the Grievance Committee does not satisfy the complainant and should the grievance allege discrimination (Title VI), sexual harassment (Title IX), or violation of the rights of the handicapped (Sec. 504), the complainant may file a written grievance with:

1. The Alabama State Board of Education pursuant to Alabama State Board of Education policies and procedures, with respect to Title IX violations;
2. The regional office of the Office of Civil Rights of the U.S. Department of Education within 180 days of the discriminatory act;
3. The Equal Employment Opportunity Commission within 180 days of the discriminatory act.

EXCEPTION

When a complainant or grievant complains of, asserts the existence of, or indicates the possibility of sexual harassment violative of law, Calhoun Community College policy, or standards of appropriate conduct, the President may, in his/her discretion, determine that the matter will not be resolved through procedures set forth above, but will be reasonably, appropriately, and promptly investigated and resolved by the College pursuant to such process as the President determines in accordance with the College's objective of maintaining a work and educational environment free from sexual harassment.

REFERENCE:

Title VI of the Civil Rights Act of 1964, "No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Title IX of the Educational Amendments of 1972, "No person in the United States shall 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."
Section 504 of the Rehabilitation Act of 1973 as amended in 1974, "No otherwise qualified handicapped individual in the United States, as defined in Section 706 (6) of this title, shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

It is the official policy of the Alabama State Department of Education, including Postsecondary institutions under the control of the State Board of Education, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

SECURITY/POLICE

We take your safety seriously! To ensure the continued health and safety of Calhoun students and employees, we must all consider our own security, as well as the security of others, a priority when on campus. Should a crime occur on campus, Calhoun strongly encourages you to report this crime immediately to the college's Campus Security/Police Department by calling 306-2574. For emergencies only call 306-2911. The Decatur campus security office is located in the octagon building beneath the flagpoles at the main entrance to the campus. Huntsville Police Department officers are located in the Administrative Office at the Huntsville/Cummings Research Park site.

Calhoun Community College is proud of its historically safe campus. In an effort to promote awareness and enhance safety, we would like to inform you of our campus crime disclosure report. We hope this information is helpful to you. Should you have any questions or suggestions regarding campus safety, please contact Mr. Don Davis at 306-2545.

Calhoun Community College
Campus Crime Statistical Disclosure Report

Crime	1999	2000	2001
Murder	0	0	0
Rape	0	0	0
Sex Offenses:			
Forcible	0	1	0
Non-Forcible	0	0	1
Robbery	0	0	0
Aggravated Assaults	2	4	1
Burglary	0	4	1
Breaking & Entering			
Motor Vehicle	4	5	8
Arrests	0	3	6
Motor Vehicle Thefts	0	0	1
Liquor Law Violations	2	0	0
Drug Violations	0	0	0
Weapons Violations	1	0	0
Criminal Mischief	4	7	2
Thefts	4	15	7
Harassment	5	4	4
Leaving Scene of Accident	2	1	1
Public Intoxication	0	1	0
Property Damage	0	1	2
Trespassing	0	1	0
Disorderly Conduct	0	2	1
Misc. Calls for Service	30	50	103

STUDENT IDENTIFICATION CARDS
All students enrolled at Calhoun Community College are required to have in their possession a valid Student I.D. card for general identification purposes and to present it upon demand when requested by a school official. The Student I.D. card is valid for each semester of the student's attendance. Students I.D. cards are issued during the first two weeks of each semester for new and transferring students. Replacement I.D. cards for returning students can be made at a cost of $20.00. Replacement cost cannot be charged to student accounts and must be paid in cash. The I.D. card can be used for (1) book buying (campus

book store only), (2) library book checkout, (3) access to learning labs, (4) entrance into college sponsored activities, (4) check cashing, (5) library privileges at colleges, (6) student discounts.

MOTOR VEHICLE REGISTRATION
All students driving any type of motor vehicle must secure and properly affix an official decal to the vehicle regardless of the location of classes. Parking decals are available from the Campus Police/Security Office. Traffic regulations pertaining to the registration and operation of motor vehicles can result in a monetary fine, the withholding of semester schedules, the withholding of transcripts, or appropriate disciplinary action. All decals expire on August 31 of each year.

PARKING/TRAFFIC CITATION APPEALS COMMITTEE
This is a three-member committee made up of students appointed by the Student Government Association. It is charged with the responsibility of hearing and ruling on each case in which a student appeals having received a parking ticket. The committee meets each Friday at 11:00 a.m. in the Student Activities Building, Decatur campus. Parking appeals at the Huntsville/Cummings Research Park site should be made to the Dean for Cummings Research Park.

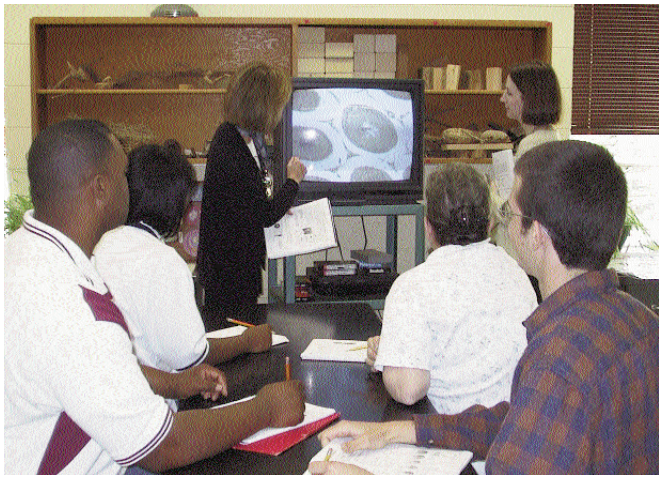
RESTROOM POLICY
Restrooms are designated separately for men and women. Any individual caught in the opposite gender's restroom will be subject to disciplinary action and criminal trespassing. There will be no loitering in restrooms on Calhoun's campuses.

WEAPONS POLICY
No person shall keep, use, possess, display, or carry any rifle, shotgun, handgun, knife, bow and arrow, or other lethal or dangerous weapons or devices capable of casting a projectile by air, gas or explosion, or mechanical means on any property or in any building owned or operated by Calhoun Community College or in any vehicle on campus. Realistic facsimiles of weapons are also specifically not allowed.

If an instructor approves such items to be demonstrated for class purposes only, the instructor and student must obtain permission from Calhoun Police.

Any such person seen with or using such weapons on campus will be subject to disciplinary and criminal charges.

Pursuant to state board policy 511.01 Calhoun Community College adheres to the following:
Firearms are prohibited on campus or any other facility operated by the college. Exceptions to this policy are: Law enforcement officers legally authorized to carry such weapons who are officially enrolled in classes or are acting in the performance of their duties or an instructional program in which firearms are required equipment. If the off-duty officer is a student, he/she must notify campus police once a semester. A weapon is prohibited from any type of hearing for personal business.



ADMISSIONS POLICIES

ADMISSION OF FIRST-TIME COLLEGE STUDENTS

Applicants who have not previously attended a postsecondary institution accredited by a regional accrediting agency or the Council on Occupational Education will be classified as first-time college students or "native" students.

ADMISSION TO COURSES CREDITABLE TOWARD AN ASSOCIATE DEGREE

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

1. Applicant holds the Alabama High School Diploma (standard or advanced), the high school diploma of another state equivalent to the Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or
2. Applicant holds a high school diploma equivalent to the Alabama High School Diploma (standard or advanced) issued by a non-public high school and has passed the Alabama Public High School Graduation Examination; or
3. Applicant holds a high school diploma equivalent to the Alabama High school Diploma (standard or advanced) and has achieved a minimum ACT composite score of 16 or a total of 790 on the SAT; or
4. Applicant holds the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT composite score of 16 or a total of 790 on the SAT; or
5. Applicant holds a GED Certificate issued by the appropriate state agency.

Applicants who meet one of these criteria shall be classified as "Degree-Eligible" students. Calhoun Community College may establish additional admission requirements to specific courses or occupational degree programs when student enrollment must be limited or to assure ability to benefit.

ADMISSION TO COURSES NOT CREDITABLE TOWARD AN ASSOCIATE DEGREE

Applicants to courses not creditable toward an associate degree and programs comprised exclusively of courses not creditable to an associate degree may be admitted provided they meet the standard admission criteria or provided they are at least 16 years of age and have not been enrolled in secondary education for at least one calendar year (or upon the recommendation of the local superintendent) and have specifically documented ability to benefit. Non-creditable courses include developmental courses and all occupational certificate programs at Limestone Correctional Facility except Design Drafting Technology. Applicants to these courses or programs shall be classified as "Non-Degree Eligible" and shall not be allowed to enroll in courses creditable toward an associate degree.

Calhoun Community College has established higher or additional admission requirements for specific programs or services when student enrollment must be limited or to assure ability to benefit.

UNCONDITIONAL ADMISSION OF FIRST-TIME COLLEGE STUDENTS

For Unconditional Admission, applicants must have on file at the college a completed application for admission and at least one of the following:

1. An official transcript showing graduation with the Alabama High School Diploma (standard or advanced), the high school diploma of another state equivalent to the Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or
2. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama Public High School Diploma issued by a non-public high school and proof of passage of the Alabama Public High School Graduation Examination; or
3. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and evidence of a minimum ACT composite score of 16 or a total score of 790 on the SAT; or
4. An official transcript showing graduation from high school with the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT composite score of 16 or a total score of 790 on the SAT; or
5. An official GED Certificate.

All male students between the ages of 18 and 26 must show proof of registration with the U.S. Selective Service System in accordance with §36-26-15.1 of the Code of Alabama of 1974 (as amended). For admission to a course not creditable toward an associate degree, applicants with less than a high school diploma or GED must also have on file proof of passage of the Ability to Benefit Examination.

CONDITIONAL ADMISSION OF FIRST-TIME COLLEGE STUDENTS

Provided the applicant meets the admission standards for a first-time college student, a conditional admission may be granted to an applicant who does not have on file at the college at least one of the following:

1. An official transcript showing graduation with the Alabama High School Diploma (standard or advanced), the high school diploma of another state equivalent to the Alabama High school Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or
2. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and proof of passage of the Alabama Public High School Graduation Examination or a minimum ACT composite score of 16 or a total score of 790 on the SAT; or
3. An official transcript showing graduation from high school with an Alabama Occupational Diploma, a high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT composite score of 16 or a total score of 790 on the SAT; or
4. An official GED Certificate.

No student shall be allowed to enroll for a second term unless all required admission records have been received by the college prior to registration for the second term. It is the student's responsibility to contact the appropriate high school and/or agencies and have the official required documents mailed directly to Calhoun Community College.

If all required admission records have not been received by the college prior to issuance of first semester grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSION RECORDS. This notation will be removed only upon receipt of all required admission records.

ADMISSION OF TRANSFER STUDENTS

An applicant who has previously attended another postsecondary institution which is accredited by a regional accrediting agency or by The Council on Occupational Education will be considered a transfer student and will be required to furnish official transcripts of all work attempted at all said institutions. Calhoun Community College may require submission of documents required of first-time college students to verify completion of a high school diploma, a GED, and the required ACT or SAT test scores.

A transfer student who meets requirements for admission to degree creditable courses and programs shall be classified as "degree-eligible." A transfer student who does not meet the admission requirements will not be granted admission to Calhoun Community College.

Applicants who have been suspended from another institution for academic or disciplinary reasons will not be considered for admission except upon written appeal to the College Admissions Committee.

UNCONDITIONAL ADMISSION OF TRANSFER STUDENTS

1. For Unconditional Admission, transfer students must have submitted to the college an application for admission, official transcripts from all required sources, and any other documents required for admission.
2. Transfer students who attend another postsecondary institution and who desire to earn credits for transfer to that parent institution may be admitted to the college as **transient** students. The student must submit an application for admission and a transient letter from the institution they have been attending which certifies that the credits they earn will be accepted as a part of their academic program. Students are not required to submit transcripts since the transient approval letter will serve in lieu of transcripts.
3. Applicants who have completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree. NOTE: If the student intends to obtain a degree or certificate from Calhoun Community College, transcripts from all institutions must be submitted for evaluation prior to graduation. If the student intends to register for courses requiring prerequisites that have been fulfilled at another institution, transcripts from those institutions must be submitted for evaluation prior to

enrolling in those courses at Calhoun Community College.

CONDITIONAL ADMISSION OF TRANSFER STUDENTS

1. Transfer students who do not have on file official transcripts from all postsecondary institutions attended and any additional required documents may be granted a Conditional Admission for one term. No transfer student shall be allowed to enroll for a second semester unless all required admission records have been received by the college prior to registration for the second semester.
2. If all required admission documents are not received by the end of the first term, continued enrollment will be denied. Grades for the first term will be posted to a transcript and annotated to read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSION RECORDS. This notation will be removed only upon receipt and review of all required admission records.

INITIAL ACADEMIC STATUS OF TRANSFER STUDENTS

1. An initial academic status cannot officially be determined until all official documents are received and reviewed. Once records are received, an initial status will be determined for the student's first term of enrollment. Submission of incorrect or false information on the application for admission could result in immediate removal from the college and forfeiture of all tuition, fees, and other monies.
2. A transfer student whose cumulative grade point average of the transfer institutions is 2.0 or above on a 4.0 scale will be admitted with Clear academic status.
3. A transfer student whose cumulative grade point average at the transfer institution is less than a 2.0 on a 4.0 scale but is not on academic suspension/dismissal will be admitted on Academic Probation. The Calhoun transcript will be annotated to read ADMITTED ON ACADEMIC PROBATION.
4. A transfer student applicant who has been academically suspended (dismissed) from another regionally or Council on Occupation Education accredited postsecondary institution may be admitted only after following the appeal process established for "native" students. Calhoun Community College requires that the applicant submit a written appeal to the College Admissions Committee along with all official transcripts. If the transfer student is admitted upon appeal, the student will enter the college on Academic Probation. The Calhoun transcript will read ADMITTED UPON APPEAL – ACADEMIC PROBATION.
5. A transfer student admitted on academic probation retains that status until the student has attempted 12 credit hours at Calhoun Community College. If the student's cumulative GPA at Calhoun is below a 1.5 after the semester in which 12 or more credit hours are attempted, the student will be placed on academic suspension for at least one semester. More stringent guidelines may be placed on students by the College Admissions Committee when written appeals are approved.

GENERAL PRINCIPLES FOR TRANSFER OF CREDIT

1. Transfer credit will be evaluated and recorded by the end of a student's first term of enrollment. Transfer credit evaluations will only be conducted when all official transcripts have been received. Students will be notified in writing of the results of their evaluation. (A review of records by counselors, advisors, faculty, etc. for advising purposes does not constitute an official evaluation.)
2. Coursework transferred or accepted for credit toward an undergraduate 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 undergraduate formal award programs. A course completed at other regionally or Council on Occupational Education accredited postsecondary institutions with a passing grade (C minimum required in Composition courses) will be accepted for transfer as potentially creditable toward graduation requirements.
3. A transfer student from a collegiate institution not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.
4. A transfer grade of "D" will only be accepted when the transfer student's cumulative transfer GPA is 2.0 or above. Regardless of the GPA, a "D" in Composition courses will be not accepted in transfer. Please note that some programs/courses require minimum grades of "C", thus a "D" will not transfer.
5. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training. Please refer to the section on Credit from Nontraditional Sources in this catalog.
6. The criteria for awarding credit for work completed in foreign colleges and universities will be the same as for other institutions within the United States. Students wishing to receive transfer credit for such foreign study must provide an English translation and a detailed report from an acceptable foreign credentials evaluation firm. Such a report must outline recommendations for awarding specific credit for specific courses. Currently, most of these reports are "course-by-course" evaluations provided by Educational Credential Evaluators, Inc., P.O. Box 17499, Milwaukee, WI 53217. There are other companies which provide the same service. For further information, contact the International Student Advisor.

INTERNATIONAL STUDENTS—(F-1 VISA HOLDERS)

Calhoun Community College accepts international students who have F-1 visas and who meet the academic, linguistic, and financial requirements outlined below:

First Time College Students

- An international student who holds an American high school diploma or a diploma from his/her country that is equivalent may be eligible for admission.
- Prospective international students must submit all of the following to be considered for admission.
  1) A complete application in English.
  2) Official transcripts/leaving certificate in English that documents graduating from a secondary school that is equivalent to a U.S. high school diploma. The transcript/leaving certificate must be forwarded directly to Calhoun Community College from all institutions previously attended. Translation of all documents is the responsibility of the applicant.
  3) Test of English as a Foreign Language (TOEFL) requirements:
     a. A minimum written score of 500 (or)
     b. A minimum computer-based score of 173.
     c. The scores must be mailed directly from the Educational Testing Services to the Office of Admissions and Records. Personal copies are **not accepted.**
     d. The TOEFL Test is not administered at Calhoun Community College.

     EXCEPTIONS (TOEFL)
     a. a graduate of an accredited U.S. high school or an accredited American high school overseas (or)
     b. a citizen of an English-speaking country that has been granted exemption to the TOEFL policy.

4) A signed, notarized statement declaring that the international applicant will be fully responsible and that funds are available for financial obligations during an enrollment with Calhoun Community College. Financial obligations include but are not limited to: tuition and fees, books and supplies, living expenses, housing, and miscellaneous expenses.
5) Official documents in English that document graduation from a secondary school that is at least equivalent to a U.S. high school diploma. Records must be forwarded directly to Calhoun Community College from the institution attended. Personal copies are not accepted.
6) Documentation of insurance must declare adequate health and life insurance (which must include medical repatriation and medical evacuation expenses). It must be maintained during any and all terms of enrollment with Calhoun Community College.

All required documents should be forwarded directly to the International Student Advisor, Calhoun Community College.

Transfer Students – International

Any international student who has attended an accredited college or university may be considered for admission as a transfer student. Transfer students must comply with all items listed under **First-Time Students – International** except Item 5. In addition to all items listed, an international student who wishes to apply to Calhoun Community College must:

a) have official transcripts from all previously attended colleges and universities attended mailed directly to Calhoun Community College.
b) Complete a transfer eligibility form (obtain from school advisor to which he/she is transferring).
c) be in-status at the most recent college/university attended.

All documents required for admission as a First Time college student or Transfer student must be on file before an admission decision will be made. I-20's will only be issued to applicants who meet all criteria and are, if transferring, in status with the Immigration and Naturalization Services.

Note: International students who have completed ENG 101 or its equivalent at an accredited college or university with a grade of C or better may be exempt from the TOEFL requirement.

HIGH SCHOOL HONORS PROGRAMS

Calhoun Community College, in conjunction with our area high schools, offers "honor" students the opportunity to enroll for college coursework. Two programs have been approved by the Alabama State Board of Education, the Accelerated High School Student Program and the Dual Enrollment/Dual Credit for High School Student program. Even though the basic criteria for enrollment is similar, each program is unique. Review the following and discuss with your counselor your eligibility and which program best meets your needs.

ACCELERATED HIGH SCHOOL PROGRAM

Calhoun Community College offers qualified high school students the opportunity to earn college credit while still in high school. Students who attend accredited high schools must meet the criteria listed below:

1. The student must have successfully completed the 10th grade;
2. The student must provide certification from the local principal and/or his/her designee that the student has a minimum cumulative "B" average and recommends the student for enrollment;
3. The student may enroll only in postsecondary courses for which the high school prerequisites have been completed (for example: a student may not take English Composition until all required high school English courses have been completed).

Exceptions may be granted by the Chancellor for a student documented as gifted and talented according to the standards included in the State Plan of Exceptional Children and Youth. Exceptions may only apply to items 1 and 2 noted above.

Students who attend a non-accredited high school must meet additional criteria as listed below:

1. Comply with items 1, 2, and 3 as noted above.
2. Provide ACT scores with a composite of at least 16 or 790 on the SAT.

Students who are home schooled are not eligible unless they are under the auspices of an accredited high school and can provide proper documentation of all items noted above.

DUAL ENROLLMENT/DUAL CREDIT FOR HIGH SCHOOL STUDENTS PROGRAM

The Dual Enrollment/Dual Credit for High School Students Program allows qualified students the opportunity to receive both high school credit and college credit. The program is restricted to qualified students in Alabama high schools who have signed a working agreement with Calhoun Community College.

Criteria for student eligibility is developed by each individual school system and may be more restrictive than the minimum criteria that follows:

1. The student must have a "B" average in completed high school courses;
2. The student must have written approval of his/her principal and the local superintendent of education; and
3. The student must be in grade 10, 11, or 12.

Determination of the equivalencies of Calhoun Community College coursework toward high school graduation requirements is at the discretion of the high school system. Typically one 3-semester hour course equates to a one-half unit.

For additional and more specific information contact your high school counselor or the admissions officer at Calhoun Community College.

AUDIT STUDENTS

Auditors are students who register for credit courses on essentially a non-credit basis. The college may require complete academic records for any applicant. In the absence of complete academic records, the college may accept as the basis of admission the information provided by the applicant on the regular application form. Auditors will under **no** circumstances receive credits applicable to degree requirements. Students will not receive punitive grades, but they may be assigned a W for absences or removal from class. Tuition and fees for courses audited are the same as those for courses taken for credit. Students may not change from "Credit" to "Audit" or "Audit" to "Credit" after the Drop/Add period.

APPLICATION PROCEDURES

Students Entering College for the First Time

1. Applicants must complete an application for admission and submit it in person or by mail to the Admissions Office at Calhoun Community College. Applicants should submit their application as early as possible prior to the semester in which they plan to enroll. Applications may be mailed to the address listed below:

   Admissions Office
   Calhoun Community College
   P.O. Box 2216
   Decatur, AL 35609-2216

2. Applicants must request that the high school from which they graduated mail their official transcript directly to the Admissions Office at the address listed above. Test scores, if applicable, must also be forwarded directly to Admissions.
3. Applicants who hold a GED must have an official GED transcript sent directly to the Admissions Office at the address noted above.
4. Students qualifying for restricted enrollment in non-degree courses must provide official documentation as noted under Admission to Courses Not Creditable to an Associate Degree. Enrollment is restricted to specific certificate programs and developmental courses. Ability to benefit testing is required.

Transfer Students

1. Transfer applicants must complete an application for admission and submit it in person or by mail to the Admissions Office, Calhoun Community College. The application should be submitted as early as possible prior to the semester of intended enrollment. Applications may be mailed to the address listed below:

   Admissions Office
   Calhoun Community College
   P.O. Box 2216
   Decatur, AL 35609-2216

2. All transfer applicants must have official transcripts from all other colleges or universities forwarded directly to Calhoun's Admissions Office at the address noted above. It is the student's responsibility to request his/her official records be forwarded in a prompt and complete manner to clear his/her admission to Calhoun Community College. Transcripts from high school, ACT/SAT test scores or a GED certificate are also required from students who attended a non-regionally accredited college or university.

Former Students Applying for Readmission

1. Applicants who previously applied for admission but did not attend are required to submit a new application for admission and provide all required admission records.
2. Students who have not been in attendance for two or more consecutive semesters will be required to complete a readmission application. If the student has been in attendance at another college or university since his/her last enrollment with Calhoun, official transcripts must be requested and forwarded directly to the Admissions Office, Calhoun Community College.

SENIOR CITIZENS ATTENDING UNDER THE SENIOR ADULT SCHOLARSHIP PROGRAM

Senior citizens sixty (60) years of age or older may be eligible for a tuition waiver if they qualify for the Senior Adults Scholarship Program. Applicants must meet the following conditions:

1. They must comply with the college admission standards as noted earlier in this catalog under Admission, First-Time Students, Admission of Transfer Students or Former Students Applying for Readmission. Please refer to the appropriate section for details of admission requirements.
2. Must be Alabama residents.
3. Must be sixty (60) years of age or older.
4. Students must enroll for credit; non-credit enrollment is not allowed.

The student is responsible for any fees or other charges applied to the general student body. Senior citizens granted a tuition waiver under the Senior Adult Scholarship Program may receive the tuition waiver only one time per course. Any time a senior citizen repeats a course the student is responsible not only for fees but also for tuition.

Questions regarding admission and eligibility should be directed to the staff of the Admissions and Records Office or the Financial Aid Office.

NOTE: Senior citizen course enrollment under the Senior Adult Scholarship Program is restricted to a space available basis. A course will not be expanded beyond the optimal number to accommodate the enrollment of a senior citizen attending under the Senior Adult Scholarship Program.

COLLEGE ADMISSIONS COMMITTEE

Students on academic suspension must file a written appeal directly to the Director of Admissions for submission to the college Admissions Committee. Appeals for admission should be submitted at least thirty days prior to the intended term of enrollment. Decisions of the Admissions Committee are final.

STUDENT RECORDS AND TRANSCRIPTS

Family Educational Rights and Privacy Act of 1974

Calhoun Community College complies with the provisions of the Family Educational Rights and Privacy Act of 1974 as amended (FERPA). FERPA sets forth the requirements pertaining to the privacy of student records. The law governs the release of educational records and access to the records.

Student Records and FERPA

Students are notified that when a student attains the age of 18 or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. Therefore, a person other than the student requesting information on a student must submit written authorization from the student if the request is beyond the scope of authorized exceptions to the Act.

Responsibility for protection of the privacy of educational records rests primarily with the Director of Admissions and Registrar of the college. FERPA defines educational records to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution with exceptions under the Act.

Notification of Rights under FERPA

FERPA affords students certain rights with respect to their educational records. The rights provided to students are:

1. The right to review their educational records with certain exceptions. Students and former students may present a valid photo identification card and request to review their records. The college may delay a record review up to 45 days if circumstances so dictate. Record reviews are conducted in the Records Office, Wallace Administration Building, Decatur campus. Note: The College

is not required to provide access to records of applicants for admission who are denied acceptance or, if accepted, do not attend.

2. The right to request the amendment of the student's educational records that the student believes is inaccurate or misleading. The student should submit to the Director of Admissions and Registrar a written statement which identifies the part of the record they want changed, why it should be changed, and any documentation to support the request. The student will be notified in writing of the decision to amend or not to amend. A student will be notified of a hearing procedure process they may initiate if the result of the student's request is not to amend their record.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure.

Calhoun Community College considers the following to be directory information and may be released to individuals and/or agencies, institutions, etc. unless the student signs a Do Not Release form.

Directory Information
Name
Address
Telephone listing
Date and place of birth
Major field of study
Dates of attendance
Enrollment status
Class standing
Degrees, honors, and awards received
Most recent educational agency or institution attended

It should be noted that directory information is used to verify a student's enrollment with insurance agencies, banks, employers, etc. unless prohibited in writing by the Do Not Release Information form. Calhoun does not provide mailing lists unless required to do so by federal legislation (Solomon Amendment), a court directive, or as deemed appropriate by the President of the college or his/her agent.

FERPA has established rules that allow some personnel and agencies to have access to student's records without their written consent. The exception to the requirement of written consent follows:

- Authorized representatives of the following for audit and evaluation of federal and/or state supported programs or for enforcement of a compliance with federal legal requirements which relate to these programs:
  - Comptroller General of the United States
  - Attorney General of the United States
  - Secretary of the Department of Education
  - State and local educational authorities
- State and local officials to whom disclosure is specifically required by state statute adopted prior to November 19, 1974.
- Veterans Administration officials
- Other school officials with the institution determined by the institution to have a legitimate educational interest
- Officials of other institutions at which the student seeks or intends to enroll, provided the institution makes a reasonable attempt to inform the student of the disclosure, unless the student initiates the transfer or the annual notification of the institution includes a notice that the institution forwards education records to other institutions at which the student seeks or intends to enroll have requested the records. (Students are so notified.)
- Persons or organizations providing financial aid to students or determining financial aid decisions on the condition that the information is necessary to: 1) determine eligibility for aid, 2) determine the amount of aid, 3) determine the conditions for the aid, or 4) enforce the terms and conditions of the aid.
- Organizations conducting studies for or on behalf of education agencies or institutions to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction. Conditioned on organizations not to disclose personally identifiable information on students, information must be destroyed when no longer needed for project.
- Accrediting organizations carrying out their accreditation functions.
- Parents of a student who have established a student's status as a dependent according to IRS Code of 1986, Section 152.
- Persons in compliance with a judicial order or lawfully issued subpoena provided that the institution makes a reasonable attempt to notify the student in advance of compliance. An institution may not provide advance notice of subpoena compliance if the subpoena is issued by a federal grand jury or for law enforcement purposes provided the subpoena orders the institution not to disclose the existence or contents of the subpoena.
- An institution is not required to obtain a subpoena to produce education records of a student if the institution is sued by the student or takes legal action against a student. The records produced must be needed by the institution to proceed with legal action as plaintiff or to defend itself.
- Persons in an emergency if the knowledge of information, in fact, is necessary to protect the health or safety of students or other persons.
- Additional instances may occur where the college is required by law to release information. Contact the Registrar for the answers to specific questions.

In the event a student believes that his/her FERPA rights were not met, they have the right to file a written complaint with The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SE, Washington, DC 20202-4605.

Transcript Policy

The transcript policy of Calhoun Community College includes the following items:

A. In compliance with the Family Educational Rights and Privacy Act, Calhoun Community College does not release transcripts of a student's work, except upon the student's written request;
B. Official transcripts are sent to institutions, companies, agencies, etc., upon the student's written release;
C. Transcript requests are processed as they are received. REQUESTS SHOULD BE MADE AT LEAST TWO WEEKS BEFORE THE TRANSCRIPTS ARE NEEDED;
D. Transcripts will not be issued for persons who have financial, academic, or administrative obligations to the college;
E. Written transcript requests should be sent to:
   Calhoun Community College
   Admissions and Records Office, Transcripts
   P.O. Box 2216
   Decatur, AL 35609-2216
   Include name, dates of attendance, social security number and address to which transcript should be forwarded. (NOTE: Students with name changes should include all former names.)
F. A signed fax request containing the same information as noted in item E may be faxed to 256-306-2941.
G. The Office of Admissions and Records does not release official transcripts from other institutions. Requests for official transcripts from other institutions must be directed to the institution concerned.

FINANCIAL INFORMATION

TUITION AND FEES

The following information reflects the current tuition and fee schedule enacted by the Alabama State Board of Education.

TUITION

In-State Students	$ 60.00 per credit hour
Out-of-State	$120.00 per credit hour
Distance Learning	$ 76.00 per credit hour*
Distance Learning Out-of-State	$152.00 per credit hour*

FEES

Technology Fee	$3.00 per credit hour
Facility Renewal Fee	$4.00 per credit hour

*No fees apply to Distance Learning classes

Students who register after classes begin will be charged a $25 late registration fee.
NOTE: Tuition and fees are subject to change without prior notice.

TUITION, TECHNOLOGY FEE, INSTRUCTIONAL FEE REFUND POLICY

Before Classes Begin .....100% Refund

During Drop/Add
Drops a class or classes but less than total .....100% of net
Drops **ALL** classes during drop/add.....75% of net

After Drop/Add (Withdrawal Refund Period)
Drops a class or classes but less than total .....No refund
Total withdrawal during first week of classes .....75% of net
Total withdrawal during second week of classes.....50% of net
Total withdrawal during third week of classes ....25% of net
Total withdrawal after third week of classes.....No refund

NET AMOUNT IS TUITION AND FEES LESS 5% ADMINISTRATIVE FEE.

Refund checks will be mailed from the Business Office to the student at the address on the official withdrawal form. Approximately three weeks are required for processing.

ADDITIONAL FEES (SUBJECT TO CHANGE WITHOUT NOTICE)

Additional charges by the institution and not mentioned above include the following:

1. Returned check fee (by Alabama law) $25*
2. Parking traffic citations (variable, depending on type of citation; check student handbook on page 235 of this publication
3. Library fines for overdue books (variable, depending on length of overdue status)
4. Audit fees (auditing a course costs the same as taking the course for credit)

*Negotiating a worthless negotiable instrument is a Class A misdemeanor. Pursuant to Alabama law (Act No. 80-200, S. 317), a person will be given 10 days to tender payment of the full amount of such instrument plus a service charge of not more than $25. Unless this amount is paid in full within the specified time, the individual may assume that this instrument will be turned over to the proper authorities for criminal prosecution.

GENERAL EDUCATION DEVELOPMENT (GED) TEST FEE
Those desiring to take the General Education Test at Calhoun Community College will be required to pay a $30 fee. Call 306-2648 or 306-2610 for more information.

BUSINESS OFFICE HOURS (Decatur Campus)

Monday-Thursday	8:00 a.m. - 8:15 p.m.
Friday	8:00 a.m. - 3:00 p.m.

MASTERCARD, VISA, AND DISCOVER
Calhoun Community College accepts Mastercard, Visa, and Discover for payment of tuition, fees, and books.

RESIDENCY/OUT-OF-STATE AND INTERNATIONAL STUDENTS

Guidelines for determining "In-State" Tuition Rates

I. ELIGIBLE FOR "IN-STATE" TUITION

A student or prospective student described in either part A or part B below may be eligible for "In-State" tuition rates. Non-resident students described in Part B must submit a written appeal with documentation to the Tuition Eligibility Committee to obtain "in-state" tuition rates. The Tuition Eligibility Committee will determine whether or not a student meets the criteria. The Committee's decision is final. All written appeals should be forwarded with documentation directly to the Registrar at Calhoun Community College.

Resident Student

A Resident Student shall be charged the in-state tuition rate established by the State Board of Education.

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 attain Resident Student status simply by attending school for twelve months in the State of Alabama.**

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, residence will be determined by the residency of the parent to whom the court has granted custody.

MINOR: An individual who because of age lacks the capacity to contract under Alabama law. Under current law, this means a single individual under 19 years of age and a married individual under 18 years of age, but excludes an individual whose disabilities of non-age have been removed by a court of competent jurisdiction for a reason other than establishing a legal residence in Alabama. If current law changes, this

definition shall change accordingly.

SUPPORTING PERSON: Either or both of the parents of the student, if the parents are living together or if the parents are divorced or living separately, then either the parent having legal custody or, if different, the parent providing the greater amount of financial support. If both parents are deceased or if neither has legal custody, support person shall mean, in the following order: the legal custodian of the student, the guardian, and the conservator.

In determining Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.

A. Students participating in the Southern Regional Electronic Campus (or any successor organization) shall be considered Resident Students for tuition purposes.
B. An individual claiming to be a resident shall certify by a signed 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 in 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 of 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; more significantly, continuing voter registration in the state that initially occurred at least one year prior to the initial registration of the student in Alabama at a public institution of higher education.
   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, and possession of state license plates.
   10. Continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment.
   11. Membership in religious, professional, business, civic, or social organizations in the state.
   12. Maintenance in the state of checking and savings accounts, safe deposit boxes, or investment accounts.
   13. In-state address shown on selective service registration, driver's license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.

Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment 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.

Non-Resident Student (additional persons for resident tuition)

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 in-state tuition rate established by the State Board of Education under the following circumstances provided such student is a citizen of the United States.

The dependent student
a. whose supporting person is a full-time permanent employee of the institution at which the student is registering; or
b. whose supporting person can verify full-time permanent employment in Alabama and will commence said employment within 90 days of registration; or
c. 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
d. whose supporting person is an accredited member of a consular staff assigned to duties in Alabama.

The student is not a dependent (as defined by Internal Revenue Codes) who
a. is a full-time permanent employee of the institution at which the student is registering or is the spouse of such an employee; or
b. can verify full-time permanent 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
c. 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
d. is an accredited member of or the spouse of an accredited member of a consular staff assigned to duties in Alabama.

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.

Students who reside in Lawrence, Lincoln, Wayne, or Giles counties in Tennessee will be accessed tuition at the "in-state" rate upon submission of documentation verifying residency.

II. 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 that institution. All international students are accessed at the out-of-state rate and are not eligible for in-state rates.

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.

FINANCIAL AID

Financial aid is available at Calhoun Community College in a variety of forms. Students needing assistance with college expenses should communicate with personnel in the Office of Student Financial Services at the following address:

Office of Student Financial Services
Calhoun Community College
P.O. Box 2216
Decatur, AL 35609-2216

FINANCIAL AID PROGRAMS AVAILABLE at Calhoun Community College include the following:

1. Alabama Student Assistance Grants (ASAG)
2. Federal Work-Study (FWS)
3. Pell Grants
4. Stafford Loan (SL)
5. Dorothy B. Johnson Loan Fund
6. Federal Supplemental Educational Opportunity Grants (FSEOG)
7. Veterans', Servicemembers', and their Dependents' Benefits
8. Job Training Partnership Act (JTPA)
9. Scholarships
   a. Academic
   b. Calhoun Foundation
   c. Performing Arts
   d. Senior Adult Program
   e. Student Activity and Leadership

WHO MAY APPLY FOR FEDERAL FINANCIAL AID PROGRAMS?

Federal Student Financial Aid Programs are Pell Grants, Stafford Loan (SL), Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Work-Study (FWS), Alabama Student Assistance Grants (ASAG), and Job Training Partnership Act (JTPA).

To qualify for financial aid from one of these five programs, one must

1. Be a U.S. citizen or be from the U.S. Trust Territory of the Pacific Islands, Guam or the Northern Marina Islands;
2. If you are a man who is at least 18 years old and born after December 31, 1959, be registered for the draft with Selective Service or enlisted in the armed forces;
3. Have financial need;
4. Be enrolled at least half-time;
5. Be working toward a degree or certificate;
6. Be making satisfactory academic progress;
7. Have a high school diploma or a GED certificate, or pass an independently administered test approved by the U.S. Department of Education;
8. Not be in default at any institution on any loan or owe a refund on any grant made under Title IV of the Higher Education Act of I965, as amended.

NO EXCEPTIONS WILL BE MADE TO THE ABOVE REGULATIONS.

FEDERAL FINANCIAL AID APPLICATION PROCEDURES

Expenses for tuition, books, supplies, at-home maintenance, transportation, and miscellaneous personal costs are used in preparing an annual budget to help determine the applicant's financial need. Therefore, those who qualify must apply for financial aid each year.

Students who qualify may apply for financial aid at any time. However, processing time is generally four to six weeks; therefore, begin the application process as early as possible. All financial aid application forms and instructions are available in the Office of Student Financial Services as well as the capability to process electronically via www.fafsa.org.

Priority in making awards for FSEOG and Federal Work-Study shall be given to students completing the application process prior to April 1 each year. Awards for applications submitted after the deadline will be based on availability of funds.

STUDENT RESPONSIBILITIES

- Review and consider all information about Calhoun's programs before you enroll.
- Pay special attention to your application for student financial aid, complete it accurately and submit it on time to the right place. Errors can delay receiving your financial aid. Intentional misreporting of information on application forms for Federal financial aid is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
- Provide all additional documentation, verification, corrections and/or new information requested by either the Office of Student Financial Services or the processing center where you submitted your application.
- Read and understand all forms that you are asked to sign, and keep copies of them.
- Accept responsibility for all agreements you sign.
- Perform, in a satisfactory manner, the work that is agreed upon in a Federal Work-Study job.
- Know and comply with the deadlines for application or reappli-

cation for aid.

- Understand the school's refund policy.
- Maintain satisfactory academic progress for continued financial aid eligibility.
- Notify the Office of Student Financial Services if you are planning to attend another institution.
- Pay any tuition, fees or other expenses not paid by financial aid or scholarships by the deadlines.

REFUND POLICY

The Student Financial Aid (SFA) refund requirements only apply when the student fails to register for the period of enrollment for which he or she was charged. A refund is defined as the difference between the amount paid towards institutional charges (including financial aid and/or cash paid) and the amount the school can retain under the institutional refund policy.

The institution must calculate a refund using all possible refund policies in accordance with state and federal laws and regulations.

REPAYMENT POLICIES

Recalculation Policy
A change in a student's original enrollment status may result in a recalculation of Title IV benefits. Payment will be based on the student's enrollment status on the first day of the semester. For students who totally withdraw, the institution will use the appropriate refund policy.

FWS and FCWS funds are **not** considered in the refund process.

Repayment Policy
The SFA repayment requirement **does not** apply to a student who withdraws from some classes, but continues to be enrolled in other classes.

A ***repayment*** is the unearned amount of direct disbursement to a student, which the student must pay back. If the institution determines that the student received Title IV funds in excess of the cost to attend school that he or she could have reasonably incurred while still enrolled, then a portion of the Title IV funds was not earned and must be repaid by the student to the SFA programs.

Federal Work Study (FWS), Federal Community Work Study (FCWS), and Student Loan (SL) funds are **excluded** in the repayment policy.

SATISFACTORY ACADEMIC PROGRESS

The academic records of all students receiving federal financial aid are reviewed annually. Students receiving financial aid are required to be in good standing and maintain satisfactory academic progress.

The academic records of all students are reviewed based on: (1) the number of credit hours attempted and percentage of credit hours attempted completed; (2) cumulative grade point average (GPA); and (3) maximum time frame allowed to complete degree requirements.

Measure of Progress

Hours Attempted	% of Hours to be completed	Cumulative GPA
8 – 21	58%	1.50
22 – 32	62%	1.75
33 – 66	66%	2.00
67 and above	75%	2.00

Note: Letter grades of W, WP, WF, I, IP, and FA are counted as hours attempted.

Maximum Time Frame
Students will not be eligible for aid after carrying 96 credit hours (whether or not they received aid for all terms). A maximum of 20 credit hours of remedial courses will be excluded from the 96 credit hour determination. Title IV funds will **only pay for 20** credit hours of remedial courses. Students taking a course for an Audit (A) credit are not eligible for Title IV funds.

Financial Aid Probation
Students not meeting the SAP requirements will be placed on financial aid probation. Students will be placed on financial aid probation for the following reason:

- Students on Financial Aid Probation are not eligible for the Student Loan Program.
- Failure to meet the **Measure of Progress** requirements.

During the probationary period, the student must enroll and complete at least nine (9) credit hours and receive a grade of a "C" or better in each course enrolled with no Withdrawals (Ws). Grades will be checked at the end of each semester for students on probation.

Students not meeting the above requirements during the probationary period will be suspended from receiving financial aid. The student's recourse at this point is through written appeal to be considered for approval by the Financial Aid Committee.

Appeal Policy
The institution may determine that, due to mitigating circumstances, payment may be made to a student who fails to meet the requirements set forth by the SAP policy or who exceeds 100 credit hours. The student must complete a ***Claim of Hardship Form*** and submit it to the Student Financial Services office, where it will be forwarded to the Financial Aid Committee for approval or denial. Decisions made by the Financial Aid Committee are final.

INFORMATION ON SPECIFIC FINANCIAL AID PROGRAMS

1. ALABAMA STUDENT ASSISTANCE GRANT
   The Alabama State Grant Program provides additional assistance to undergraduates who demonstrate exceptional financial need. Students who receive Pell Grants with the lowest family contribution figure (FC) are eligible. The Alabama State Grant is not a loan; therefore, the funds do not have to be paid back.

2. FEDERAL WORK-STUDY
   The College Work-Study Program provides employment for Calhoun students who need financial assistance. Students work part-time for the college while attending classes. Pell Grant applications are required.

3. DOROTHY B. JOHNSON LOAN FUND
   This fund is available to students with an immediate cash flow problem and may be used to cover the cost of tuition and books. It may be repaid from grant or individual accounts within the semester borrowed.

4. PELL GRANT
   The Pell Grant Program provides financial assistance for students who qualify for funds in order to attend a post-secondary educational institution. The grant may not exceed an amount equal to 50% of the student's educational and related expenses. A Pell Grant is not a loan;

therefore, the funds do not have to be paid back.

5. STAFFORD LOAN
The Stafford Loan (SL) program is a loan program where a student may borrow funds to cover his/her educational expenses. Students may borrow either a subsidized or unsubsidized loan.

A **subsidized** loan is awarded on the basis of financial need. You will not be charged any interest before you begin repayment or during authorized periods of deferment. The federal government "subsidizes" the interest during these periods.

An **unsubsidized** loan is not awarded on the basis of need. You'll be charged interest from the time the loan is disbursed until it is paid in full. If you allow the interest to accumulate, it will be capitalized; that is, the interest will be added to the principal amount of your loan and additional interest will be based upon the higher amount. This will increase the amount you have to repay. If you choose to pay the interest as it accumulates, you'll repay less in the long run.

If you are a first year student and a first-time borrower, your first payment will not be disbursed until 30 days after the first day of classes.

6. FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT
The FSEOG Program provides additional assistance to undergraduates who demonstrate exceptional financial need. Students who receive Pell Grants are eligible. The Supplemental Educational Opportunity Grant is not a loan; therefore, the funds do not have to be repaid.

7. VETERANS, SERVICEMEMBERS, AND THEIR DEPENDENTS' BENEFITS
The Veterans Affairs Office is located in Room 101R at the Huntsville/ Research Park Campus. Qualified students may also submit paperwork through the Financial Aid Office in the Wallace Administration Building on the Calhoun campus. Appointments for Decatur area students may be arranged at the main campus if the veteran has questions and concerns or may call (256) 306-2500 of 890-4715. The VA Office is the certifying authority for veterans, active duty service members, reservists and National Guard, and dependents that qualify for the federal program. The VA Office serves as the link between the Regional Veterans Affairs Office and The VA benefit recipient that is enrolled at Calhoun Community College.

Calhoun Community College does **not** participate in the VA Advanced Pay Program. Veteran students (except Chapter 31- Rehabilitation and Employment) are required to pay all tuition and fees. After certification has been sent to the Regional Office, the education benefits will be sent directly to the veteran.

Office Hours

Huntsville/Research Park Campus	Monday through Thursday 8:30 a.m. – 7:00 p.m.
Decatur Campus Financial Aid	Monday through Thursday 7:45 a.m. – 6:00 p.m. Friday 7:45 a.m. – 4:15 p.m.

To apply for the **Alabama G.I. Dependents' Scholarship Program,** please follow the procedure listed below:

(1) Apply for certificate at your local county Veterans Affairs Office.
(2) When student receives certificate from the Alabama Department of Veterans Affairs in Montgomery, Alabama, contact Maria Wallace, Business Office, Calhoun Community College at 306-2541 or 890-4700 or 1-800-626-3628.

Courses under Course Number 100 will not be approved for students under this program. Benefits include tuition, technology fee and books only. Facility fees must be paid by the student each semester.

8. The JOB TRAINING PARTNERSHIP ACT (JTPA) is a federally funded program to provide training assistance to dislocated individuals. Students may qualify for tuition assistance, book allowances, tool assistance and training allowances. Interested persons should apply at their local Alabama State Employment Service. Eligible applications will be sent to the area Assessment Center.

9. SCHOLARSHIPS AND GRANTS-IN-AID

a. ACADEMIC SCHOLARSHIPS
March 15 is the date on which applications for academic scholarships are due. Scholarship applications are available in the Office of Student Financial Services. Each application is reviewed by the Calhoun Scholarship Committee, and each award is based upon academic achievement.

b. CALHOUN FOUNDATION SCHOLARSHIPS
The Calhoun Community College Foundation provides tuition scholarships based upon a variety of qualifying criteria. Recipients must have at least a "B" average for high school grades and/or maintain the average for courses taken at Calhoun. Scholarships are renewable for four semesters unless otherwise specified in the scholarship guidelines.

c. PERFORMING ARTS SCHOLARSHIPS
Performing Arts Scholarships are available for students in art, graphic design, photography, voice, instruments, drama, and music industry. Additional information is available from a faculty member in the Fine Arts Division.

d. SENIOR ADULT PROGRAM SCHOLARSHIPS
This program provides tuition free admission for

those who are 60 years of age and older. Students must enroll for credit courses and meet college and program of study admission standards. The award is based upon space availability in each course. Fees and other costs, other than tuition, are paid by the senior adult student.

e. STUDENT ACTIVITY AND LEADERSHIP SCHOLARSHIPS
These scholarships are received by:

1. President and Vice-President of the Student Government Association,
2. Editor and assistant editor or photographer of the college newspaper,
3. Head and Co-Head Warhawks, and
4. President of Phi Theta Kappa.

If a student leaves the position for which the scholarship was awarded, the scholarship may be passed to a successor. In addition, the student leaving the leadership position will reimburse the college a prorated amount of the tuition scholarship based upon the amount of time remaining in the college term.

Additional financial aid information can be obtained from the Office of Student Financial Services.

BOOKSTORE

The College Bookstore is an auxiliary service owned and operated by Calhoun Community College. The purpose of the Bookstore is to provide the college community with the widest possible selection of goods and services of high quality at equitable prices, with particular attention paid to academic requirements. For your convenience, we are located at Decatur and Huntsville/Research Park.

BUSINESS HOURS

DECATUR CAMPUS
Monday-Thursday
7:45 a.m.-7:00 p.m.
Friday
7:45 a.m.-3:30 p.m.

HUNTSVILLE/RESEARCH PARK
Monday-Thursday
12:00 p.m.-4:00 p.m.
4:30 p.m.-8:00 p.m.

METHOD OF PAYMENT

Payment may be made by either cash, personal check or Master/Visa/Discover card. The following policy governs payment by check:

1. You must present your current student identification card.
2. Checks are accepted for the amount of purchase only.
3. Checks must be made payable to the college (two party checks and counter checks are not acceptable).
4. Phone number, student number and address must be recorded on face of check.

CASH REFUND POLICY

Full refund for textbooks will be granted provided the following conditions are met:

1. Returns MUST be accompanied by Cash Register receipt and drop or withdrawal slip.
2. Books MUST be in NEW condition, free of all markings with pen, pencil and erasers, etc. (used books obviously exempt). The bookstore will make the decision as to the condition of the book.
3. Returns will be accepted only during the first 15 days of the term for which they were purchased. After this period, refunds are considered on an individual basis.
4. Non-required course materials, supplies, clothing, etc. are not returnable.

**Refund policy for purchases paid for by check or charge card will vary from above procedure.

BOOK BUY BACK POLICY

Textbooks may be sold to the Bookstore during final exams at the end of each semester. Book buyback will be conducted during regular business hours. General buyback policy is as follows:

1. You must present your student identification card.
2. All titles will be considered -50% of retail price on current Calhoun titles, Blue Book (wholesale) on all others. This includes overstock, predicted changes and titles not used at Calhoun.
3. Normal markings and underlining expected; however, books with excessive markings, water stains, broken bindings, loose pages, heavily soiled, etc. will not be purchased.

SECURITY/POLICE

The office of the Director of Calhoun Police is located in the octagon building beneath the flagpoles at the main entrance to the Decatur campus. The office is open 24 hours a day. The campus police at the Huntsville/Cummings Research Park location can be contacted in the Administrative office at that location. Officers are available whenever classes are in session. Calhoun police have the responsibility for the following:

1. Assisting students
2. Enforcing traffic and parking regulations
3. Providing for parking and traffic flow for special events (Students, faculty, and staff must notify security when special events are scheduled on campus)
4. Issuing decals
5. Maintaining building security
6. Responding to any emergency situation

Phone: 306-2574
Emergency Phone: 306-2911
Page : 219-3459

NOTE: In case of a medical emergency, security will, at the individual's expense, call an ambulance for transporting to a nearby emergency room for treatment.

INSTRUCTIONAL INFORMATION AND REGULATIONS

CLASSIFICATION OF STUDENTS

University Parallel
Students who plan to enroll for coursework which will transfer to a four-year institution are considered to be university parallel students. Enrollment may be for a minimum of one term or through completion of a two-year degree. Students should meet with an academic advisor to discuss programs of study and transfer requirements.

Transient
Students who have previously attended another college and who will be enrolled for only one semester and then return to the college of original enrollment are considered to be transient students. Students must submit an official letter from the parent institution they have been attending which certifies that the credits earned will be accepted by transfer.

Career, Technical and Occupational
Students follow one of the career, technical, or occupational programs which lead to a certificate or degree.

Course Load
Students are classified according to the course load based on the credit hours for which they are enrolled on a semester basis.

Credit Hour Loads	Credit Hours
Full-Time	12 or more
Three-Fourths Time	9-11
One-Half Time	6-8
Less Than Half Time	5 or less

NOTE: To be eligible for financial assistance a student typically must be enrolled for at least 6 credit hours.

Drop-and-Add Period
The drop and add period will be the first three days of each semester excluding summer and mini terms. If a course meets once per week, the period will extend to the beginning of the second official class meeting day/evening. No grade will be assigned if a course is dropped during the drop/add period. See the section of this catalog on refund policy for refund information.

Withdrawals
A student who wishes to withdraw from a course(s) after the drop/add period may do so by having a withdrawal/drop form completed by Admissions/Records personnel or their designated representatives. A student may withdraw from a course(s) until the midpoint of the semester and be assigned the grade of "W" for each course.

If a student wishes to withdraw from a course(s) after the midpoint of the semester, but before the last class day prior to the finals, an instructor may assign a grade of "WP" if the student is passing at the time of withdrawal or a "WF" if the student is failing at the time of withdrawal.

Grades
The following letter symbols are used to indicate the student's level of achievement in courses taken:

A - Excellent (90-100)
B - Good (80-89)
C - Average (70-79)
D - Poor (60-69)
F - Failure (Below 60)

AU - Audit
I - Incomplete
IP - In Progress
W - Withdrawal
WF - Withdrawal Failing
WP - Withdrawal Passing

NOTE: Some programs and/or courses may require a higher numeric range than the standard noted above.

A, B, C, are letter grades which represent levels of accomplishment sufficient to allow students to progress satisfactorily toward graduation and/or prerequisite requirements.

D is a letter grade which indicates minimum level accomplishment. Some courses/programs require a minimum of a "C" grade to progress to the next course or to remain eligible for continuation in a program of study.

F is the letter grade assigned to students who fail to meet minimum course requirements.

W, WP, and **WF** are letter grades assigned when a student withdraws from a course/courses after the designated drop/add period. The grade of W is assigned to a student who officially withdraws from a course(s) by the date designated as the midpoint of the term. The grade of WP may be assigned after the midpoint of the term and indicates the student is passing the course at the time of withdrawal. The grade of WF may be assigned after the midpoint of the term and indicates the student is failing at the time of withdrawal. The WF is punitive and will be calculated as an F in the grade point average. Withdrawal from course(s)/program(s) should be initiated by the student. Students must notify the Office of the Registrar of their intent to withdraw from a course, courses, or programs.

I as a letter grade indicates incompletion of course requirements; thus an "I" is not a satisfactory completion and will not allow a student to progress to the next course level. An "I" is awarded only under extenuating circumstances. An "I" typically is used to signify that an instructor has granted permission to a student to complete work or that the Dean or designee has approved the student take his/her final examination late. Other circumstances as approved by the instructor and/or Dean or designee may be granted. The student must be aware that he is **not** to sign up for the course again, but to see the instructor **promptly** and complete the course requirements.

Regardless of the circumstances, a grade of I must be changed by the end of the following term or it will be converted to an F.

IP as a letter grade indicates IN PROGRESS and may only be assigned to institutional credit courses, practicums, and internships. The awarding of an IP is the option of the instructor, provided the student has been in regular attendance and has demonstrated conscientious effort yet has not

achieved course mastery. Students who receive an IP must repeat the course; it is not satisfactory completion.

Grade Points
A student's academic standing or grade point average is a means to evaluate the overall quality of work being done. In order to perform this measure, the following grade points are assigned.

A	4	grade points per hour
B	3	grade points per hour
C	2	grade points per hour
D	1	grade point per hour
F	0	grade points per hour
WF	0	grade points per hour

The student's grade point average is obtained by dividing the total grade points earned by the total number of semester hours for which the grades of A, B, C, D, F, or WF are assigned. Marks of W, WP, I, IP, and AU do not affect the grade point average. A student must have a total overall grade point average of 2.0 (C) on all courses accepted for graduation in order to be eligible for graduation from Calhoun.

Grade Appeal Procedure
Student grade appeals may be expected to occur in a large and complex institution. The prevailing philosophy of the institution is that such appeals be handled informally if possible. Only after full and comprehensive attempts have been made by students and faculty to resolve grade appeals have failed should a formal procedure be initiated. It is self-evident that an appeal should be resolved as close to the beginning of the institution's organizational chart as possible; it is further self-evident that grade appeals be handled informally through discussion if at all possible.

There is no appeal procedure if six months of calendar time has elapsed; therefore, the grade appeal procedure must be initiated by the student within six months from the time the grade is received. There are two procedures for appealing a final grade. The first applies if the appeal is within the first eight weeks of the semester immediately following the one for which the grade was received. The second final grade appeal procedure applies if the appeal is after the first eight weeks of the succeeding term. (The summer term may be excluded.)

A. Procedure for appealing a final grade during the first eight weeks of the following semester:

   A student may appeal the final grade received for a course by following the procedures outlined here. Grades received during the academic term for performance, tests, or other activities are private and confidential material between the student and the instructor and are not intended to be covered by the procedures. Daily grades may be considered only as evidence in the formal part of the appeal process, viewed solely on the basis of "a need to know," and handled in such manner so as to continue confidentiality.

   1. The student should consult with the instructor promptly after receiving a final grade which he or she feels is unwarranted. If the appeal is not satisfied at this level, the Department or Division Chairperson should meet with either or both in an informal attempt to reach closure. The burden of proof in the grade appeal lies with the student. If the appeal is resolved at this point, a "memorandum of record" should be prepared by the Division or Department Chairperson and be maintained on file. The memorandum will serve as the institution's record that the disagreement was resolved informally.

   2. If closure is not reached by using the informal approach, the student may file a formal grade appeal with the appropriate Department or Division Chairperson. This writing must be dated and filed with the appropriate person prior to the midpoint of the succeeding semester. (The summer term is excluded from the definition of "succeeding semester" except in cases when the instructor who assigned the grade is teaching during the summer term.) The formal grade appeal must state the reasons for the request, include the dates involved, name the instructor who assigned the grade, and include the previous attempts at resolving the situation informally. The burden of proof in the grade appeal lies with the student.

   3. Prompted by the Department or Division Chairperson, the divisional grade appeal committee is limited to two calendar weeks from the date of the appeal to convene, gather evidence, and conduct a hearing. Appropriate evidence in support of the appeal must be provided by the student. However, the committee may request the student's materials from the instructor in cases where the instructor possesses the evidence. Grade and attendance records may be requested of the instructor. However, neither tangential issues nor individual personalities will be considered by the committee. To maintain the confidentiality of the hearing, only committee members, the instructor, and the student may be present at the proceedings.

      Each division shall maintain a divisional grade appeal committee. Divisions may elect members or members may be appointed by the division chair. The divisional grade appeal committee should contain no fewer than three full-time faculty members. Members should rotate off the committee on a yearly basis. If a committee member is unable to serve due to involvement in the specific case being heard, the division chair will appoint a substitute for that particular case. The chairperson of the Divisional Grade Appeal Committee will be elected by the membership and will have the following duties: arrange times and places for the committee meetings and hearings; inform in writing all parties of the committee's activities; ensure that proper records are prepared, maintained, and safeguarded; and chair all meetings and hearings.

      The Chair of the committee shall ensure that hearings are reasonable and fair; that only matters properly before the committee are discussed; that meetings and hearings are conducted in a professional atmosphere; and that every attempt is made to protect the integrity of the parties involved.

      Committee members must be present at all hearings in order to vote following deliberations. (If, in the committee's opinion, special experience or expertise is necessary for sufficient information to be available or if the appeal is of such sensitivity that it should not hear the appeal, the Chairperson shall so advise the Dean of Instruction and Student Services or designee. The Dean will then appoint a special appeals committee of institution-wide membership to hear the specific case.)

4. Following the conclusion of the hearing, the committee will deliberate privately as appropriate and prepare a written recommendation for the Dean of Instruction and Student Services or designee to be submitted not later than seven calendar days after the date of the hearing. Their recommendation will be either to retain the grade or to alter it. If the recommendation is to alter, the specific grade after alteration will be indicated. The recommendation should include a brief summary of the facts of the hearing and the reasons for the committee's decision. The deliberations and recommendation of the committee are confidential. The committee may meet with the Dean of Instruction and Student Services or designee at the Dean's discretion to discuss actions, deliberations, and recommendations.

5. The Dean of Instruction and Student Services or designee will provide a statement of the decision to the student within one calendar week following the committee's recommendation. Copies of the statement of decision will be provided to the appeal committee, the Division Chairperson, and the faculty member involved. The decision of the Dean of Instruction and Student Services or designee is final. (CCC)

B. Procedure for appealing a final grade after the first five weeks of the following semester:

Within six months from the time the student received the grade being appealed, the student must initiate the process with the instructor of the course for which the grade was received. This appeal process is strictly informal in nature and must remain a discussion between the student and the instructor of the course. The instructor's decision is final. There is no appeal procedure for final grades if six months of calendar time has elapsed.

Course Forgiveness Policy

Courses undertaken at Calhoun may be repeated at Calhoun. The last grade earned excluding W, WP, and AU will be the grade used for graduation audits. Courses may not be repeated at another institution and used as a component of Calhoun's Course Forgiveness Policy.

1. If a student repeats a course once, the second grade (excluding grades of W, WP, IP or AU) replaces the first grade in his/her cumulative grade point average if the student files a written request with the Admissions and Records Office.
2. When a course is repeated more than once, all grades for the course, excluding the first grade, will be employed in computation of the cumulative grade point average provided the student has requested course repeat as noted in item 1.
3. Transcripts will list all courses and the grades earned. A repeat symbol will denote a course repeat and deletion of the hours attempted. Please remember that a transfer institution may choose to average all coursework regardless of Calhoun's institutional policy.
4. A student must request, by submission of the appropriate form, that the Registrar implement the "Course Forgiveness" policy after a course has been repeated.

Auditing a Course

Instructions for auditing a course at Calhoun are as follow:

A. A student who desires to audit a course must be admitted to the College;
B. The student's intent to audit a course must be made by the end of the registration period and may not be changed thereafter. The Registrar will designate the student's audit status on the class roll;
C. The student who audits a course will complete the same assignments as students who register for credit. In addition, the instructor may require the student who audits to take examinations. Nursing students who audit a course do not attend extended clinical labs.
D. The cost of auditing a course is the same as for taking a course for credit.

ACADEMIC PROGRAM CHANGING

Request for a change of academic program should be submitted in writing to the Office of Admissions and Records.

Students should be aware of the possible consequences resulting from a change of academic program — transferability of courses completed, new requirements for graduation, job potential, etc. Students should confer with an advisor prior to initiating a change of academic program.

Students affected by VA regulations should consult Veterans Services staff in the Financial Aid Office prior to initiating a change of major.

ACADEMIC BANKRUPTCY

A. A student may request in writing to the Registrar a declaration of academic bankruptcy under the following conditions:
   1. If fewer than three (3) calendar years have elapsed since the semester for which the student wishes to declare bankruptcy, he/she may declare academic bankruptcy on all coursework taken during that one semester provided the student has taken a minimum of 18 semester hours of coursework at Calhoun since that semester. All coursework taken during the semester for which academic bankruptcy is declared, including hours completed satisfactorily, will be disregarded in the cumulative grade point average.

   2. If three (3) or more calendar years have elapsed since the most recent semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during 1-3 semesters/terms provided the student has taken a minimum of 18 semester hours of coursework at Calhoun since the bankruptcy semester occurred. All coursework taken, during semester(s) for which academic bankruptcy is declared, including hours completed satisfactorily, will be disregarded in the cumulative grade point average.
B. When academic bankruptcy is declared, the term "ACADEMIC BANKRUPTCY" will be noted on the transcript for each semester affected. When academic bankruptcy is declared, the transcript will reflect the semester of its implementation and the transcript will be stamped "ACADEMIC BANKRUPTCY IMPLEMENTED."
C. A student may declare academic bankruptcy only once.
D. Implementation of academic bankruptcy at Calhoun does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution(s).

Student Course Overloads

A full-time student must be enrolled for 12 semester credit hours or more each term. Students may register for more than 19 semester credit hours only with the written permission of the Dean of Instruction and Student Services or designee. No student will be approved for more than 24 semester credit hours in any one term for any reason. "Miniterms/minimesters" are only a part of a full term/semester and are not considered as stand-alone/individual terms. No more than two (2) laboratory courses will be approved as part of any overload request.

To be considered for an overload, the student must meet the following criteria:

1. Have successfully completed a minimum of 18 semester credit hours with Calhoun; and
2. have a minimum of a 3.0 GPA for all coursework completed at Calhoun.

ADVANCED STANDING CREDIT

Credit by Transfer

Refer to General Principles for Transfer of Credit on page 18.

Credit from Nontraditional Sources

Calhoun Community College provides an opportunity for students to earn a reasonable amount of credit toward the Associate Degree or Certificate through methods other than formal classroom instruction. While nontraditional credit may apply toward degree and certificate programs granted by the college, it should not be assumed that such credit will automatically be accepted by other colleges.

A reasonable number of semester hours earned through nontraditional methods may be applied toward a degree from Calhoun. Students may not earn credit through nontraditional sources for any course in which a grade has been previously received. The types of nontraditional credit and procedures to follow are listed below:

COLLEGE LEVEL EXAMINATION PROGRAM-CLEP

Calhoun Community College honors credit earned through CLEP examinations provided appropriate scores are achieved and certain conditions are met. A minimum score at or above the 50th percentile is required for specific course credit.

Any elective credit earned by nontraditional means may apply toward the total number of hours required for graduation but may not apply toward specific requirements in a particular subject area. For example, elective credit in English will not meet degree requirements of six hours of composition.

Credit for SUBJECT EXAMINATIONS may be granted provided the student has not been enrolled for more than one week in the course for which credit is to be earned. CLEP credit is not granted for college level courses previously failed, for courses in which credit for higher level course work has been earned, or for both subject examination and its course equivalent. The CLEP Subject Exam will supercede the CLEP General Exam, credits will not be awarded for the Subject and General Exam in the same discipline.

CLEP SUBJECT EXAMINATIONS

Examination	Approx. Score	CCC Equivalent	Sem. Hrs.
Business			
Accounting, Intro.	50	BUS 241-242	6
Information Systems and Computer Applications	50	CIS 130	3
Management, Prin.	50	BUS 275	3
Marketing, Prin.	50	BUS 285	3
Composition and Literature			
American Literature	50	ENG 251-252	6
Freshman College Composition	66	ENG 101-102	6
English Literature	50	ENG 261-262	6
Science and Mathematics			
Biology	50	BIO 103	4
Calculus with Elem. Functions	50	MTH 125	4
Chemistry	50	CHM 111-112	8
College Algebra/ Trig.	50	MTH 113	3
Social Sciences			
American History I	50	HIS 201	3
American History II	50	HIS 202	3
Human Growth & Dev.	50	PSY 210	3
Macroeconomics	50	ECO 231	3
Microeconomics	50	ECO 232	3
Psychology, Intro.	50	PSY 200	3
Sociology, Intro.	50	SOC 200	3
Western Civilization I	50	HIS 101	3
Western Civilization II	50	HIS 102	3

The scores listed above are reflective of the computerized CLEP examination. Students who have CLEP scores from a paper and pen examination should contact the Admissions and Records Office for minimum scores to determine credit awards. Scores are estimates and subject to change without notice.

The policy of granting credit through CLEP at Calhoun Community College may differ from policies at other colleges. Check with other colleges to obtain additional information. Area colleges offering the CLEP are Alabama A&M, Athens State University, and UAH.

POLICE ACADEMY WORK

Credit may be available for completion of approved Peace Officer Training Courses/Programs. Consult the head of the Law Enforcement Program or the Registrar for information.

SPECIALIZED MILITARY TRAINING

Calhoun adheres to policies prescribed by the Guide to the Evaluation of Educational Experiences in the Armed Services in granting credit for military course work.

CREDIT FOR PRIOR EXPERIENCE

Credit may be granted through the following methods only:

1. Comprehensive Departmental Challenge Examinations;
2. CLEP General of Subject Examinations;
3. An evaluation of training as detailed in the National Guide to Educational Credit for Training Programs;
4. Professional Secretary Certification (CPS);
5. Other experiences which have been received by the American Council on Education and credit recommendations published.

ADVANCED PLACEMENT TEST (AP)
Credit for the Advanced Placement Test will be awarded for a minimum score of three on subject tests. A maximum of 18 credits may be earned through the AP Program.

CAREER MOBILITY FOR PRACTICAL NURSES
Thirteen semester hours of nursing credit may be earned by challenge examination. See Nursing-Career Mobility under the College Program section of this catalog for program entry requirement.

SPECIALIZED TRAINING WITH INDUSTRY
Credit may be awarded for industry training provided:

1. A specific contractual agreement is in effect.
2. Industry training has been reviewed by the appropriate faculty in the discipline affected and specific written credit recommendations made and approved by the Dean or designee.
3. In no way shall this be interpreted as a means of reviewing industry training on an individual basis. Calhoun Community College does not conduct portfolio reviews.

ADVANCED PLACEMENT VIA TECH PREP ARTICULATION AGREEMENTS
Please refer to the Tech Prep section of this catalog for additional information.

PROBATION AND SUSPENSION

A. Academic Standards of Progress
According to the number of hours a student has attempted with Calhoun, the following GPA levels must be met to remain in good academic standing:

1. 12-21 credit hours attempted at Calhoun, minimum cumulative GPA of 1.50;
2. 23-32 credit hours attempted at Calhoun, minimum cumulative GPA of 1.75;
3. 33 credit hours or more attempted at Calhoun, minimum cumulative GPA of 2.00.

B. Clear Academic Status
A student's status is clear when the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at Calhoun.

C. Academic Probation
1. When a student's cumulative GPA is below the GPA required for the number of hours attempted at Calhoun, the student is placed on Academic Probation.
2. When a student on Academic Probation has a cumulative GPA below the requirement based on hours attempted at Calhoun, but the semester GPA is 2.00 or above, the student remains on Academic Probation.

D. SUSPENSION - ONE SEMESTER
When the cumulative GPA of a student on Academic Probation remains below the GPA required for the total number of hours attempted at Calhoun and the semester GPA is below 2.00, the student is suspended for one semester. The transcript will read SUSPENDED - ONE SEMESTER.

E. SUSPENSION - ONE YEAR
A student readmitted after serving a suspension or upon appeal re-enters on Academic Probation. If the cumulative GPA remains below the level required for the total number of hours attempted at Calhoun and the semester GPA is below 2.00, the student will be suspended for one calendar year. The student's transcript will read SUSPENDED - ONE YEAR.

F. APPEAL OF SUSPENSION
A student who wishes a reconsideration of his/her suspension, whether it is for one semester or for one year, must do so in writing to the college Admissions Committee. The student may present a rationale and/or mitigating circumstances in support of his/her request for readmission. The decision of the Admissions Committee for an appeal is final.

ATTENDANCE POLICIES

Regular class attendance is important for students to gain and demonstrate competency in course concepts and skills. Students are expected to accept responsibility for class attendance and to complete in-class work assignments and examinations as scheduled by the instructor.

Class attendance will not be used in determination of grades; however, some programs require attendance for program accreditation or certification. Students should consult departmental policies or guidelines for details.

Final Examination Attendance
Attendance at final examinations is mandatory. Such examinations are administered in all academic subjects at the end of each semester in accordance with an examination schedule issued by the Dean or designee. Any student who must miss a final examination has the responsibility of notifying his/her instructor to make arrangements to take the final examination on an alternate date, if possible. This is accomplished by filling out a form entitled *"Permission to Alter Final Examination Schedule"* which may be obtained in divisional/departmental offices. One copy of the form is retained by the faculty member and one copy is retained by the student. Faculty members should not change the published class examination schedule without prior approval from the Dean or designee.

RECOGNITION OF ACADEMIC EXCELLENCE

President's List
Calhoun publishes a President's List at the end of each semester. The President's List contains the names of all students carrying 12 or more semester hours who have earned a grade point average of 4.00. Developmental courses will not count toward minimum course load requirement for academic recognition.

Dean's List
Calhoun publishes a Dean's List at the end of each semester. The Dean's List contains the names of all students carrying 12 or more semester hours who have earned a grade point average of 3.50 through 3.99 and who have made no grade below a "C." Developmental courses will not count toward minimum course load requirement for academic recognition. The GPA is figured by semester, and the Dean's List is not based on the student's cumulative GPA.

Phi Theta Kappa
Calhoun students who compile a 3.5 grade point average for 12 semester hours of non-remedial course work are invited to join Sigma Lambda Chapter of Phi Theta Kappa, the International Honor Society for two-year colleges. Once admitted, members must maintain at least a 3.00 GPA to retain membership. Phi Theta Kappa members participate in scholastic and community service activities as well as social events and

leadership training. Members may qualify for numerous scholarships to four-year colleges and universities throughout the United States. Phi Theta Kappa members are authorized to wear the prestigious gold membership pin after induction, and the distinctive gold tassel and stole with their graduation gown. The transcripts of Phi Theta Kappa members are stamped with the distinctive honors seal when forwarded to other colleges or universities. Membership in the society is considered an asset for an employment resume.

GRADUATION

Calhoun Community College awards the Associate in Arts, the Associate in Science, and the Associate in Applied Science Degrees, and Certificates for non-degree programs.

DEGREES

The **Associate of Arts Degree** is awarded to students who complete a planned university parallel program and the General Education Minimum Requirements for the Associate in Arts Degree as outlined in this catalog.

The **Associate of Science Degree** is awarded to students who complete a planned program in a specific field or area of concentration. A majority of the Associate of Science Degree Programs are designed for those students who plan to transfer to four-year institutions and pursue programs of study requiring specialization on the freshman and sophomore levels. However, certain Associate of Science Degree Programs are intended as two-year career-level programs.

The **Associate of Applied Science Degree** is awarded to students who satisfy the requirements of a specific career, technical, or occupational degree program as outlined in this catalog.

Degree Requirements

1. a. **Seven year review.** Students who have had an extended stay with Calhoun Community College may have coursework completed that is no longer valid. Therefore, any applicant for graduation who has coursework more than seven years old may be required to repeat coursework before a degree/certificate is awarded to insure that their skills and knowledge are at today's standards.
   b. Determine degree requirements for approved catalog. Students may elect to graduate using course requirements under the catalog in effect at the time of enrollment (provided the courses/programs are still available and understanding that a seven year review of courses will occur) or the catalog in effect at the time of graduation. Any exception to the catalog rule must be approved by the registrar upon submission of an application for graduation.
2. Complete 60 - 72 semester hours of college credit work in planned program of study. (Courses considered as developmental will not apply to degree requirements.)
3. Earn a minimum grade point average of 2.00 in all courses taken for graduation.
4. Complete at least 16 semester hours at Calhoun Community College.
5. Be enrolled during the semester the degree is earned; or with the approval of the Dean or designee, a student may graduate if, within a calendar year of the last semester of attendance, he/she transfers to Calhoun no more than 6 credit hours required for completion of the program. A minimum grade of "C" is required in the courses transferred.
6. Submit an application for graduation to the Office of Admissions and Records at least one semester before graduation. Submit appropriate graduation fee to Business Office.
7. Clear all procedural, operational, and financial obligations to the college.

NOTE: Due to federal regulations students completing an A.A.S. degree **must** complete the EXIT Examination during their last semester and prior to the awarding of the degree.

CERTIFICATES

Certificates are awarded to those students who successfully complete the designated requirements in career programs. Students earning a certificate must complete the EXIT examination prior to the awarding of the certificate.

HONOR GRADUATES

To graduate with honor, a student must maintain the following quality point average on all college level course work considered for degree requirements.

Cum Laude	3.50 to 3.69 GPA
Magna Cum Laude	3.70 to 3.89 GPA
Summa Cum Laude	3.90 to 4.00 GPA

VISITING STUDENT PROGRAM

A cooperative arrangement exists with Alabama A & M University, Athens State University, Oakwood College, the University of Alabama in Huntsville, and Calhoun Community College. Under this arrangement, a student at any of the participating institutions may request permission to attend a class at one of the other schools. Conditions governing the granting of permission include the following:

1. The student must be a full-time student.
2. The student must have an overall "C" average.
3. The course desired must be unavailable at the student's home institution but be included in the student's home institution catalog.
4. The student's request must be approved by the student's advisor and other appropriate personnel.
5. Permission of the institution teaching the course is depen-

dent upon availability of space for the visitor after its own students are accommodated.

6. Visiting students may not register for telecourses at Calhoun Community College due to restricted enrollment availability.

Any student interested in participating in the Visiting Student Program should contact the Office of Admissions for additional information.

NOTE: Enrollment in courses is subject to appropriate prerequisite and/or placement testing.

LIBRARY SERVICES

http://lib.calhoun.edu/lib/

Brewer Library

The mission of the Albert P. Brewer Library, located on the Decatur Campus, is to *put information in the hands of users*. Books, magazines, journals, newspapers, CD-ROM databases, videotapes, books on tape, microform, and reserve shelf materials are maintained within the Library. Computers provide access to library information through the Library/LRC web site at http://lib.calhoun.edu/lib/.

Calhoun students (including Dual Enrollment) and faculty have online access to an array of licensed, online databases offered through the Alabama Virtual Library. Thousands of magazines, journals, newspapers, and trade publications offer the full-text articles that can be printed from networked printers or e-mailed. All licensed, online databases are accessible On Campus from networked computers and most are accessible Off Campus via a Username and Password. Information for Off Campus access can be found on the Calhoun Library/LRC web site at http://lib.calhoun.edu/lib/unpw.html.

Telecourse video and audiotapes (CBC) are available at the Library circulation desk for check out by students enrolled in CBC courses. Copyright issues prohibit students not enrolled in a CBC course from checking out the tapes. A collection of educational videotapes housed in Media Services is made available campus wide for viewing on demand in classrooms, laboratories, library study carrels, the VIP Room, and hyper-lecturing classrooms via the closed circuit campus television system.

Brewer Library has been a member of the Library Management Network, Inc. (LMN) since 1984. As a member of LMN, online public access catalogs (OPACs) enable users to search and locate books in the collections of area libraries as well as the Brewer Library. Interlibrary loan is provided by the circulation staff to students, faculty, and staff who want to borrow a book held by an LMN library. The OPAC is available from the Library/LRC web site at http://lib.calhoun.edu/lib/.

Reciprocal borrowing privileges for Calhoun students are available at the libraries of Athens State University and Alabama A&M University. The UAH Library charges a $15 annual fee for the checkout of materials. All three libraries require the presentation of valid identification that identifies the student as registered at Calhoun for the current semester.

Brewer Library services culminate in reference help provided by librarians. Point-of-use instruction, personal assistance in conducting library research and traditional reference services are available. Electronic Reference Service is available through the Library/LRC web site. Students enrolled in English 101 are given instruction in the use of library resources. Orientation is provided through handouts, library guides, Library/LRC web site, and a RealPlayer module available on the web site.

For more information, access the Calhoun Library/LRC web site.
Rev January 26, 2001

Learning Resources Center

The Learning Resources Center was opened in June 1998, at the Huntsville Campus, Research Park. Spacious surroundings house comfortable seating for study and reading.

Computer workstations offer access to licensed, online databases available through the Alabama Virtual Library. Articles may be printed from networked printers or e-mailed. These licensed databases with full-text articles are accessible to Calhoun students and faculty from networked computers on the Huntsville and Redstone campuses and from Off Campus via a Username and Password. Information for Off Campus access is found at http://lib.calhoun.edu/lib/unpw.html.

The LRC is primarily an electronic resource center and is not designed to duplicate the collection at the Brewer Library. The online public access catalog (OPAC) displays the holdings in the LRC and Library, as well as the holdings of the other sixteen Library Management Network member libraries. Students on the Huntsville campus may request a book from the Calhoun Library via the web-based Intra-Library Loan Book Request Form. A courier delivers books from Brewer Library to the LRC Monday - Thursday.

A small collection of paper magazines, journals, and newspapers is available for casual reading.

An electronic *Virtual Reference Desk* offered through the Library/LRC web site offers general reference web resources such as dictionaries, directories, etc. as well as information by subject. Subjects are arranged by academic divisions of the college.

A small collection of Human Resources books and magazines is owned by the North Alabama Chapter of Human Resources Management and housed at the LRC. Accessed through the OPAC, this collection is processed and maintained by the Library/LRC staff and available for use within the LRC by Calhoun students and faculty.

College-by-Cassette video and audiotapes are available for checkout at the LRC Circulation Desk by students enrolled in CBC courses. CBC video Information Sessions, provided by some instructors for selected courses, are available at the LRC for viewing. LRC librarians offer library instruction to English 101 classes taught at the Huntsville and Redstone sites.

For more information, access the Calhoun Library/LRC web site.

Center for the Study of Southern Political Culture

The Center for the Study of Southern Political Culture (CSSPC) is an archive and exhibit of political literature and related items from national, state, and local campaigns and political activities such as the Civil Rights Movement. The collection is housed in the LRC at the Research Park Campus in Huntsville. It is currently open by appointment. Inquiries should be addressed to Dr. Waymon E. Burke, Project Director.

CHILD DEVELOPMENT CENTER

Calhoun Community College provides through a Child Development Center high quality education and child care to children of Calhoun students, faculty, and staff within the Calhoun service area. A fee for service is required.

STUDENT AFFAIRS

PHILOSOPHY
The belief of each member of the Student Affairs staff at Calhoun Community College is that all people should have the opportunity to reach their maximum potential. Dedicated to this belief are the functions which comprise Student Affairs: Admissions and Records; Advising Services; Career Services; Counseling Services; Judicial Services; Services for Persons with Disabilities; Student Support Services; Minority Student Affairs; Upward Bound; Student Activities/Student Center; Student Orientation; Student Recruitment; Testing Services; and Student Financial Services.

The message from the Student Affairs Division to students and area residents is, "Calhoun cares about you." The following explain how Student Affairs programs work.

STUDENT SERVICES

ADVISING CENTERS
Academic advising for students at Calhoun Community College occurs in the Advising Centers. The Centers are located on the second floor of the Chasteen Student Center at the Decatur campus, at the Huntsville/Cummings Research Park location, and at the Redstone Arsenal site. The Center is staffed by counselors and academic advisors. Advisors receive training in all areas of academic advising including admissions and records, placement testing, computer training, interpersonal/communication skills, and program/scheduling.

Also available in the Advising Centers is access to the Alabama Articulation Program (also called **STARS** - **St**atewide **A**rticulation **R**eporting **S**ystem). STARS is a computerized articulation and transfer planning system designed to inform students who attend Alabama Community Colleges about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state funded four-year institution. STARS is an efficient and effective way of providing students, counselors, advisors, and educators with accurate information upon which transfer decisions can be made. Students who are interested in receiving STARS information should log on to the STARS home page at **http://stars.troyst.edu.** Students who do not have internet access need to visit one of the Advising Centers.

Incoming students meet with Advising Center personnel prior to or during their initial semester. Subsequently, students with declared academic programs are advised within academic departments. Students who have not declared an academic program, who are changing academic programs, or who choose for personal reasons to do so, continue to be advised through the Advising Center.

CAREER SERVICES
The Career Services Center, located on the second floor of the Chasteen Student Center, provides career information for all interested community residents as well as all Calhoun Community College students. This information includes career interest inventories, career guidance, career information, educational information, and job search skills information. Also available is ACT's Discover, a computerized system which provides information about career and educational opportunities. All of these services are provided free of charge to all interested persons. An appointment may be necessary.

The Job Placement service is available only for Calhoun students or alumni. Assistance is available for those seeking part-time, full-time, or summer employment. Many area businesses and industries contact the Career Services Center concerning their employment needs. Employers from other areas are invited to recruit on our campus to interview students in various disciplines. A Career Information Fair is held each year during the spring semester.

COUNSELING SERVICES
Counseling Services are located on the second floor of the Chasteen Student Center on the Decatur campus and at the Huntsville/Research Park location. The goal of Counseling Services is to foster the growth and development of each student as a unique individual. Counseling Services are limited and will serve as a resource point for community referral agencies.

EMERGENCIES
In case of medical emergencies, the college's Security/Police Department will have the student, at his/her expense, transported by ambulance to a nearby emergency room for treatment.

HIGH SCHOOL SCHOLARS' BOWL PROGRAM
Calhoun sponsors a Scholars' Bowl for area high schools. Teams from schools in each division compete in a round robin competition, answering questions from a wide variety of fields and disciplines.

SERVICES FOR SPECIAL STUDENT POPULATIONS
Calhoun Community College has established a central office to coordinate matters pertaining specifically to the needs, problems, and/or concerns of minority students including Black, Hispanic and international students, displaced homemakers, single parents and others desiring special attention. Persons desiring information or assistance are invited to contact this office. Directed by a full-time counselor and college administrator, the office is located on the second floor of the Chasteen Student Center.

ORIENTATION TO COLLEGE - PSY 100
Orientation to College (PSY 100) is taught by Student Affairs personnel and serves to introduce the beginning student to college life. The student will become aware of college policies and procedures; be given a chance for objective introspection; and be provided assistance in the selection of a career and in the improvement of job search skills. Student Orientation is designed to benefit all students. This course is required for all students placing in at least two developmental areas on the placement exam.

PRE-ADMISSION SERVICES - STUDENT RECRUITMENT
The Pre-admission Services personnel's major function is the recruitment of students. Calhoun representatives provide information to prospective students through various off-campus visitation programs. In addition, the Pre-admission Services personnel arrange campus-wide tours and

other recruiting activities. Contact the Assistant Dean of Student Affairs for additional information.

SERVICES FOR PERSONS WITH DISABILITIES
Calhoun Community College provides environmental and programmatic access for persons with documented disabilities as defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Any student or employee who desires information about or assistance in arranging needed services for a disabling condition should contact the Disability Services Coordinator.

STUDENT ACTIVITIES
Student activities at Calhoun present various opportunities for students to participate in educational experiences not otherwise provided in the curriculum. The student activities program at Calhoun Community College is the responsibility of the students through the Student Government Association. The purpose of the Student Government Association is to represent every student as a direct line of communication to staff, faculty, and administration. The Student Government Association operates under the direction and supervision of the Student Activities Facilitator.

STUDENT SUPPORT SERVICES
Student Support Services is a federally-funded program designed to enhance student academic success while attending college. The program provides free services and activities to eligible students in the following areas: Academic counseling and advising, tutoring, financial assistance, career development, seminars, and cultural events. Eligibility for participate in the Student Support Services program is limited to those applicants who meet the following criteria: 1) must be a citizen or meet residency requirement for federal student financial assistance; 2) must be enrolled or accepted for enrollment at Calhoun Community College; 3) must be a first generation college student (neither parent graduated from college with a bachelor's degree); and 4) must meet low income status as established by the US Census Bureau.

STUDENT GOVERNMENT ASSOCIATION
The SGA is active student self-government. Its purpose is to encourage mutual respect among students, faculty, and administrators; to promote the involvement of students in community programs and projects; to provide social and recreational outlets for all students; and to function as an organized and realistic laboratory through which students may acquire and "try out" those skills necessary for living in and improving their communities. Calhoun Community College encourages student participation in institutional decision-making. The SGA represents student views to the college administration through representation on the College Council, College Cabinet, Discipline Committee, and the Parking/Traffic Appeals Committee, as well as other special appointments. Calhoun's College Council consists of all full-time faculty, counselors, librarians, and administrators; selected representatives of the part-time faculty; and members of the Support Personnel Council and SGA. The College Cabinet consists of elected representatives from the above groups and serves as the executive group for the College Council. All students should take an active part in the SGA by (1) voting in every election; (2) taking the initiative to run for offices; and (3) conveying ideas and/or requests to elected student representatives.

The office of the SGA is located in the Chasteen Student Center, with regular hours maintained by the student government officials. All students are urged to meet with their representatives and to take an active part in the affairs of the student government.

STUDENT PUBLICATIONS
The student newspaper is produced as a project of the MCM/Student publication classes. The college provides an instructor for the class through the academic budget and students receive a grade for the work done on the newspaper. The funding for the activities of the class are provided through the student activities budget.

Muse, an annual journal that highlights student poetry, prose, art, and photography, is a project of the Language Arts Department. The chairperson of the Humanities Division appoints a committee to oversee the product. Funding for Muse is provided through the Language Arts budget.

STUDENT ORGANIZATIONS AND CLUBS

Campus Organizations

Student Government Association
College Daze (Student Newspaper)
Warhawk Hosts and Hostesses

Clubs

Allied Health Students Assn.
BACCHUS/SADD
Black Students' Alliance Club
Campus Ministries
The Centurions
Criminal Justice Club
Dental Assistants Club
Drama Club
I.A.A.P. (International Association of Administrative Professionals)
MENC (Music Club)
Native American Club
Nursing Students Association
Phi Theta Kappa
Photography Club
Practical Nursing Club
S.P.A.C.E. (Students Promoting Action/Community Education)
Starving Student Artists
Vocational and Industrial Clubs of America (VICA)

TESTING SERVICES

Testing is a Student Affairs function composed of the following:

Placement Testing

All students are required to complete a Placement Test in English and mathematics prior to registering for a course in these disciplines (see exemptions below). The placement test is administered by appointment throughout each semester at the Decatur campus, at the Huntsville/Research Park location, and at Redstone Arsenal. No fee is charged for this test. Students should contact the Advising Center on the Decatur campus, the Huntsville/Research Park location or Redstone extension site to schedule an appointment for the test.

Exemptions

Any student who has graduated from high school within the last two years and has his/her SAT or ACT reports on file with Calhoun may be exempt from the placement testing requirement if the following minimum scores are met: 480 SAT verbal, 526 SAT math or 20 ACT English or 20 ACT math.

General Education Development Testing Service

Calhoun Community College's General Education Development (GED) Testing Service is a program of the American Council on Education. Our primary mission is to provide a reliable process for certifying that adults possess the major and lasting outcomes of a traditional high school education. Calhoun Community College accepts the GED diploma as a component for admission.

- Pre-registration is mandatory.
- Alabama residency is required.
- Candidates must be eighteen (18) years of age; exceptions require approval.
- Test fees are applicable.
- Special accommodations are available upon approval.

The GED Testing Center is located on the second floor of the Chasteen Student Center (Decatur campus). For more information call (256) 306-2648 or (256) 306-2610.

UPWARD BOUND

Upward Bound is a federally-funded program designed to encourage high school students to complete their secondary education and pursue higher education. Sixty high school students from Lawrence County are selected to participate in this program.

The Upward Bound Program provides free tutorial services, personal and academic counseling, cultural opportunities, college visitations, and enrichment classes throughout the school year and during a six week period in the summer. Seniors in the program may also attend regular summer school classes at Calhoun Community College free of charge the summer immediately after graduation from high school. They are eligible to take a full load of classes at no cost for tuition.

Lawrence County students in grades 9-12 may be eligible to take advantage of opportunities available through Upward Bound. To be selected, students must have an interest in attending college, and/or be a first generation college student or from a low income family.

PERKINS VOCATIONAL AND TECHNOLOGY COUNSELING PROGRAM

The Perkins Vocational and Technology Counseling Program is a federal program made available by a grant from the U.S. Department of Postsecondary Education and is designed to enhance the success rate of students who are disabled, academically disadvantaged, or economically disadvantaged.

Services provided by this grant include personal counseling, financial aid counseling, academic advising, and advising in the area of career planning, tutorial assistance, and other college services. Additional benefits provided by the grant include use of a Book Loan Library, accessibility/physical accommodations, assistance with purchasing special materials or equipment, and an equipment checkout program which includes such items as word processors, tape recorders, spell checkers, and calculators. Eligible students include those with a disability, in academic trouble, or in financial distress and on a financial assistance program such as Pell Grant, Rehab, JTPA, Food Stamp Program, etc. They must be pursuing studies in the area of technologies or any applied program of study.

The Technology Counselor is Ms. Chrystal Jones. Her office is located in the Aerospace Training Center (ATC) on the Decatur campus, phone (256) 306-2608.

SPECIAL PROGRAMS

ADULT BASIC EDUCATION (ABE)

This program offers adults who have not completed high school the opportunity to improve their academic skills. Instruction is on an individualized basis, and each participant begins by taking a diagnostic test to determine his/her individual need. The student and instructor design a program to help reach the student's goals. A student may begin study at any level from the most basic reading to preparation for taking the high school equivalency test or GED. Contact the ABE office at 256/306-2831.

COOPERATIVE EDUCATION

Calhoun Community College's Cooperative Education Program affords students the opportunity to acquire on the job experience before graduation by combining studies at Calhoun with a related work experience in business/industry. The program offers two work plans, the Parallel Plan and the Alternating Plan. The Parallel Plan allows the student to work on a part-time basis (a minimum of 20 hours per week) in a job directly related to his/her academic major while attending school on a full-time basis. Under the Alternating Plan, students alternate semesters of study at Calhoun with semesters of full-time work in business/industry.

Requirements
Participation in the Cooperative Education Program is open to students who maintain an overall 2.0 grade point average, a 3.0 grade point average in subjects directly related to the major area of study and have completed one full semester (12 semester hours) at Calhoun.

Application Procedures
Students who wish to be considered for the Cooperative Education Program should complete the following steps:

1. Submit an "Application for Cooperative Program" form, which may be obtained from the Cooperative Education Office;
2. Provide a Calhoun Community College transcript and current class schedule;
3. Be recommended in writing by an instructor in his/her major;
4. Contact the Cooperative Education office for an appointment.

SERVICEMEMBER'S OPPORTUNITY COLLEGE

Calhoun has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As a SOC member, Calhoun recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the Armed Services, the Office of the Secretary of Defense and a consortium of thirteen leading national higher education associations; it is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community Colleges (AACC).

SERVICEMEMBERS OPPORTUNITY COLLEGES ASSOCIATE DEGREE

In addition to its SOC membership, Calhoun is one of approximately 50 institutions providing occupational and flexible SOCAD programs on over 200 Army installations worldwide. These programs lead to associate degrees, and most of them correspond to enlisted and warrant officer job specialties. Through prior agreement, students in SOCAD programs

- have a residency credit limited to 1/4 of total degree requirements taken at any time;
- are awarded credit for experience in their military occupational specialty (MOS) and service schools as appropriate to their program;
- have a SOCAD Student Agreement completed as their official evaluation stating remaining degree requirements and eliminating the need for reevaluating of previous credit; and
- are guaranteed that courses listed in transferability charts in the SOCAD Handbook will be accepted for degree requirements within each curriculum area.

Calhoun accepts eligible family members as SOCAD students.

TECH PREP

Tech Prep is a program of study designed to prepare students for today's technologically demanding workplace. ***Tech Prep*** is a blending of both challenging technical training and applied academic courses in mathematics, science, and communications. The ***Tech Prep*** program involves four (4) years of study in high school, followed by two (2) years of post-secondary education.

Calhoun Community College is a member of the "Advanced Technologies" ***Tech Prep*** consortium with Athens City Schools, Decatur City Schools, Hartselle City Schools, Limestone County Schools and Morgan County Schools.

Articulation agreements, which award college credit for identified high school coursework completed under the ***Tech Prep*** program, have been established in the areas of technology, business, and computer information systems. Calhoun Community College will be working with the high schools in the consortium, as well as with schools in Lawrence

and Madison counties, in developing additional articulation agreements in these and other areas.

If you are interested in more information about ***Tech Prep***, call 256/306-2677.

DISTANCE EDUCATION

Distance Education is the use of technology to provide instruction to students who desire to learn outside the regular classroom; it is a way of taking college credit courses in your home or community. Distance Education courses combine academic quality, rigorous challenge, and **convenience.** Calhoun offers a variety of courses for the distance learner. Distance Education at Calhoun includes three instructional technologies: college by cassette, compact disc (CD), or web-based internet. In College by Cassette and College by Compact Disk (CD), students register for the course and receive instruction on pre-recorded video tapes, compact disk, or a combination of these technologies. Internet courses require that students access the World Wide Web from their home or work. Students needing more information about Distance Education should contact the Dean or designee's Office, (256) 306-2619.

WEEKEND COLLEGE

Weekend College is available at the Huntsville/Research Park location. Most classes meet on Friday nights and on Saturday mornings. For more information regarding Weekend classes in Huntsville, call (256) 890-4700. The semester schedule includes all weekend course offerings.

CAMPUS SITE INFORMATION

DECATUR CAMPUS

Calhoun's Decatur campus offers classes from 8:00 a.m. until 10:00 p.m., Monday through Thursday, and 8:00 a.m. - 4:00 p.m. Friday. Most student support offices are open from 7:45 a.m. until 6:30 p.m., Monday through Thursday, and 7:45 a.m. - 4:00 p.m. Friday. The Decatur campus includes classrooms; Brewer Library; labs for technologies, sciences, and allied health; physical education facilities and the Wellness Center. Directions and information are available 24 hours a day at the Security Building, located at the main entrance on the Decatur campus.

Evening classes are available for students who have special scheduling needs or who prefer to attend classes in the late afternoon or evening. These working and motivated students are considered a vital part of Calhoun Community College. The evening program is governed by the same policies and procedures as day classes. Student services and academic requirements are also the same for all students at the college.

HUNTSVILLE/RESEARCH PARK

For students who wish to take Calhoun classes in the Huntsville area, Calhoun offers courses each semester at its Huntsville location in Cummings Research Park at 102 Wynn Dr. The Huntsville/Research Park location provides evening classes in most general education subjects. Teaching commences at 4:00 p.m. Classes are offered on Monday-Wednesday, Tuesday-Thursday or one day a week schedules. Classes also are available for students wishing to take classes during their lunch hour. Students wishing further information about classes available at the Huntsville/Research Park location should call 890-4701. Huntsville offices are open Monday - Thursday, 8:00 a.m. - 9:45 p.m.

REDSTONE ARSENAL SITE

Calhoun primarily serves military personnel, active and retired; their dependents; Department of Defense personnel; NASA employees; and contract personnel through its Redstone Arsenal Site, AMSI-PT-ED-CA, Redstone Arsenal, AL 35898. Other students are admitted on a space available basis. Evening classes and a limited number of day classes are typically taught at Redstone. For the convenience of the military, most classes are offered on an eight-week cycle (minimesters). The minimesters are scheduled within the semester system; two minimesters during fall, two minimesters during spring, and one minimester for the summer term. Two classes per minimester will allow 30 semester hours per year and a possible degree within two years and one extra minimester. Office hours are 8:00 a.m. until 10:00 p.m., Monday through Thursday. The Redstone office telephone number is 256-876-7431.

LIMESTONE CORRECTIONAL FACILITY SITE

Calhoun Community College offers certain technical/vocational programs for inmates at the Limestone Correctional Facility at Capshaw. Available only to the incarcerated who have appropriate educational credentials, programs include Auto Body Repair, Auto Mechanics, Carpentry, Design Drafting, Horticulture, Masonry, Upholstery, and Welding. Adult literacy and Adult Basic Education classes are offered, which can lead to passage of the GED test. For further information about the Limestone Correctional Facility programs, contact the Director for LCF Calhoun, (256) 306-2617 or 216-2207.

STATEWIDE TRANSFER AND ARTICULATION REPORTING SYSTEM (STARS)

In order to assist Calhoun Community College students with the transferring of courses to other institutions of higher education in the state, Calhoun is a full member in the Statewide Transfer and Articulation Reporting System (STARS).

The STARS computerized advising system has been created to inform students of the courses that they can take and transfer among public institutions without losing credit. Go to the STARS website at http://stars.troyst.edu.

BUSINESS AND INDUSTRY SERVICES

Business and Industry Services (BIS) serves as a focal point for commerce and industry seeking education and training. BIS also will assist in developing courses or programs specific to individual organizational needs.

Examples of these educational and training services are:

- apprenticeships
- computer literacy and software applications
- consultant services and training on safety matters
- customized courses to meet specific needs
- industrial maintenance
- personalized, in-plant management skills
- quality control
- seminars on specific management problems
- specialized skills for specific occupations
- statistical process control methods
- supervisory skills
- technical courses and programs
- WorkKeys assessments
- customer services

In addition to the services listed above, The ACT Center at Calhoun provides testing and training services for individuals, businesses and organizations. Also, hundreds of additional online, non-credit courses in such areas as the Internet, Computer, Nursing and Personal Enrichment are offered through EducationToGo.

Academic Programs

ACADEMIC PROGRAMS INDEX

Special Programs (cont.)		CIP CODE
Horticulture		
General	94	01.0601
Landscape Development	94	01.0601
Nursery & Greenhouse Management	94	01.0601
Masonry	95	46.0101

Special Programs (cont.)		CIP CODE
Upholstery		
Basic	95	48.0303
Automotive Interior & Trim	95	48.0303
Furniture Repair & Refinishing	95	48.0303
Welding		
Basic Structural	96	48.0508
Basic Pipe	96	48.0508

ELECTIVES

FOR PURPOSES OF FULFILLING PROGRAM REQUIREMENTS, CALHOUN PROVIDES THE FOLLOWING DEFINITIONS:

AREAS RECOMMENDED AS HUMANITIES AT CALHOUN

Courses in humanities ideally serve to give the student a broader understanding of the dimensions of man, the human condition, and human culture. The student may select courses from the following areas to satisfy Calhoun requirements (A=Fine Arts, H=Humanities):

Art (A)
Foreign Language (H)
Library Science (H)
Literature (H)
Music (A)
Philosophy (H)
Religion (H)
Theatre (A)

AREAS RECOMMENDED AS SOCIAL AND/OR BEHAVIORAL SCIENCES AT CALHOUN

Courses in the social sciences should give the student a broader understanding of social systems and the ways in which human beings relate to each other and to socio-economic-political conditions. At Calhoun, students may select courses from the following areas to satisfy Calhoun requirements:

Anthropology
Criminal Justice
Economics
Geography
History
Political Science
Psychology
Sociology

AREAS RECOMMENDED AS NATURAL SCIENCES AT CALHOUN

Courses in the natural sciences are based on investigation of natural phenomena through the processes of reason based on systematic empirical observation. At Calhoun, the student may select courses from the following areas to satisfy Calhoun requirements:

Astronomy
Biology
Chemistry
Physical Geography
Physical Science
Physics

Each student should work closely with his/her advisor to determine the course preference for transfer to a specific program, college, or university.

CREDIT HOUR EQUIVALENCIES

CREDIT HOUR EQUIVALENCIES – The ratio of weekly contact hours to credit hours varies with the type of instruction being used. The college will recognize the following methods or types of instruction:

THEORY. (T) One hour of theory instruction under the supervision of an instructor plus an average of two hours of out-of-class study per week. 1:1

EXPERIMENTAL LABORATORY. (E) Two hours of experimental laboratory under the supervision of an instructor plus an average of one hour of out-of-class assignments per week. 2:1

PED ACTIVITY. (A) Two hours of physical education class activity/practice under the supervision of an instructor with out-of-class assignments per week. 2:1

MANIPULATIVE LABORATORY. (M) – Three hours of practice/manipulative laboratory under the supervision of an instructor with no out-of-class assignments per week. 3:1

SKILLS LABORATORY/CLINICAL PRACTICE. (S or C) - Three hours of skills laboratory of clinical practice under the supervision of an instructor. 3:1

Skills Laboratory/Clinical Practice is the term for skills laboratory (S) and clinical experiences (C) which are under the direct supervision of faculty. There may be out-of-class assignments per week, but they are not required. For example, skills laboratory and clinical experiences may have out-of-class assignments whereas a computer laboratory may not require an out-of-class assignment.

PRECEPTORSHIP. (P3 or P5) - Three or five hours of clinical experience per week under the supervision of a health care professional who is currently licensed, has expertise in the selected clinical area, and serves as a facilitator of learning. 5:1 or 3:1

Preceptorship is the term used for clinical experiences which are supervised by currently licensed health care professionals who have expertise in a selected clinical area. Preceptors are employees of a clinical agency who are approved by faculty of the program and the administration of the clinical agency. Objectives for the preceptorship are specified. A designated faculty member is readily available (by telecommunication devices, for example) to the preceptor and student during the *preceptorship* experiences. Students enrolled in fields of study for which programmatic accreditation and/or licensing bodies require an 8:1 preceptorship ratio must comply with discipline-specific time-to-credit criteria.

As the contact hours for courses using preceptorship clinical experiences are entered, specify in the column for "clinical" the actual number of contact hours per week followed by a bold (P3) or (P5).

INTERNSHIP (I) - Five hours of experimental internship per week under the control and supervision of the employer on the job with coordinated employer/college representative planning. 5:1

Internship is the term which will be used to include cooperative education, 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. Students enrolled in fields of study for which programmatic accreditation and/or licensing bodies require a 10:1 internship ratio, must comply with field-specific time-to-credit criteria.

The number of clock hours of each type of instruction is stated in each course description. Types of instruction may be mixed within one course. In that event, the number of contact hours for each type of instruction is spelled out in the following order: Theory (T), Experimental Laboratory (E), PED Activity (A), Manipulative Laboratory (M), Skills Laboratory/Clinical Practice (S or C), Preceptorship (P3 or P5), and Internship (I). On the right side of the column, the number of credit hours for the entire course is given.

COURSE PREFIXES

ACR	Air Conditioning & Refrigeration
ALI	Alabama Language Institute
ANT	Anthropology
ARS	Aerospace
ART	Art
AST	Astronomy
BAR	Barbering
BIO	Biology
BSR	Basic Skills Reading
BSS	Basic Study Skills
BUS	Business
CHD	Child Development
CHM	Chemistry
CIS	Computer & Office Information Systems
CIT	Cosmetology Instructor Training
CNC	Computer Numerical Control
COM	Communications
COS	Cosmetology
CRJ	Criminal Justice
DDT	Design Drafting Technology
DNT	Dental Assisting
ECO	Economics
EDU	Education
EET	Electronic Engineering Technology
ELT	Electrical Technology
EMP	Emergency Medical Paramedic
EMS	Emergency Medical Services
ENG	English
FRN	French
FSC	Fire Services Management
GEO	Geography
GIS	Geographic Information Systems
GRN	German
HED	Health Education
HIS	History
HPS	Health Sciences
IDS	Interdisciplinary Studies
ILT	Industrial Electronics Technology
INT	Industrial Maintenance Technology
LBS	Library Science
LPN	Practical Nursing
MAH	Mathematics
MCM	Mass Communications
MIC	Music Industry Communications
MTH	Mathematics
MTT	Machine Tool Technology
MUL	Music
MUP	Music-Private
MUS	Music-General
NUR	Nursing
OAD	Office Administration
ORI	Orientation
ORT	Orientation/Technical
PED	Physical Education
PFC	Photography & Film
PHL	Philosophy
PHS	Physical Science
PHY	Physics
PMC	Productivity Management & Control
POL	Political Science
PRL	Paralegal
PSG	Polysomnographic Technology
PSY	Psychology
QCT	Quality Control Technology
RDG	Reading
REL	Religion
RLS	Real Estate Sales & Management
RTV	Radio and T.V. Broadcasting
SOC	Sociology
SUR	Surgical Technology
SPA	Spanish
SPH	Speech Communications
SWT	Social Work Technology
THR	Theatre
TRT	Traffic & Transportation Technology
VCM	Visual Communications

Special Populations

ADL	Adult Literacy
ABR	Automotive Body Repair
AUM	Automotive Mechanics
CAR	Carpentry
DDT	Design Drafting
HOC	Horticulture
MAS	Masonry
UPH	Upholstery
WDT	Welding

ACADEMIC PROGRAMS

ASSOCIATE OF ART/SCIENCE DEGREES

ACCOUNTING

Associate of Science Degree

This program is designed for students who plan to transfer to senior institutions and pursue a B.S. degree in accounting.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
ENG 102 English Composition II 3
Literature Sequence 6
SPH 107 Fundamentals of Public Speaking.....3
*MTH Elective (To be chosen from MTH 112 through 115 OR MTH 120-126).....3
Natural Science Electives.....8
HIS Elective 3
ECO 231 Principles of Macroeconomics 3
ECO 232 Principles of Microeconomics 3
Arts Elective (To be selected from ART/MUSIC/DRAMA) 3
PSY 200 Introduction to Psychology OR SOC 200 Introduction to Sociology or ANT 200 Introduction to Anthropology 3

Total 41

PROFESSIONAL CORE REQUIREMENTS

BUS 241 Principles of Accounting I 3
BUS 242 Principles of Accounting II 3
**BUS 246 Microcomputer Accounting or BUS 272 Business Statistics 3
BUS 248 Managerial Accounting.....3
BUS 263 The Legal and Social Environment of Business 3
BUS 271 Business Statistics I 3
CIS 146 Microcomputer Applications.....3

Total 21

TOTAL CREDITS.....62

* Some universities such as UAH and Auburn require MTH 120 or MTH 125. Other universities such as Athens State accept MTH 112. Please check with senior institution.

** Check with senior institution for program requirements.

AGRICULTURAL SCIENCE

Associate of Science Degree

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
ENG 102 English Composition II 3
*Literature Electives.....6
SPH 107 Fundamentals of Public Speaking.....3
Humanities Elective 3
BIO 103 Principles of Biology I.....4
BIO 104 Principles of Biology II 4
MTH 125 Calculus I.....3
*HIS Electives 6
Social Science/Behavioral Science Electives.....6

*Must complete a two course sequence in Literature and in History

Total 41

MAJOR COURSE REQUIREMENTS:

CIS Elective (CIS 146 or higher).....3
CHM 111 College Chemistry I 4
CHM 112 College Chemistry II 4
CHM 221 Organic Chemistry I.....4
CHM 222 Organic Chemistry II.....4

Total 19

Total Credits 60

ART

Associate of Science Degree

This program is for those who plan to transfer to senior institutions and pursue a B.A. degree in art. Some courses are only offered once a year in the day program on the Decatur campus. Students should plan schedules with the advice of the art faculty. A formal review of a professional quality portfolio of the student's art work is required upon completion of the program of study.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
ENG 102 English Composition II 3
Literature Elective.....3
MTH Elective (To be chosen from MTH 112 through 115 OR MTH 120 through 126).....3
ART 203 Art History I 3
ART 204 Art History II.....3
Natural Science Elective 8
History Sequence 6
Behavioral or Social Science Electives.....6
SPH 107 Fundamentals of Public Speaking.....3

Total 41

Some of the courses below are only offered once each year. See the course description section.

MAJOR COURSE REQUIREMENTS:

ART 113 Drawing I 3
ART 114 Drawing II.....3
ART 121 Two Dimensional Composition I.....3
ART 216 Printmaking I 3
ART 221 Computer Graphics I.....3
ART Painting, 3D or Sculpture Elective 3
ART Painting Elective 3

ART 291 Supervised Study in Art 1
ART 299 Portfolio 1

Total 23

Total Credits 64

BIOLOGICAL SCIENCE

Associate of Science Degree

Students using this as a guide toward a four-year program are strongly encouraged to contact the senior institution for transferability and satisfaction of prerequisites in the specific program. Two semesters of either trig-based or calculus-based physics are strongly recommended.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
ENG 102 English Composition II 3
*Literature Electives 6
SPH 107 Fundamentals of Public Speaking 3
Humanities/Fine Arts Elective 3
BIO 103 Principles of Biology I 4
BIO 104 Principles of Biology II 4
MTH 112 Pre-Calculus Algebra OR
MTH 125 Calculus I 3
*HIS Electives 6
Social/Behavioral Science Electives 6

*Must complete a two course sequence in Literature and in History.

Total 41

MAJOR COURSE REQUIREMENTS:

CIS Elective(s) (CIS 146 or higher) 3
BIO 220 General Microbiology 4
CHM 111 College Chemistry I 4
CHM 112 College Chemistry II 4
CHM 221 Organic Chemistry I 4
CHM 222 Organic Chemistry II 4

Total 23

Total Credits 64

BUSINESS

Associate of Science Degree

This program is designed for students who plan to transfer to senior institutions and pursue a B.S. degree in business.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
ENG 102 English Composition II 3
Literature Sequence 6
SPH 107 Fundamentals of Public Speaking 3
MTH Elective (To be chosen from MTH 112 through 115
or MTH 120 through 126) 3
Arts Elective (To be selected from ART/MUSIC/DRAMA) 3
Natural Science Electives 8
HIS Elective 3
ECO 231 Principles of Macroeconomics 3
ECO 232 Principles of Microeconomics 3
PSY 200 General Psychology or SOC 200 Introduction
to Sociology or ANT 200 Introduction to Anthropology 3

Total 41

PROFESSIONAL CORE REQUIREMENTS

BUS 241 Principles of Accounting I 3
BUS 242 Principles of Accounting II 3
BUS 263 The Legal and Social Environment of Business 3
BUS 271 Business Statistics I 3
BUS 272 Business Statistics II 3
CIS 146 Microcomputer Applications 3
*BUS or MTH Electives 3

*Some universities such as UAH and Auburn require MTH 120 or 125. Other universities such as Athens State accept MTH 112. Please check with senior institution.

Total 21

TOTAL CREDITS 62

CHEMISTRY

Associate of Science Degree

This program is for those who plan to transfer to senior institutions and pursue a B.S. degree in chemistry or chemical engineering. Students using this as a guide toward a four-year program are strongly encouraged to contact the senior institution for transferability and satisfaction of prerequisites in the specific program.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
ENG 102 English Composition II 3
*Literature Electives 6
SPH 107 Fundamentals of Public Speaking 3
Humanities/Fine Arts Elective 3
CHM 111 College Chemistry I 4
CHM 112 College Chemistry II 4
MTH 125 Calculus I 3
*HIS Electives 6
Social/Behavioral Science Electives 6

*Must complete a two course sequence in Literature and in History.

Total 41

PROFESSIONAL CORE REQUIREMENTS

CIS Elective(s) (CIS 146 or higher) 3
CHM 220 Quantitative Analysis OR
MTH 126 Calculus II 4

CHM 221 Organic Chemistry I....4
CHM 222 Organic Chemistry II....4
PHY 213 General Physics with Calculus I....4
PHY 214 General Physics with Calculus II....4

Total....23

TOTAL CREDITS....64

COMPUTER INFORMATION SYSTEMS

Associate of Science Degree

This program is for those who plan to transfer to senior institutions and pursue B.S. degrees in computer information systems or related fields.
NOTE: Students should consult with a department advisor during their first semester in planning their academic schedule in order to complete degree requirements in an expedient manner. Required courses may not be available every semester. Due to limited course offerings, degree seeking students may find it necessary to extend completion time lines and attend both day and evening classes.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I....3
ENG 102 English Composition II....3
Literature Sequence....6
SPH 107 Fundamentals of Public Speaking....3
MTH Elective (To be chosen from MTH 112 through 115 OR MTH 120 through 126....3
Natural Science Electives....8
History Elective....3
ECO 231 Principles of Macroeconomics....3
ECO 232 Principles of Microeconomics....3
Arts Elective (To be selected from ART/MUSIC/DRAMA)....3
PSY 200 Introduction to Psychology or SOC 200 Introduction to Sociology OR ANT 200 Introduction to Anthropology....3

Total....41

PROFESSIONAL CORE REQUIREMENTS

BUS 241 Principles of Accounting I....3
BUS 242 Principles of Accounting II....3
CIS 146 Microcomputer Applications....3
CIS 212 Visual BASIC....3
CIS 251 C Programming....3
CIS 261 COBOL Programming....3
*CIS Electives (Higher than CIS 146)....5

*Check for transferability with senior institution.

Total....23

TOTAL CREDITS....64

CRIMINAL JUSTICE

Associate of Science Degree

This program is for those who plan to transfer to senior institutions and pursue a B.S. degree in criminal justice or related fields. It is also suitable for immediate employment in criminal justice careers requiring less than the bachelor's degree.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I....3
ENG 102 English Composition II....3
Literature Elective....3
SPH 107 Fundamentals of Public Speaking....3
Fine Arts Elective....3
Foreign Language....3
*Math Elective (MTH 110 or MTH 112)....3
Natural Sciences Electives....8
History Sequence (choose one of these sequences: HIS 101-102, HIS 121-122, or HIS 201-202)....6
Social and Behavioral Sciences (Choose two of the following PSY 200, SOC 200, POL 211)....6

Total....41

MAJOR COURSE REQUIREMENTS:

CRJ 100 Introduction to Criminal Justice....3
Criminal Justice core elective (choose one of the following CRJ 110, CRJ 150, CRJ 160)....3
CIS 146 Microcomputer Applications....3
Social/Behavioral Science elective (students intending to transfer should consider PSY 260)....3
**Criminal Justice electives (Choose four of the following CRJ 110, CRJ 130, CRJ 140, CRJ 146, CRJ 150, CRJ 157, CRJ 160, CRJ 208, CRJ 209, CRJ 216, CRJ 220, CRJ 230, CRJ 256, CRJ 280, CRJ 290)....11

Total....23

TOTAL CREDITS....64

*Students intending to transfer should take MTH 112.
**Students intending to transfer should consult with their major advisor in selecting their CRJ electives.

CHILD DEVELOPMENT

Associate of Science Degree

Articulation with Athens State University
Bachelor of Science in Education - Early Childhood Education Major (P-3)

This program is intended for students who wish to transfer to Athens State University.

General Studies Curriculum Core (41 semester hours)

Written Composition....6
Humanities and Fine Arts....12
Requirements include a minimum of 3 semester hours in literature*
3 semester hours in the arts
3 semester hours of speech (SPH 106 or SPH 107) and the remaining semester hours from the humanities and/or fine arts which include, but are not limited to philosophy, religious studies, foreign languages, art, music, theatre, and dance.
Natural Sciences and Mathematics....11
At least 3 semester hours at the precalculus algebra level or higher and at least 8 semester hours in the natural sciences which must include laboratory experiences. The natural science disciplines include, but are not limited to, astronomy, biology, chemistry, geology, and physics. Students must take BIO 101 Introduction to Biology I **or** BIO 103 Principles of Biology I **and** BIO 102 Introduction to Biology II **or** BIO 104 Principles of Biology II. NOTE: Students may take MTH 110 Finite Mathematics.
History, Social, and Behavioral Sciences....12
At least a 3 semester hour course in history* and at least 6 semester hours from the social and behavioral sciences. Disciplines include, but are not limited to, anthropology, economics, geography, political science, psychology, and sociology.

Total General Studies Curriculum Core....41
*Students must complete a 6 semester hour sequence either in literature or history.

Pre-Professional Courses (23 semester hours)
Students must choose from the courses listed below:

Two science courses representing two disciplines such as chemistry, physics, astronomy, or geology from approved courses in Area III above and other than biology. May include PHS 111 Physical Science I....6
Two math courses (one must be precalculus algebra level or higher from Area III not already taken)....6
Must take CHD 209 Infant and Toddler Education Programs and CHD 206 Children's Health and Safety....6
Must take two of the following....5-6
CHD 203 Children's Literature and Language Development....3
CHD 204 Methods and Materials for Teaching Children....2
CHD 205 Program Planning for Educating Young Children....3
CHD 215 Supervised Practical Experiences in Early Childhood Education....3
**CHD 201/PSY 211 Child Growth and Development Principles.
**CHD 202 Children's Creative Experiences and
**CHD 210 Educating Exceptional Young Children
**May be substituted for courses in professional education requirements.

Total Pre-Professional Hours....23

Total Core and Pre-Professional Hours....64

Professional Education Requirements (63 semester hours)
***AR 310 Fine Arts Connection....3
ED 300 Foundations of Education....3
ED 302 Theories and Stages in Language Development....3
ED 303 Professional Education Communication....3
ED 305 Computers and Media for Teachers....3
ED 310 Principles of Early Childhood Education....3
ED 312 The Child in a Diverse Society....3
ED 318 Literature in Early Childhood Education....3
ED 321 Teaching Language Arts....3
ED 323 Teaching Reading in the Primary Grades....3
ED 324 Teaching Mathematics in the Primary Grades....3
ED 350 Administering and Managing Early Childhood Programs....3
ED 420 Teaching Science....3
ED 423 Teaching Social Studies....3
ED 470 Early Childhood Curriculum (Capstone Course)....3
ED 480 Internship in Early Childhood Education....9
PE 431 Motor Development and Physical Activities....3
***PS 332 Child Psychology....3
***SE 301 Introduction to Exceptional Learners....3

Total Professional Education Course Hours....63

Underlined courses require admission to the Teacher Education Program.

Total Hours for Graduation....124-128

***Students who have taken CHD 201/PSY 211, Child Growth and Development Principles; CHD 202, Children's Creative Experiences; and CHD 210, Educating Exceptional Young Children do not take SE 301 Introduction to Exceptional Learners, PSY 332 Child Psychology, or AR 310 Fine Arts Connection. These students must take the equivalent number of hours by taking the following course:

ED 460 Practicum in Early Childhood Development....3, 6, or 9

Substitutions for SE 301 Introduction to Exceptional Learners, PS 332 Child Psychology, and AR 310 Fine Arts Connection are not permitted for any students other than Early Childhood majors.

ELEMENTARY TEACHER EDUCATION

Associate of Science Degree

This program is for those who plan to transfer to senior institutions and pursue B.S. degrees in teacher education programs for the elementary school level.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I....3
ENG 102 English Composition II....3
Literature....3
ART 100 Art Appreciation....3
SPH 107 Fundamentals of Public Speaking....3
PHL/REL/MUS/
FOREIGN LANGUAGE....3
MTH 110 Finite Math OR MTH 112 Precalculus Algebra....3
BIO 103 and 104 Principles of Biology I and II....8
*History sequence (Choose from HIS 101 and 102 OR HIS 121 and HIS 122 OR HIS 201 and HIS 202....6
Social/Behavioral Sciences (ANT, ECO, GEO, POL, SOC)....6

Total 41

*Many 4-year schools recommend American History. Please consult your advisor.

MAJOR COURSE REQUIREMENTS:

CIS 146 Microcomputer Applications.....3
Natural Science (other than BIO).....8
MTH 112 or higher.....3
PSY 200 General Psychology.....3
**General Electives.....3
HED 221 Personal Health or
HED 222 Community Health.....3

Total 23

TOTAL CREDITS.....64

*Check with 4-year school via STARS.
**Students transferring to Athens State should take a one semester hour PED activity course.

ENGLISH

Associate of Arts Degree

This program is for those who plan to transfer to senior institutions and pursue B.A. degrees in English or other general liberal arts programs of study.

ENG 101 English Composition I 3
ENG 102 English Composition II 3
Literature Sequence 6
Math elective (MTH 110 or MTH 112).....3
SPH 107 Fundamentals of Public Speaking.....3
CIS elective.....3
Foreign Language sequence.....8
Natural Science electives.....8
History Sequence 6
Social Science electives (other than history).....6
General electives 15

TOTAL CREDITS.....64

FAMILY FINANCIAL PLANNING AND COUNSELING

Associate of Science Degree
(OFFERED IN PARTNERSHIP WITH THE UNIVERSITY OF ALABAMA)

This Associate of Science degree program prepares the student to enter the baccalaureate Financial Planning program at The University of Alabama as a junior. Upon completion of the baccalaureate program, the student qualifies to sit for the Certified Financial Planning exam.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
ENG 102 English Composition II 3
*MTH Elective (To be chosen from MTH 112 through 115 or
MTH 120 through 126).....3
History Elective.....3
SPH 107 Fundamentals of Public Speaking.....3
Literature Electives 6
ECO 231 Macroeconomics 3
ECO 232 Microeconomics 3
Arts Elective (To be selected from ART/MUSIC/DRAMA) 3
PSY 200 General Psychology or
SOC 200 Introduction to Sociology or
ANT 200 Introduction to Anthropology 3
Natural Science Electives.....8

Total 41

MAJOR COURSE REQUIREMENTS:

BUS 241 Principles of Accounting I 3
BUS 242 Principles of Accounting II 3
BUS 271 Business Statistics I 3
BUS 272 Elective 3
SOC 247 Marriage and the Family 3
CIS 146 Microcomputer Applications.....3
Elective 1
**CSM 201 and CSM 204

Total 18

TOTAL CREDITS.....64

* MTH 120, Calculus and its applications or MTH 125, Calculus I required at the University of Alabama.
** Student MUST complete CSM 201 and CSM 204 prior to taking other CSM courses at The University of Alabama. Students register as University of Alabama students while taking these two courses. These courses DO NOT count as part of the 60 credits required for completion of the A.S. Degree from Calhoun.

FIRE SERVICES MANAGEMENT

Associate of Science Degree

This program is designed for those students seeking immediate employment in the fire services, or for those intending to pursue a Bachelor's degree in a related field at a senior institution.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
ENG 102 English Composition II 3
Literature Elective.....3
SPH 107 Fundamentals of Public Speaking.....3
Fine Arts Elective 3
Foreign Language 3
*Math Elective (MTH 110 or MTH 112).....3
Natural Sciences (must take one class from two of the
following areas: Biology, Chemistry, Physical Science,
Astronomy, Physics).....8
History Sequence (choose from one of these sequences:
HIS 101-102, HIS 121-122, or HIS 201-202).....6
Social and Behavioral Sciences (Choose two of the following:
PSY 200, SOC 200, POL 211) 6

Total 41

MAJOR COURSE REQUIREMENTS:

BUS 241 Principles of Accounting I 3
CIS 146 Microcomputer Applications 3
FSC 101 Introduction to the Fire Service 3
FSC 200 Fire Combat Tactics and Strategy 3
FSC 210 Building Construction for the Fire Service 3
FSC 240 Fire Cause Determination 3
FSC 292 Elements of Supervision/FS Supervision 3
General Electives 2

Total 23

TOTAL CREDITS 64

*Students intending to transfer should take MTH 112.

GENERAL EDUCATION

Associate of Science Degree

This program is designed to include basic requirements for most four-year degrees while retaining maximum flexibility. The program allows students to coordinate programs at Calhoun with those of senior institutions. Consult an advisor for assistance in selecting electives.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
ENG 102 English Composition II 3
Literature Elective 3
MTH 110 Finite Math or
MTH 112 Precalculus Algebra 3
SPH 107 Fundamentals of Public Speaking 3
Humanities/Fine Arts Elective 6
Natural Science/Math electives (Science must include lab) 8
History Sequence 6
PSY 200 General Psychology 3
Behavioral Sciences 3

MAJOR COURSE REQUIREMENTS:

CIS Elective(s) (CIS 146 or higher) 3
Physical Education electives 2
General Electives 14-18

TOTAL CREDITS 60-64

HEALTH AND PHYSICAL EDUCATION

Associate of Science Degree

This program is for those who plan to transfer to senior institutions and pursue a B.S. degree in physical education or related fields. Students using this as a guide toward a four-year program are strongly recommended to contact the senior institution for transferability and satisfaction of prerequisites in the specific program.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
ENG 102 English Composition II 3
Literature Sequence 6
Math 110 Finite Math or
MTH 112 Precalculus Algebra 3
SPH 107 Fundamentals of Public Speaking 3
Fine Arts Elective 3
BIO 103 Principles of Biology I 4
BIO 201 Human Anatomy and Physiology I 4
History Sequence 6
*Social & Behavioral Science Electives 6

*Recommend: Economics, Psychology and/or Sociology

Total 41

MAJOR COURSE REQUIREMENTS:

CIS Elective(s) (CIS 146 or higher) 3
HED 221 Personal Health 3
HED 222 Community Health 3
HED 226 Wellness or
PED 100 Fundamentals of Fitness 3
HED 230 Safety and First Aid or
HED 231 First Aid 3
PED 200 Foundations of Physical Education 3
PED 120 Techniques of Dual and Individual Sports 2
PED —-Rhythms 1
PED —-Team Sport 1
PED —-Fitness Activity (PED 105, 118, or 119) 1

Total 23

TOTAL CREDITS 64

LAW/PRE-LAW

Associate of Arts Degree

Students planning a career in law may pursue a wide variety of undergraduate programs of study. Many law schools specify a bachelor's degree from an accredited college or university and an acceptable score on the LSAT exam (Law School Admission Test) as general requirements.
Electives should be chosen from a major area of study based on requirements of the institution from which the baccalaureate degree will be earned. Specific details for a pre-law program of study are a matter for each individual student to plan in consultation with advisors.

ENG 101 English Composition I 3
ENG 102 English Composition II 3
Literature 3
MTH 110 Finite Math OR
MTH 112 Precalculus Algebra 3
Humanities/Fine Arts Elective 6
SPH 107 Fundamentals of Public Speaking 3
Social Science 3
BIO 103 Principles of Biology 4
PHS 112 Physical Science II 4
History Sequence (Choose from HIS 101-102, HIS 121-122,
HIS 201-202 6
Behavioral Science (Choose from ANT, ECO, GEO, POL, SOC) 3
CIS 146 Microcomputer Applications 3
PSY 200 General Psychology 3
General electives 17

TOTAL CREDITS 64

MATHEMATICS

Associate of Science Degree

This program is for those who plan to transfer to senior institutions and pursue a B.S. degree in mathematics. Students who plan to pursue a bachelor's degree in engineering also may choose this program, but should check with the transfer institution regarding humanities requirements.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
ENG 102 English Composition II 3
Literature Sequence 6
Fine Arts Elective 3
SPH 107 Fundamentals of Public Speaking 3
MTH 125 Calculus I 4
PHY 213 General Physics with Calculus I 4
PHY 214 General Physics with Calculus II 4
History Sequence 6
Social Science Electives 6

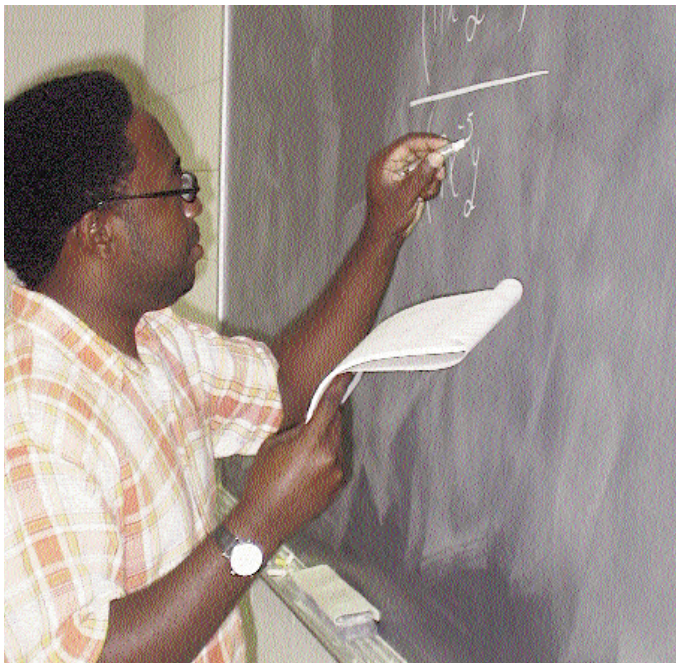
Total 42

MAJOR COURSE REQUIREMENTS:

MTH 126 Calculus II 4
MTH 227 Calculus III 4
MTH 237 Linear Algebra 3
MTH 238 Applied Differential Equations I 3
MTH 265 Elementary Statistics 3
CIS 211 BASIC Programming OR
CIS 251 C++ Programming 3

Total 20

TOTAL CREDITS 62



PRE-MEDICINE OR PRE-DENTISTRY

Associate of Science Degree

Students using this as a guide toward a four-year program are strongly encouraged to contact the senior institution for transferability and satisfaction of prerequisites in the specific program. Two semesters of either trig-based or calculus-based physics are strongly recommended.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
ENG 102 English Composition II 3
*Literature Electives 6
SPH 107 Fundamentals of Public Speaking 3
Humanities/Fine Arts Elective 3
BIO 103 Principles of Biology I 4
BIO 104 Principles of Biology II 4
MTH 125 Calculus I 3
*HIS Electives 6
Social/Behavioral Science Electives 6

*Must complete a two course sequence in Literature and in History.

Total 41

MAJOR COURSE REQUIREMENTS:

CIS Elective(s) (CIS 146 or higher) 3
CHM 111 College Chemistry I 4
CHM 112 College Chemistry II 4
CHM 221 Organic Chemistry I 4
CHM 222 Organic Chemistry II 4
MTH 126 Calculus II 4

Total 23

TOTAL CREDITS 64

MEDICINE/ PRE-VETERINARY MEDICINE

Associate of Science Degree

Students using this as a guide toward a four-year program are strongly encouraged to contact the senior institution for transferability and satisfaction of prerequisites in the specific program.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
ENG 102 English Composition II 3
*Literature Electives 6
SPH 107 Fundamentals of Public Speaking 3
Humanities/Fine Arts Elective 3
BIO 103 Principles of Biology I 4
BIO 104 Principles of Biology II 4
MTH 125 Calculus I 3
*HIS Electives 6
Social/Behavioral Science Electives 6

Total 41

*Must complete a two-course sequence in Literature and History

MAJOR COURSE REQUIREMENTS:

CIS Elective(s) (CIS 146 or higher) 3
CHM 111 College Chemistry I 4
CHM 112 College Chemistry II 4
CHM 221 Organic Chemistry I 4
CHM 222 Organic Chemistry II 4
PHY 201 General Physics I – Trig Based OR
PHY 213 General Physics with Cal I 4

Total 23

TOTAL CREDITS 64

MUSIC EDUCATION

Associate of Science Degree

This program is designed for those planning careers in music/music education. Voice or an instrument is elected by the student as an applied major. An audition will be held. Piano is required for all who are not keyboard majors. A recital in the applied major is required at the end of the sophomore year. Students are required to complete four credits of music performance electives and four credits of class piano and/or secondary applied voice or instrument. A faculty advisor should be consulted before these courses are scheduled. Students are strongly recommended to consult the STARS Transfer Guide and/or contact the senior institution for transferability and satisfaction of prerequisites in the specific program.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
ENG 102 English Composition II 3
Literature Elective 3
Math Elective (MTH 110 or MTH 112) 3
Natural Science Electives (lab necessary) 8
History Sequence 6
Social/Behavioral Science Electives 6
*Humanities/Fine Arts Electives 6
SPH 107 Fundamentals of Public Speaking 3

Total 41

*Recommended Humanities/Fine Arts electives: ART 100, ART 203, ART 204, HUM 130, IDH 110, MUS 101, THR 120, or THR 126.

Some of the following courses are only offered once each year. See the course description section.

MAJOR COURSE REQUIREMENTS:

CIS Elective(s) (CIS 146 or higher) 3
MUS 111 Music Theory I* 3
MUS 113 Music Theory Lab I 1
MUS 112 Music Theory II 3
MUS 114 Music Theory Lab II 1
MUS 251 Introduction to Conducting** 3
MUP Electives in major instrument or voice 5
MUL Electives in ensembles 4
Class Piano required for non-keyboard majors

Total 23

*Requires minimum grade of "C" in MUS 110 or acceptable score on placement test (75%)
**Verify transferability with senior institution

TOTAL CREDITS 64

NURSING/PRE-NURSING

Associate of Science Degree

This program is for those who plan to transfer to senior institutions and pursue a B.S. degree in nursing.

NOTE: Four-year institutions offering a B.S. in nursing degree may vary as to requirements. Most institutions require a minimum grade point average of at least "C" in all natural science courses. It is advised that all pre-nursing students determine the entrance requirements at the four-year institution where he/she plans to transfer in order to ensure pre-requisite course requirements are met and the application process is complete.

Upon successful completion of the curriculum shown below, the student will be awarded the Associate of Science degree.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
ENG 102 English Composition II 3
Literature (Choose from American or English) 3
PHL 106 Introduction to Philosophy 3
Humanities Elective 3
Fine Arts Elective 3
HIS 101/102 Western Civ I and II 6
MTH 112 Precalculus Algebra 3
BIO 103 Principles of Biology I 4
CIS Elective 1
SOC 200 Introduction to Sociology 3
PSY 200 General Psychology 3
CHM 104 Introduction to Inorganic Chemistry 4

Total 42

MAJOR COURSE REQUIREMENTS:

BIO 201 Human Anatomy and Physiology I 4
BIO 202 Human Anatomy and Physiology II 4
BIO 220 General Microbiology 4
MTH 265 Elementary Statistics 3
*Natural Science Elective 4
**Social Science Elective 3

Total 22

TOTAL CREDITS 64

*CHM 105 Introduction to Organic Chemistry is required by some four-year institutions.
**Suggested course: PSY 210 Human Growth and Development

PHARMACY/ PRE-PHARMACY

Associate of Science Degree

Students using this as a guide toward a four-year program are strongly encouraged to contact the senior institution for transferability and satisfaction of prerequisites in the specific program.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
ENG 102 English Composition II 3
*Literature Electives 6
SPH 107 Fundamentals of Public Speaking 3

Humanities Elective 3
Natural Science Electives.....8
MTH 125 Calculus I.....3
*HIS Electives 6
Social/Behavioral Science Electives.....6

*Must complete a two course sequence in Literature and History.

Total 41

MAJOR COURSE REQUIREMENTS:

CIS Elective(s) (CIS 146 or higher) 3
CHM 111 College Chemistry I 4
CHM 112 College Chemistry II 4
CHM 221 Organic Chemistry I.....4
CHM 222 Organic Chemistry II.....4
PHY 201 General Physics I – Trig Based OR
PHY 213 General Physics w/Cal I.....4

Total 23

TOTAL CREDITS.....64

SECONDARY TEACHER EDUCATION

Associate of Science Degree

This program is for those who plan to transfer to senior institutions and pursue B.S. degrees in teacher education for the secondary level.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
ENG 102 English Composition II 3
Literature 3
MTH 110 Finite Math OR MTH 112 Precalculus Algebra 3
Humanities/Fine Arts Elective 6
SPH 107 Fundamentals of Public Speaking.....3
Social Science Elective 3
Natural Science Electives (Must be from two areas) 8
History Sequence (Choose from HIS 101 and HIS 102 or
HIS 121 and HIS 122 or HIS 201 and HIS 202).....6
Behavioral Sciences 3

Total 41

MAJOR COURSE REQUIREMENTS:

CIS 146 Microcomputer Applications.....3
BIO 103 Principles of Biology.....4
HED 221 Personal Health or HED 222 Community Health.....3
General electives * ** 13

Total 23

TOTAL CREDITS.....64

*Choose courses from intended teaching major. See Area V on STARS guide for transferable courses.

**Students transferring to Athens State should take a one semester hour PED activity course.

THEATRE ARTS

Associate of Science Degree

This program is for those who plan to transfer to senior institutions and pursue a B.S. degree in theatre or related studies. Acting skills for film, stage, and television are taught in this program.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
ENG 102 English Composition II 3
Literature Sequence 6
Math elective (MTH 110 or MTH 112) 3
THR 126 Introduction to the Theatre.....3
SPH 206 Oral Interpretation 3
Natural Science electives (Must include Lab Experiences) 8
Social/Behavioral Science electives 6
History Sequence 6

Total 41

MAJOR COURSE REQUIREMENTS:

CIS Elective(s) (CIS 146 or higher) 3
THR 113 Theatre Workshop I.....2
THR 114 Theatre Workshop II.....2
THR 115 Theatre Workshop III.....2
THR 131 Acting Techniques I.....3
THR 132 Acting Techniques II.....3
THR 213 Theatre Workshop IV.....2
THR 214 Theatre Workshop V.....2
THR 215 Theatre Workshop VI.....2
THR 296 Directed Studies in Theatre 2

Total 23

TOTAL CREDITS.....64

APPLIED DEGREES/CERTIFICATES

AEROSPACE TECHNOLOGY

Associate of Applied Science Degree

The Associate Degree in Aerospace Technology will prepare graduates for employment in aerospace and related industries through classroom and laboratory instruction in propulsion structures and assembly. Graduates will be prepared to work in a team-centered environment with demanding quality and safety standards. This program also provides enhancement training for individuals seeking skill advancement in their current positions. Graduates may also choose to pursue a baccalaureate degree in appropriate academic areas.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101	English Composition I	3
ENG 130	Technical Writing	3
MTH 103	Introduction to Technical Mathematics (non-electronics)	3
MTH 112	Precalculus Algebra (electronics only)	3
MTH 113	Precalculus Trigonometry (electronics only)	3
SPH 107	Fundamentals of Public Speaking	3
CIS 146	Microcomputer Applications	3
PHS 121	Applied Physical Science I or CHM 104 Introduction to Inorganic Chemistry (non-electronics)	4
	Social Science Elective	3
	Fine Arts/Humanities Elective	3
BUS 190J	Ethics in the Workplace	1
	Subtotal General Education	25**-26***

AEROSPACE COMMON CORE:

ARS 100	Aerospace Print Reading and Geometric Dimensioning & Tolerancing (non-electronics)	3
ARS 202	Aerospace Process Control and Quality Management	3
ARS 104	Safety in a Manufacturing Environment	3
ARS 101	Fundamentals of Aerospace Manufacturing	3
ARS 203	Advanced Aerospace Manufacturing	3
ARS 105	Aerospace Metallurgy and Materials (non-electronics)	3
*ARS 206	Aerospace Workplace Readiness	3
	Subtotal Aerospace Common Core	15**-21***

SPECIALTIES:

Aerospace Machining and Fabrication

ARS 126	Machining Fundamentals	3
ARS 127	Advanced Machining	3
ARS 128	CNC Programming	3
ARS 129	Brake Forming Operations	3
ARS 226	Hemi Milling Machines	3
ARS 227	Skin Forming Equipment	3
ARS 228	Vertical Turret Lathes	3
ARS 229	Inspection Processes for Aerospace	3
*ARS 230	Machining and Fabrication Project	3
	Subtotal Aerospace Fabrication	27

Aerospace Welding and Coatings

ARS 151	Welding Principles, Theory and Symbols	3
ARS 152	Orbital Tube Welding	3
ARS 153	Gas Tungsten Arc and Plasma Welding and Lab	4
ARS 251	Specialized Welding Processes and Lab	4
ARS 253	Hydrostatic and Pneumatic Processes	3
ARS 252	Welding Inspection Procedures	4
ARS 254	Coating Principles, Application and Processes	3
ARS 255	Welding and Construction Project	3
	Subtotal Aerospace Welding & Tank Construction	27

Aerospace Structures and Assembly

ARS 152	Orbital Tube Welding	3
ARS 176	Aerospace Electrical/Electronic Assembly (including testing, soldering, bonding, continuity, crimping, swanging, terminating, potting)	3
ARS 178	Aerospace Mechanical Assembly (layout, drilling, riveting, attaching)	3
ARS 276	Instrumentation and Attachments	3
ARS 278	Adhesive Bonding Procedures	3
ARS 280	Surface Preparation and Painting Operations	3
ARS 284	Marshall Convergent Coating Program Composite Material Coatings	6
ARS 282	Integrated Assembly Project	3
	Subtotal Aerospace Structures and Assembly	27

Aerospace Electronics

EET 101/102 DC Theory and Lab	5
EET 151/152 AC Theory and Lab	5
EET 161/162 Solid State Theory and Lab	4
ARS 176 Aerospace Electrical and Electronic Assembly	3
EET 208 Fiber Optics	3
EET 210/211 Digital Basics and Lab	4
EET 186 Microprocessor Basics	3
EET 225 Electronics Communications	3
*RF Theory and Applications	3
Subtotal Aerospace Electronics	33

TOTAL CREDITS 73-74

*** Courses under development**
**** Electronics Option**
***** Non-electronics Option**

AIR CONDITIONING AND REFRIGERATION

Associate of Applied Science Degree

The purpose of this course of study is to train the student to become an air conditioning and refrigeration technician. The courses will cover the theory of refrigeration, heat transfer, air conditioning, equipment sizing, selection, installation, duct design, and troubleshooting.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
MTH 103 Introduction to Technical Math I 3
SPH 107 Fundamentals of Public Speaking or
SPH 228 Group Communication 3
CIS elective.....3
Humanities elective 3
PHS 120 Environmental Science 3
Social Science elective 3

Total 21

MAJOR COURSE REQUIREMENTS:

ACR 111 Refrigeration Principles 3
ACR 112 HVACR Service Procedures.....3
ACR 113 Refrigeration Piping Practices 3
ACR 115 Heating Systems I 6
ACR 121 Principles of Electricity for HVACR.....3
ACR 122 HVACR Electrical Circuits 3
ACR 123 HVACR Electrical Components 3
ACR 125 Advanced Heat Pump Systems.....6
ACR 126 Commercial Heating Systems.....3
ACR 132 Residential Air Conditioning 3
ACR 139 Automotive Air Conditioning.....3
ACR 202 Special Refrigeration Systems.....3
ACR 203 Commercial Refrigeration.....3
ACR 204 Commercial Air Conditioning.....3
ACR 205 System Sizing and Air Distribution 3
ELT 211 Motor Controls I.....3

Total 54

TOTAL CREDITS.....75

AIR CONDITIONING AND REFRIGERATION

Certificate

Certificates are programs of study designed to give students specific skills in a technology. Should students later wish to pursue a degree program, many courses within the certificate will apply toward the degree.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
ENG 130 Technical Report Writing or
SPH 107 Fundamentals of Public Speaking or
SPH 228 Group Communications.....3
MTH 103 Introduction to Technical Math I.....3
CIS 130 Introduction to Information Systems.....3

Total 12

MAJOR COURSE REQUIREMENTS:

ACR 111 Refrigeration Principles 3
ACR 112 HVACR Service Procedures.....3
ACR 113 Refrigeration Piping Practices 3
ACR 115 Heating Systems I 6
ACR 121 Principles of Electricity for HVACR.....3
ACR 122 HVACR Electrical Circuits 3
ACR 125 Advanced Heat Pump Systems.....6
ACR 130 Computer Assisted HVAC Troubleshooting 2
ACR 132 Residential Air Conditioning 3
ACR 139 Automotive Air Conditioning.....3
ACR 202 Special Refrigeration Systems.....3
ACR 203 Commercial Refrigeration.....3
ACR 205 System Sizing and Air Distribution 3
ELT 211 Motor Controls I.....3

Total 47

TOTAL CREDITS.....59

BARBERING

Certificate

This is a certificate program which prepares students for employment in the profession of barbering.

GENERAL EDUCATION CORE REQUIREMENTS:

COM 100 Introductory Technical English or
ENG 101 English Composition I 3
SPH 107 Fundamentals of Public Speaking.....3
MTH Elective (MTH 101 or 116).....3
CIS Computer Information Systems Elective.....3

Total 12

PROFESSIONAL CORE REQUIREMENTS

BAR 110 Orientation to Barbering 3
BAR 111 Science of Barbering 3
BAR 112 Bacteriology and Sanitation.....3
BAR 113 Barber-Styling Lab.....3
BAR 114 Advanced Barber-Styling Lab 3
BAR 120 Properties of Chemistry.....3
BAR 121 Chemical Hair Processing.....3
BAR 122 Hair Coloring Chemistry 3
BAR 124 Hair Coloring Methodology Lab.....3
BAR 130 Marketing and Business Management.....3
BAR 131 Structure and Disorders of Nails 3
BAR 132 Hair Styling and Design.....3
BAR 133 Hair Styling and Management Lab.....3
BAR 140 Practicum.....2
BAR 141 Practicum.....2

Total 43

TOTAL CREDITS.....55

BUSINESS ADMINISTRATION

Associate of Applied Science Degree

Option I
Accounting Technology

This program is designed primarily for students who plan to seek employment in financial or managerial accounting. This program is also appropriate for students who are employed and who wish to upgrade their understanding of accounting principles and practices. Although the program is not designed primarily for transfer, many of the courses are transferable to some senior institutions.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
BUS 215 Business Communications 3
MTH Elective (to be selected from MTH 110-115 OR MTH 120 through MTH 126) 3
ECO 231 Principles of Macroeconomics 3
SPH 107 Fundamentals of Public Speaking 3
CIS 146 Microcomputer Applications 3
CIS Computer Information Systems Elective 3
Humanities/Fine Arts Elective 3

Total 24

PROFESSIONAL CORE REQUIREMENTS

BUS 150 Business Math 3
BUS 241 Principles of Accounting I 3
BUS 242 Principles of Accounting II 3
BUS 246 Microcomputer Accounting 3
BUS 248 Managerial Accounting 3
BUS 253 Individual Income Tax 3
BUS 263 The Legal and Social Environment of Business 3
BUS 275 Principles of Management 3
CIS 147 Advanced Microcomputer Applications 3
ECO 232 Principles of Microeconomics 3
CIS 196 Operating System (Windows) 1
CIS 196 Word Processing (MS Word) 1
BUS Electives 6

Total 38

TOTAL CREDITS 62

BUSINESS ADMINISTRATION

Associate of Applied Science Degree

Option II
Business Administration

This program is designed primarily for students who plan to seek employment in a business-related field. This program is also appropriate for students who are employed and wish to upgrade their business skills and knowledge. Although this program is not designed for transfer, many of the courses are transferable to some senior institutions.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
BUS 215 Business Communications 3
MTH Elective (to be selected from MTH 110-115 OR MTH 120-126) 3
ECO 231 Principles of Macroeconomics 3
SPH 107 Fundamentals of Public Speaking 3
CIS 146 Microcomputer Applications 3
CIS Computer Information Systems Elective 3
Humanities/Fine Arts Elective 3

Total 24

PROFESSIONAL CORE REQUIREMENTS

BUS 241 Principles of Accounting I 3
BUS 242 Principles of Accounting II 3
BUS 263 The Legal and Social Environment of Business 3
BUS 271 Business Statistics I 3
BUS 275 Principles of Management 3
BUS 285 Principles of Marketing 3
BUS Business Electives 6
BUS 190 Workshops 6
ECO 232 Principles of Microeconomics 3
Electives (To be selected from the following BUS, CIS, OAD, QCT, RLS, TRT) 6

Total 39

TOTAL 63

BUSINESS ADMINISTRATION

Associate of Applied Science Degree

Option III
Entrepreneurship

This program provides training for persons who are ready to become self-employed. It is particularly recommended for people who are currently operating or are employed in the small business sector. The program is not designed for transfer, although some of the courses may transfer to some senior institutions. NOTE: Required courses may not be at all sites every semester. Due to limited course offerings, degree seeking students may find it necessary to extend completion timelines and attend both day and evening classes at various campus sites.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
BUS 215 Business Communications 3
MTH elective (to be selected from MTH 110-115 or MTH 120-126) ..3
ECO 231 Principles of Macroeconomics 3
SPH 107 Fundamentals of Public Speaking 3
CIS 146 Microcomputer Applications 3
CIS Computer Information Systems Elective 3
Humanities/Fine Arts Elective 3

Total 24

PROFESSIONAL CORE REQUIREMENTS

ECO 232 Principles of Microeconomics 3
BUS 150 Business Math.....3
BUS 177 Salesmanship 3
BUS 190L Developing a Business Plan.....1
BUS 190M Evaluating the Entrepreneurial Personality 1
BUS 193 Business Co-Op I.....1
BUS 194 Business Co-Op II.....1
BUS 241 Principles of Accounting I 3
BUS 242 Principles of Accounting II 3
BUS 246 Accounting on the Microcomputer 3
BUS 248 Managerial Accounting.....3
BUS 263 The Legal and Social Environment of Business 3
BUS 275 Principles of Management.....3
BUS 279 Small Business Management 3
BUS 285 Principles of Marketing.....3
*BUS 190 Management Workshop Electives.....3

Total 40

TOTAL CREDITS.....64

*May Choose from BUS 190C Teambuilding, BUS 190G Interpersonal Relations for Management, BUS 190J Ethics in the Workplace, BUS 190P Planning for Supervising Human Resources, BUS 190V Management for Entrepreneurs, BUS 190W Customer Service Strategies, BUS 190R Promotional Strategies, or BUS 190Y Leadership Skills.

BUSINESS ADMINISTRATION

Certificate

Entrepreneurship

This certificate program is designed to give individuals essential skills for developing and operating a small business.

BUS 190F Organizational Communications 1
BUS 190G Interpersonal Relationships 1
BUS 190L Developing a Business Plan.....1
BUS 190N Financing an Entrepreneurial Enterprise.....1
BUS 190M Evaluating the Entrepreneurial Personality 1
BUS 190W Customer Service.....1
BUS 190Y Leadership Skills.....1
BUS 241 Principles of Accounting I 3
BUS 263 Legal and Social Environment of Business.....3
BUS 279 Small Business Management 3

TOTAL CREDITS.....16

BUSINESS ADMINISTRATION

Associate of Applied Science Degree

Option IV
Management

This program provides training and experience for persons who are currently operating a small business or who wish to become employed in the small business sector with management responsibilities. It also provides training for those who are employed or who are seeking employment in management positions. The program is not designed for transfer, although some of the courses may transfer to some senior institutions. NOTE: Required courses may not be at all sites every semester. Due to limited course offerings, degree seeking students may find it necessary to extend completion timelines and attend both day and evening classes at various campus sites.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
BUS 215 Business Communications 3
MTH Elective (to be selected from MTH 110-115 OR MTH 120-126).....3
ECO 231 Principles of Macroeconomics 3
SPH 107 Fundamentals of Public Speaking.....3
CIS 146 Microcomputer Applications.....3
CIS Computer Information Systems Elective.....3
Humanities/Fine Arts Elective 3

Total 24

PROFESSIONAL CORE REQUIREMENTS

BUS 150 Business Math.....3
BUS 276 Human Resource Management 3
*BUS 190 Management Workshop Electives.....5
ECO 232 Principles of Microeconomics 3
BUS 241 Principles of Accounting I 3
BUS 242 Principles of Accounting II 3
BUS 248 Managerial Accounting.....3
BUS 263 The Legal and Social Environment of Business 3
BUS 275 Principles of Management.....3
BUS 279 Small Business Management 3
BUS 285 Principles of Marketing.....3
CIS/BUS CIS or BUS Elective.....3

Total 39

TOTAL CREDITS.....62

*May choose from BUS 190C Teambuilding, BUS 190I Directed Readings in Management, BUS 190P Planning for Supervising Human Resources, BUS 190B Problem Solving, BUS 190G Interpersonal Relations for Management, BUS 190J Ethics in the Workplace, BUS 190K Stress Management, BUS 190H Time or Project Management, BUS 190V Management for Entrepreneurs, BUS 190W Customer Service Strategies, BUS 190R Promotional Strategies, or BUS 190Y Leadership Skills.

BUSINESS ADMINISTRATION

Associate of Applied Science Degree

Option V
Quality Control Technology

This program is designed for individuals seeking employment in the quality control field or for those already employed in the field who wish to upgrade their skills.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
BUS 215 Business Communications 3
MTH Elective (to be selected from MTH 110-115 OR MTH 120-126).....3
ECO 231 Principles of Macroeconomics 3
SPH 107 Fundamentals of Public Speaking.....3
CIS 146 Microcomputer Applications or CIS 196 series.....3
CIS Computer Information Systems Elective.....3
Humanities/Fine Arts Elective 3

Total 24

PROFESSIONAL CORE REQUIREMENTS

QCT 101 Introduction to Quality.....3
QCT 102 Statistics I for Quality Control or BUS 271 Business Statistics I 3
QCT 103 Statistical Process Control.....3
QCT 104 Inspection Planning and Metrology 3
QCT 202 Statistics II for Quality Control or BUS 272 Business Statistics II 3
QCT 204 Auditing 3
QCT Electives 6

Total 24

Select at least fifteen (15) additional hours from the following:

BUS 190 Management Workshops (1-3 hours each).....1-9
BUS 263 Legal/Social Environment of Business.....3
ECO 232 Principles of Microeconomics 3
*ENG 102 English Composition II 3
DDT 103 Introduction to Computer Aided Drafting 4
DDT 115 or MTT 121 Blueprint Reading for Machinists.....3
DDT 116 Blueprint Reading for Construction 3
*ENG 130 Technical Report Writing.....3
**MTT 131 Introduction to Metrology 3
**MTT 143 Geometric Dimensioning and Tolerancing.....2
**MTT 200 or PMC 125 Industrial Processes 2-3
*Humanities Elective 3
MTH 112 Precalculus Algebra 3
MTH 113 Precalculus Trigonometry.....3
MTH 115 Precalculus Algebra and Trigonometry 4
MTH 120 Calculus and Its Applications.....3
MTH 125 Calculus I 4
QCT courses selected as electives under "Professional Core Requirements" are excluded here)
QCT 105 Facilitator Training 3
QCT 205 Continuous Improvement Techniques 3
QCT 206 Quality Practices and Application.....3
QCT 207 Seminar in Quality Technology 3
QCT 208 Reliability for the Technologies.....3
QCT 209 Design of Quality Programs.....3

Total 15

TOTAL CREDITS.....63

*Recommended for those transferring to Athens State University
**With permission of MTT instructor

QUALITY CONTROL TECHNOLOGY

Certificate

ENG 101 English Composition I 3
MTH Elective (to be selected from MTH 110-115 OR MTH 120-126).....3
QCT 101 Introduction to Quality.....3
QCT 102 Statistics I for Quality Control or BUS 271 Business Statistics I 3
QCT Elective or BUS 190 Management Workshops.....6
QCT Electives 6

TOTAL CREDITS.....24

BUSINESS ADMINISTRATION

Associate of Applied Science Degree

Option VI
REAL ESTATE SALES AND MANAGEMENT

This program offers persons employed in the real estate field opportunities to pursue related course work. It provides basic information for those interested in entering the real estate professions as well. RLS 101 Real Estate Principles (as approved by the Alabama Real Estate Commission) is a pre-licensure course for those interested in selling.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
BUS 215 Business Communications 3
MTH Elective (to be selected from MTH 110-115 OR MTH 120-126).....3
ECO 231 Principles of Macroeconomics 3
SPH 107 Fundamentals of Public Speaking.....3
CIS 146 Microcomputer Applications.....3
CIS Computer Information Systems Elective.....3
Humanities/Fine Arts Elective 3

Total 24

PROFESSIONAL CORE REQUIREMENTS

BUS 150 Business Math.....3
BUS 177 Salesmanship.....3
BUS 241 Principles of Accounting I 3
BUS 263 The Legal and Social Environment of Business 3

BUS 275 Principles of Management....3
BUS 279 Small Business Management....3
BUS 285 Principles of Marketing....3
ECO 232 Principles of Microeconomics....3
RLS 101 Real Estate Principles....4
RLS 110 Real Estate Finance....3
RLS 125 Real Estate Law....3
RLS or BUS Real Estate or Business Electives....6

Total....41

TOTAL CREDITS....65

BUSINESS ADMINISTRATION

Associate of Applied Science Degree

Option VII
TRAFFIC AND TRANSPORTATION TECHNOLOGY

This program provides training for those planning to seek employment, or for those currently employed, in the traffic and transportation industry. Included are industrial traffic management, carrier operations, physical distribution and logistics management.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I....3
*BUS 215 Business Communications or
ENG 102 English Composition II....3
MTH Elective (to be selected from MTH 110-115 OR
MTH 120-126)....3
ECO 231 Principles of Macroeconomics....3
SPH 107 Fundamentals of Public Speaking....3
CIS 146 Microcomputer Applications....3
CIS Computer Information Systems Elective....3
Humanities/Fine Arts Elective....3

Total....24

PROFESSIONAL CORE REQUIREMENTS

BUS 150 Business Math....3
BUS 241 Principles of Accounting I....3
BUS 263 The Legal and Social Environment of Business....3
BUS 275 Principles of Management....3
BUS 285 Principles of Marketing....3
ECO 232 Principles of Microeconomics....3

Choose seven (7) of the following TRT courses:

TRT 101 History of Transportation....3
TRT 102 Regulation of Transportation....3
TRT 103 Industrial Traffic Management....3
TRT 104 Transportation and Distribution Logistics....3
TRT 190 Traffic and Transportation Workshop(s)....3
TRT 210 Tracking Systems....3
TRT 213 Freight Loss and Damage Claims....3
TRT 214 Import/Export Transportation Management....3
TRT 218 Transportation of Hazardous Materials....3
TRT 220 Directed Studies in Traffic and Transportation....3

Total....39

TOTAL CREDITS....63

*ENG 102 recommended for those transferring to Athens State University.

TRAFFIC AND TRANSPORTATION TECHNOLOGY

Certificate

This program provides training for those planning to seek employment, or for those currently employed in the traffic and transportation industry. Included are industrial traffic management, carrier operations, physical distribution and logistics management.

PROFESSIONAL CORE REQUIREMENTS

CIS Elective....3

Choose seven (7) of the following TRT courses:

TRT 101 History of Transportation....3
TRT 102 Regulation of Transportation....3
TRT 103 Industrial Traffic Management....3
TRT 104 Transportation and Distribution Logistics....3
TRT 190 Traffic and Transportation Workshop(s)....3
TRT 210 Tracking Systems....3
TRT 213 Freight Loss and Damage Claims....3
TRT 214 Import/Export Transportation Management....3
TRT 218 Transportation of Hazardous Materials....3
TRT 220 Directed Studies in Traffic & Transportation....3

TOTAL CREDITS....24

CHILD DEVELOPMENT

Associate of Applied Science Degree

This program is designed primarily for students who plan to seek employment in preschool or school age programs. All students are required to complete the General Education Core Requirements and the Child Development Common Core courses. Students should then choose a specialty area from early childhood, administration, or school-age, depending on their career plans.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I....3
ENG 102 English Composition II....3
Fine Arts Elective....3
MTH 116 Mathematical Applications OR
MTH 112 Precalculus Algebra....3
BIO 103 Principles of Biology I....4
CIS 146 Microcomputer Applications....3
History Elective....3
PSY 200 General Psychology....3

Total General Credit Hours....25

CHILD DEVELOPMENT COMMON CORE:

CHD 100 Introduction to Early Care and Education of Children....3
CHD 201 OR PSY 211 Child Growth and Development Principles....3
CHD 202 Children's Creative Experiences....3
CHD 203 Children's Language and Literature....3
CHD 204 Methods and Materials for Teaching Children....3

CHD 206 Children's Health and Safety 3
CHD 214 Families and Communities 3
CHD 215 Supervised Practical Experiences in Early Childhood Education 3
SPH 107 Fundamentals of Public Speaking.....3

Total Early Education Common Core Credit Hours 27

SPECIALTIES:

Early Childhood
CHD 205 Program Planning for Educating Young Children.....3
CHD 209 Infant and Toddler Education Programs.....3
CHD 210 Educating Exceptional Young Children.....3
CHD 220 Parenting Skills 3

Total Early Childhood Credit Hours 12

Administration
CHD 208 Administration of Child Development Programs 3
BUS 263 The Legal and Social Environment of Business 3
BUS 275 Principles of Management.....3
BUS 279 Small Business Management 3

Total Administration Credit Hours 12

School-Age
CHD 205 Program Planning for Educating Young Children.....3
CHD 210 Educating Exceptional Young Children.....3
CHD 230 Introduction to School-Age Programs.....3
CHD 231 School-Age Programming.....3

Total School-Age Credit Hours 12

TOTAL CREDITS.....64

CHILD DEVELOPMENT
CDA Credential

This program meets the needs of those students interested in the 120 clock hours of formal training necessary for the nationally recognized CDA credential.

MAJOR COURSE REQUIREMENTS:

CHD 100 Introduction to Early Care and Education of Children 3
CHD 202 Children's Creative Experiences.....3
CHD 204 Methods and Materials for Teaching Preschool Children 3
Information on the additional requirements necessary for this credential as outlined by the Council is also available.

Courses to renew your CDA credential are available upon request.

*CDA Credential is awarded by the Council for Early Childhood Professional Recognition in Washington, D.C.

CHILD DEVELOPMENT
Certificate

This program is designed to enrich the child care student/worker and serve as an intermediate step for those individuals continuing their work toward an Associate Degree in Child Development.

GENERAL EDUCATION CORE REQUIREMENTS:

*COM 100 Introductory Technical English or ENG 101 English Composition I.....3
MTH 116 Mathematical Applications or MTH 112 Precalculus Algebra 3
*OAD 101 Beginning Keyboarding or CIS 146 Microcomputer Applications.....3

MAJOR COURSE REQUIREMENTS:

CHD 100 Introduction to Early Care and Education of Children.....3
CHD 201/PSY 211 Child Growth and Development Principles 3
CHD 202 Children's Creative Experiences.....3
CHD 204 Methods and Materials for Teaching Children.....3
CHD 205 Program Planning for Educating Young Children 3

Total Credits 24

*Students who may want to pursue the Child Development Associate of Applied Science degree should take ENG 101 and CIS 146 course options.

COMPUTER GRAPHICS
OPTION I
Graphic Design
Associate of Applied Science Degree

This program is for those interested in refining artistic talents and in preparing a professional quality portfolio in order to strengthen employment possibilities. Courses in graphic design, advertising, computer graphics and technical illustration are emphasized in this program. Some courses are offered only once a year in the day program on the Decatur campus. Students should plan schedules with the advice of the art faculty.

A formal review of a professional quality portfolio of the student's work is required upon completion of the program of study.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
MTH Elective (to be selected from MTH 110-115 OR MTH 120-126).....3
SPH 107 Fundamentals of Public Speaking.....3
ART 221 Computer Graphics I.....3
Humanities elective 3
Natural Science/Math/CIS elective.....3
Social Science elective 3

Total 21

MAJOR COURSE REQUIREMENTS:

ART 113 Drawing I 3

ART 114 Drawing II....3
ART 121 Two Dimensional Composition I....3
ART 173 Photography I....3
ART 203 Art History I....3
ART 204 Art History II....3
ART 216 Printmaking I....3
ART 253 Graphic Design I....3
ART 254 Graphic Design II....3
ART 291 Supervised Study in Studio Art I and
ART 292 Supervised Study in Studio Art II*....3
ART, PFC or VCM elective....3
ART 299 Portfolio....1
VCM 150 Typography....3
VCM 180 Introduction to Graphic Design....3
VCM 232 Advanced Computer Graphics....3
VCM 250 Introduction to Technical Illustration....3
VCM 251 Technical Illustration....3
*Work completed in these courses must pertain to major area of study.

Total....49

TOTAL CREDITS....70

COMPUTER GRAPHICS
Option II
Computer Graphics/Electronic Imaging

Associate of Applied Science Degree

This program is for those interested in refining artistic talents and in preparing a professional quality portfolio in order to strengthen employment possibilities. Courses in graphic design, advertising, computer graphics, technical illustration, and multimedia production are emphasized in this program. Some courses are offered only once a year in the day program on the Decatur campus. Students should plan schedules with the advice of the art faculty.

A formal review of a professional quality portfolio of the student's work is required upon completion of the program of study. Option II offers a greater emphasis on Computer Graphics/Electronic Imaging.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I....3
ART 221 Computer Graphics I....3
MTH Elective (to be selected from MTH 110-115 OR
MTH 120-126)....3
SPH 107 Fundamentals of Public Speaking....3
Humanities elective....3
Math, Natural Science or CIS elective....3
Social Science elective....3

Total....21

MAJOR COURSE REQUIREMENTS:

ART 113 Drawing I....3
ART 121 Two Dimensional Composition I....3
ART 173 Photography I....3
ART 203 Art History I....3
ART 204 Art History II....3
ART 253 Graphic Design I....3
ART 291 Supervised Study in Studio Art I
and ART 292 Supervised Study in Studio Art II*....3
ART 299 Portfolio....1
VCM 150 Typography....3
VCM 145 Introduction to Digital Photography....2
VCM 180 Introduction to Graphic Design....3
VCM 232 Advanced Computer Graphics....3
VCM 250 Introduction to Technical Illustration....3
VCM 281 Digital Design....2
VCM 285 Multimedia Production....2
VCM 251 Technical Illustration....3
VCM 286 Advanced Multimedia Production....2
VCM 282 Advanced Digital Design....2

Total....47

TOTAL CREDITS....68

*Work completed in these courses must pertain to major area of study.

COMPUTER INFORMATION SYSTEMS
OPTION I. MICROCOMPUTERS

Associate of Applied Science Degree

This program is designed for students seeking employment in the field of the technical concentration. The program is not designed for transfer, although many of the courses are transferable to some senior institutions. NOTE: Required courses may not be available every semester. Due to limited course offerings, degree seeking students may find it necessary to extend completion timelines and attend both day and evening classes.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I....3
BUS 215 Business Communications....3
SPH 107 Fundamentals of Public Speaking....3
MTH Elective (to be selected from MTH 110-115 OR
MTH 120-126)....3
CIS 146 Microcomputer Applications....3
CIS Elective....3
ECO 231 Principles of Macroeconomics....3
Humanities/Fine Arts Elective....3

Total....24

PROFESSIONAL CORE REQUIREMENTS

BUS 241 Principles of Accounting I....3
BUS 242 Principles of Accounting II....3
CIS Electives (Must be CIS 196 or Higher)....6
CIS 147 Advanced Microcomputer Applications....3
CIS 197V MS Word (Expert) or
OAD 126 Advanced Word Processing....3
CIS Programming Electives....9
CIS 288 Networking....3
OAD 125 Word Processing I or
CIS 197U MS Word....3
OAD 232 The Electronic Office or
CIS 197Z Powerpoint....3
CIS 197T Introduction to Web Pages or
OAD 233 Trends of Office Technology....3

Total....39

TOTAL CREDITS....63

COMPUTER INFORMATION SYSTEMS
OPTION II. PROGRAMMING

Associate of Applied Science Degree

This program is designed for students seeking employment in the field of the technical concentration. The program is not designed for transfer, although many of the courses are transferable to some senior institutions. NOTE: Required courses may not be available every semester. Due to limited course offerings, degree seeking students may find it necessary to extend completion timelines and attend both day and evening classes.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
BUS 215 Business Communications 3
SPH 107 Fundamentals of Public Speaking.....3
MTH Elective (to be selected from MTH 110-115 OR MTH 120-126).....3
CIS 146 Microcomputer Applications.....3
CIS Elective 3
ECO 231 Principles of Macroeconomics 3
Humanities/Fine Arts Elective 3

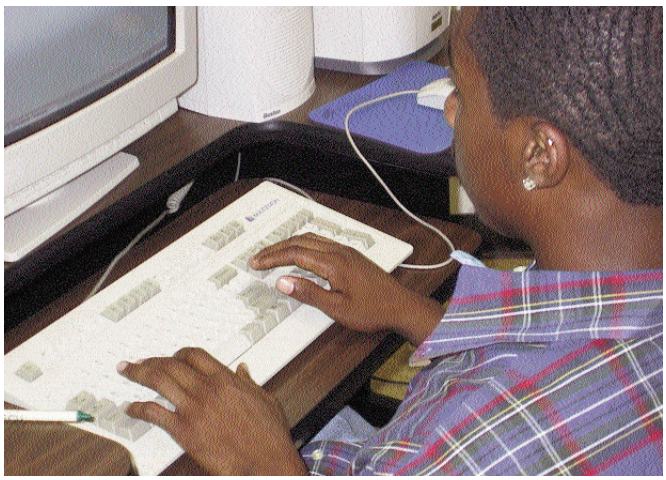
Total 24

PROFESSIONAL CORE REQUIREMENTS

BUS 241 Principles of Accounting I 3
BUS 242 Principles of Accounting II 3
CIS 147 Advanced Microcomputer Applications 3
CIS 197Z Powerpoint 3
CIS 251 C++ Programming 3
CIS 261 COBOL Programming 3
CIS Programming Electives.....6
CIS 281 Systems Analysis and Design 3
CIS 288 Networking 3
CIS Advanced Programming Electives (May include CIS 262, Advanced COBOL; CIS 252, Advanced C++ Programming; CIS 285, Object Oriented Programming; CIS 253, Visual C++ Programming; or CIS 213, Advanced Visual Basic) 9
CIS 212 Visual BASIC.....3

Total 42

TOTAL CREDITS.....66



COMPUTER INFORMATION SYSTEMS
Option III. OFFICE INFORMATION SYSTEMS

Associate of Applied Science Degree

This program is designed for students seeking employment in the field of the technical concentration. The program is not designed for transfer, although many of the courses are transferable to some senior institutions. NOTE: Required courses may not be available every semester. Due to limited course offerings, degree seeking students may find it necessary to extend completion timelines and attend both day and evening classes.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
BUS 215 Business Communications 3
SPH 107 Fundamentals of Public Speaking.....3
MTH Elective (to be selected from MTH 110-115 or MTH 120-126).....3
CIS 146 Microcomputer Applications.....3
CIS Elective 3
ECO 231 Principles of Macroeconomics 3
Humanities/Fine Arts Elective 3

Total 24

MAJOR COURSE REQUIREMENTS:

BUS 241 Principles of Accounting I 3
BUS 263 Legal/Social Environment of Business.....3
CIS 147 Advanced Microcomputer Applications 3
OAD 103 Intermediate Keyboarding 3
OAD 104 Advanced Keyboarding.....3
OAD 125 Word Processing I or CIS 197U MS Word.....3
OAD 126 Advanced Word Processing or CIS 197V Expert MS Word 3
OAD 138 Records Information Management or CIS 197W MS Access.....3
OAD 200 Machine Transcription 3
OAD 217 Office Management 3
OAD 230 Electronic Publishing.....3
OAD 232 The Electronic Office or CIS 197Z Powerpoint 3
OAD 233 Trends in Office Technology or CIS 197T Introduction to Web Pages 3

Total 39

TOTAL CREDITS.....63

COMPUTER INFORMATION SYSTEMS

General Office Certificate

Certificates are programs of study designed to give students specific skills in a technology. Should students later wish to pursue a degree program, many courses within the certificate will apply toward the degree.
NOTE: Students should consult with a department advisor during their first semester in planning their academic schedule in order to complete degree requirements in an expedient manner. Required courses may not be available every semester. Degree seeking stu-

dents may find it necessary to extend completion timelines and attend both day and evening classes.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
SPH 107 Fundamentals of Public Speaking.....3
MTH Elective (MTH 100 or above) 3
CIS 146 Microcomputer Applications.....3

Total 12

PROFESSIONAL CORE REQUIREMENTS

BUS 215 Business Communications 3
BUS 241 Principles of Accounting I 3
OAD 103 Intermediate Keyboarding 3
OAD 104 Advanced Keyboarding.....3
OAD 125 Word Processing or
CIS 197U MS Word.....3
OAD 138 Records/Information Management or
CIS 197W MS Access.....3
OAD 200 Machine Transcription.....3
OAD 217 Office Management 3
OAD 230 Electronic Publishing.....3
OAD 232 The Electronic Office or
CIS 197Z Powerpoint 3

Total 30

TOTAL CREDITS.....42

COMPUTER INFORMATION SYSTEMS

Microcomputer Applications Certificate

Certificates are programs of study designed to give students specific skills in a technology. Should students later wish to pursue a degree program, many courses within the certificate will apply toward the degree.

NOTE: Students should consult with a department advisor during their first semester in planning their academic schedule in order to complete degree requirements in an expedient manner. Required courses may not be available every semester. Please refer to the Office Administration course descriptions for specific course offerings. Due to limited course offerings, degree seeking students may find it necessary to extend completion timelines and attend both day and evening classes.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
SPH 107 Fundamentals of Public Speaking.....3
MTH Elective (MTH 100 or above) 3
CIS 146 Microcomputer Applications.....3

Total 12

PROFESSIONAL CORE REQUIREMENT

BUS 215 Business Communications 3
CIS 147 Advanced Microcomputer Applications 3
OAD 103 Intermediate Keyboarding 3
OAD 104 Advanced Keyboarding 3
OAD 125 Word Processing or
CIS 197U MS Word.....3
OAD 138 Records/Information Management or
CIS 197W MS Access.....3
OAD 200 Machine Transcription.....3
OAD 230 Electronic Publishing.....3
OAD 232 The Electronic Office or
CIS 197Z Powerpoint 3
OAD 233 Trends in Office Technology or
CIS 197T Introduction to Web Pages 3

Total 30

TOTAL CREDITS.....42

COMPUTER INFORMATION SYSTEMS

Software Applications Certificate

The Software Applications Certificate is designed for students seeking instruction in various types of Microsoft software in preparation for the Microsoft Office User Specialist (MOUS) exams. Instruction is designed for those seeking to be more employable in the job market or to enhance current computer skills.

CIS 197U Microsoft Word — MOUS Prep (Core).....3
CIS 197V Microsoft Word — MOUS Prep (Expert) 3
CIS 197X Microsoft Excel —MOUS (Core) 3
CIS 197Y Microsoft Excel — MOUS (Expert).....3
CIS 197W Microsoft Access — MOUS Prep.....3
CIS 197Z Microsft PowerPoint — MOUS Prep.....3
CIS 197AA Microsoft Outlook — MOUS Prep.....3
Total 21

COMPUTER INFORMATION SYSTEMS

Word Processing Specialist Certificate

Certificates are programs of study designed to give students specific skills in a technology. Should students later wish to pursue a degree program, many courses within the certificate will apply toward the degree.

NOTE: Students should consult with a department advisor during their first semester in planning their academic schedule in order to complete degree requirements in an expedient manner. Required courses may not be available every semester. Due to limited course offerings, degree seeking students may find it necessary to extend completion timelines and attend both day and evening classes.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
SPH 107 Fundamentals of Public Speaking.....3
MTH Elective (MTH 100 or above) 3
CIS 146 Microcomputer Applications.....3

Total 12

PROFESSIONAL CORE REQUIREMENTS

BUS 215 Business Communications 3
OAD 103 Intermediate Keyboarding 3
OAD 104 Advanced Keyboarding.....3
OAD 125 Word Processing or
CIS 197U MS Word.....3
OAD 126 Advanced Word Processing or
CIS 197V Expert MS Word 3

OAD 138 Records/Information Management or
CIS 197W MS Access....3
OAD 200 Machine Transcription....3
OAD 230 Electronic Publishing....3
OAD 232 The Electronic Office or
CIS 197Z Powerpoint....3

Total....27

TOTAL CREDITS....39

COSMETOLOGY

Certificate

This program has been constructed to give the student knowledge and skills that are required to become a licensed cosmetologist. The length of the program is 1200 credit unit hours. Students entering cosmetology must have a high school diploma or hold an equivalency certificate, and have the approved health card. A Skin Test is required to meet State Cosmetology Board regulations.

GENERAL EDUCATION CORE REQUIREMENTS:

COM 100 Introductory Technical English I or
ENG 101 English Composition I....3
SPH 107 Fundamentals of Public Speaking....3
MTH Elective (MTH 101 or MTH 116)....3
CIS Computer Information Systems Elective....3

Total....12

PROFESSIONAL CORE REQUIREMENTS

BAR 114 Advanced Barber-Styling Lab or
BAR 132 Hairstyling and Design....3
COS 111 Cosmetology Science and Art....3
COS 112 Cosmetology Science and Art Lab....3
COS 113 Chemical Methodology....3
COS 114 Chemical Methodology Lab....3
COS 121 Colorimetry....3
COS 122 Colorimetry Applications....3
COS 123 Cosmetology Salon Practices....3
COS 124 Salon Management....3
COS 131 Esthetics....3
COS 132 Esthetics Applications....3
COS 143 Hair Designs....3
COS 151 Nail Care....3
COS 152 Nail Care Applications....3
COS 190 Internship in Cosmetology....3
COS 191 Co-op....3

Total....48

TOTAL CREDITS....60

COSMETOLOGY/ESTHETICS (Skin Care)

Certificate

This program is designed for the student who is preparing for a career in Estheology (Skin Care). The length of this program is 1200 credit units. Upon completion of this program, the graduate is eligible for the Alabama State Board Examination (consisting of a written and practical exam) to obtain an Esthetician's License. Coursework includes lecture and lab instruction.

GENERAL EDUCATION CORE REQUIREMENTS:

COM 100 Introductory Technical English I or
ENG 101 English Composition I....3
SPH 107 Fundamentals of Public Speaking....3
MTH Elective (MTH 101 or MTH 116)....3
CIS Computer Information Systems Elective....3

Total....12

PROFESSIONAL CORE REQUIREMENTS

COS 124 Salon Management....2
COS 131 Esthetics....3
COS 132 Esthetics Applications....3
COS 160 Image Projection....3
COS 163 Facial Treatments....3
COS 164 Facial Machine....3
COS 165 Related Subjects-Estheticians....3
COS 166 Color Psychology – Coordination....3
COS 168 Bacteriology and Sanitation....3
COS 169 Skin Functions....3
COS 190 Internship in Cosmetology....3
COS 191 Co-Op....3

Total....35

TOTAL CREDITS....47

COSMETOLOGY/INSTRUCTOR TRAINING

Certificate

A teacher-training program for licensed cosmetologists. Upon completion of this program, the graduate is eligible to take the Alabama Instructor Examination.

CIT 211 Teaching and Curriculum Development....3
CIT 212 Teacher Mentorship....3
CIT 213 Lesson Plan Development....3
CIT 221 Lesson Plan Implementation....3
CIT 222 Instructional Materials and Methods....3
CIT 223 Instructional Materials and Methods Applications....3

TOTAL CREDITS....18

COSMETOLOGY/NAIL TECHNOLOGY

Certificate

This program of training is designed for the student who is preparing for a career in manicuring, pedicuring, and artificial nail application.

GENERAL EDUCATION CORE REQUIREMENTS:

COM 100 Introductory Technical English or
ENG 101 English Composition I 3
SPH 107 Fundamentals of Public Speaking.....3
MTH Elective (numbered 100 or higher) 3
CIS Computer Information Systems Elective.....3

Total 12

MAJOR COURSE REQUIREMENTS:

COS 124 Salon Management.....3
COS 151 Nail Care.....3
COS 152 Nail Care Applications.....3
COS 153 Nail Art 3
COS 154 Nail Art Applications.....3
COS 190 Internship in Cosmetology 3
COS 191 Co-Op.....3

Total 21

TOTAL CREDITS.....33

DENTAL ASSISTING

Associate of Applied Science Degree

Dental Assisting is a dental auxiliary field. As auxiliary team members, students in the Dental Assisting program are taught to be generalists. They perform a variety of functions in the dental office requiring communication skills, critical thinking and sound judgment. Dental Assistants may provide chairside assistance to the dentist, perform work in the dental laboratory, provide oral hygiene instruction, assist with radiological procedures and/or perform office managerial duties. Through evaluation techniques, Dental Assistants enhance the quality of care the patient receives.

The Associate of Applied Science degree is awarded to the student who completes the general education core requirements and major course requirements for dental assisting. This can be accomplished in four semesters. A three-semester certificate program is also available. Graduates of either program are eligible to apply to take the certification examination administered by the Dental Assisting National Board.

The Dental Assisting program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education. The Dental Assisting program is operated with the approval of the Board of Dental Examiners of Alabama.

PROGRAM OBJECTIVES

Program objectives, as defined by the Dental Assisting program, are utilized to prepare individuals in the program to become competent dental assistant practitioners. Upon successful completion of the Dental Assisting program graduates will be able to:

1. Utilize effective communicative skills.
2. Participate as a member of the dental health team in the coordination and delivery of patient care.

3. Teach the patient adequate nutrition as it relates to health and the teeth.
4. Perform four-handed assisting skills to assist the dentist in general dentistry.
5. Perform common laboratory procedures.
6. Implement beginning skills for assisting in the dental specialties.
7. Expose, process and mount dental radiographs.
8. Demonstrate skills in organizing and maintaining the secretarial assistant position.
9. Assist the dentist during office emergencies.
10. Demonstrate acceptable behavior by practicing within the ethical and legal guidelines of the Dental Assistant.
11. Participate in continuing education by:
    a. reading current literature.
    b. attending continuing education programs through formal and/or informal educational experiences.
    c. networking with members of the dental health team to impart knowledge.

Admission to the program: Applicants must meet the admission requirements of Calhoun Community College. Applicants must have a 2.0 grade point average and should be eligible to take English 101 and Math 100 or Math 112 or Math 116 or have permission of the Dental Assisting instructor. Dental Assisting classes are admitted once a year, Fall Semester. For more information/appointment, contact Ms. Pat Stueck, Dental Assisting Director, 306-2812 or the Allied Health Department, 306-2786.

Students enrolled in the Dental Assisting program fall semester will be required to:

1. Provide evidence of current cardiopulmonary resuscitation (CPR) course completion. CPR course completion must be maintained throughout the program.
2. Submit a current student Health Examination form completed appropriately by licensed physician. Form furnished by Allied Health Department.
3. Provide medical verification of two-step Mantoux skin test (chest x-ray if positive) indicating he/she is free of tuberculosis.
4. Provide documentation of immunity for Rubeola, Mumps, and Rubella (measles)
5. Provide verification of immunization for hepatitis B and/or show positive antibodies, or sign a waiver.
6. Purchase radiation badge.
7. Purchase professional liability insurance through the college by the first week of classes. (Forms available in the Allied Health Department)

8. Arrange reliable transportation to and from clinical facilities as required by the program.
9. Abide by the policies of the College and Dental Assisting Policy Manual.

When there is probable cause, the Allied Health Department reserves the right to require a prospective student, a student currently enrolled in the program, or a returning student to submit to psychological testing/counseling, a drug screening, and/or a physical examination by a licensed physician at the student's expense and to submit a report of the outcome to the Allied Health Department. The Allied Health Department will provide a specific form for this purpose when applicable. All reports will be reviewed by the Dental Assisting Instructor/Allied Health Department to determine if a student may be admitted, readmitted, or retained in the dental program.

Progression in the Program: Students are expected to meet pre-requisite/co-requisite requirements to progress in the program. Students must attain a minimum grade of "C" in theory for each Dental Assisting course and earn a grade of "Satisfactory" for Dental Assisting courses with that component.

Readmission to the Program: To be readmitted to the Dental Assisting program, the student must contact Ms. Pat Stueck (306-2812) to schedule an appointment to discuss readmission. The student must be eligible for readmission by the college and must have an overall 2.00 grade point average. Students who re-enter the program may be subject to follow the current curriculum. All requirements for students enrolling in the program will apply to students re-entering the Dental Assisting program.

Policy/Curriculum Changes: Policies/Curriculum changes in the Dental Assisting program are subject to change at any given time. Written documentation will be provided to students currently enrolled in the program prior to change in policy/curriculum.

Fall	**Cr. Hrs.**
DNT 100 Introduction to Dental Assisting	2
DNT 101 Preclinical Procedures I	3
DNT 102 Dental Materials	3
DNT 103 Anatomy and Physiology for Dental Assistants	3
DNT 104 Basic Sciences for Dental Assisting	2
PSY 200 General Psychology	3

Spring	**Cr. Hrs.**
DNT 111 Clinical Practice I	5
DNT 112 Dental Radiology	3
DNT 113 Dental Health Education	2
DNT 116 Preclinical Procedures II	2
DNT 124 Clinically Applied Infection Control and OSHA Standards	1
*MTH Elective (May choose from the following)	3
MTH 100 Intermediate College Algebra	
MTH 112 Precalculus Algebra	
MTH 116 Mathematical Applications	
*SPH 107 Fundamentals of Public Speaking	3

Summer	**Cr. Hrs.**
DNT 121 Dental Office Procedures	4
DNT 122 Clinical Practice II	4
DNT 123 Dental Assisting Seminar	4
*ENG 101 English Composition I	3

General Education Core Requirements in addition to courses listed above (required for AAS Degree):

*Natural Science elective	4
*CIS elective	3
*Humanities/Fine Arts elective	3
*History or Social Science or Behavioral Science elective	3
TOTAL CREDITS	63

* General Education Core Courses may be completed prior to entering the program.

DENTAL ASSISTING

Certificate

Dental Assisting is a dental auxiliary field. As auxiliary team members, students in the Dental Assisting program are taught to be generalists. They perform a variety of functions in the dental office requiring communication skills, critical thinking and sound judgment. Dental Assistants may provide chairside assistance to the dentist, perform work in the dental laboratory, provide oral hygiene instruction, assist with radiological procedures and/or perform office managerial duties. Through evaluation techniques, Dental Assistants enhance the quality of care the patient receives.

Certificates are programs of study designed to give students specific skills in a technology. Should students later wish to pursue a degree program, all courses within the certificate will apply toward the degree.

The Dental Assisting program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education. The Dental Assisting program is operated with the approval of the Board of Dental Examiners of Alabama.

PROGRAM OBJECTIVES

Program objectives, as defined by the Dental Assisting program, are utilized to prepare individuals in the program to become competent dental assistant practitioners. Upon successful completion of the Dental Assisting program graduates will be able to:

1. Utilize effective communicative skills.
2. Participate as a member of the dental health team in the coordination and delivery of patient care.
3. Teach the patient adequate nutrition as it relates to health and the teeth.
4. Perform four-handed assisting skills to assist the dentist in general dentistry.
5. Perform common laboratory procedures.
6. Implement beginning skills for assisting in the dental specialties.
7. Expose, process and mount dental radiographs.
8. Demonstrate skills in organizing and maintaining the secretarial assistant position.
9. Assist the dentist during office emergencies.
10. Demonstrate acceptable behavior by practicing within the ethical and legal guidelines of the Dental Assistant.
11. Participate in continuing education by:
    a. reading current literature.
    b. attending continuing education programs through formal and/or

informal educational experiences.

c. networking with members of the dental health team to impart knowledge.

Admission to the program: Applicants must meet the admission requirements of Calhoun Community College. Applicants must have a 2.0 grade point average and should be eligible to take English 101 and Math 100, or Math 112 or Math 116 or have permission of the Dental Assisting instructor. Dental Assisting classes are admitted once a year, Fall Semester. For more information/appointment, contact Ms. Pat Stueck, Dental Assisting Director, 306-2812 or the Allied Health Department, 306-2786.

Programs of Study

Students enrolled in the Dental Assisting program fall semester will be required to:

1. Provide evidence of current cardiopulmonary resuscitation (CPR) course completion. CPR course completion must be maintained throughout the program.
2. Submit a current student Health Examination form completed appropriately by licensed physician. Form furnished by Allied Health Department.
3. Provide medical verification of two-step Mantoux skin test (chest x-ray if positive) indicating he/she is free of tuberculosis.
4. Provide documentation of immunity for Rubeola, Mumps, and Rubella (Measles).
5. Provide verification of immunization for hepatitis B and/or show positive antibodies, or sign a waiver.
6. Purchase radiation badge.
7. Purchase professional liability insurance through the college by the first week of class. (Forms available in the Allied Health Department)
8. Arrange reliable transportation to and from clinical facilities as required by the program.
9. Abide by the policies of the College and Dental Assisting Policy Manual.

When there is probable cause, the Allied Health Department reserves the right to require a prospective student, a student currently enrolled in the program, or a returning student to submit to psychological testing/counseling, a drug screening, and/or a physical examination by a licensed physician at the student's expense and to submit a report of the outcome to the Allied Health Department. The Allied Health Department will provide a specific form for this purpose when applicable. All reports will be reviewed by the Dental Assisting instructor/Allied Health Department to determine if a student may be admitted, readmitted, or retained in the dental program.

Progression in the Program: Students are expected to meet pre-requisite/co-requisite requirements to progress in the program. Students must attain a minimum grade of "C" in theory for each Dental Assisting course and earn a grade of "Satisfactory" for Dental Assisting courses with that component.

Readmission to the Program: To be readmitted to the Dental Assisting program, the student must contact Ms. Pat Stueck (306-2812) to schedule an appointment to discuss readmission. The student must be eligible for readmission by the college and must have an overall 2.00 grade point average. Students who re-enter the program may be subject to follow the current curriculum. All requirements for students enrolling in the program will apply to students re-entering the Dental Assisting program.

Policy/Curriculum Changes: Policies/Curriculum changes in the Dental Assisting program are subject to change at any given time. Written documentation will be provided to students currently enrolled in the program prior to change in policy/curriculum.

Fall	**Cr. Hrs.**
DNT 100 Introduction to Dental Assisting	2
DNT 101 Preclinical Procedures I	3
DNT 102 Dental Materials	3
DNT 103 Anatomy and Physiology for Dental Assistants	3
DNT 104 Basic Sciences for Dental Assisting	2
*PSY 200 General Psychology	3

Spring	**Cr. Hrs.**
DNT 111 Clinical Practice I	5
DNT 112 Dental Radiology	3
DNT 113 Dental Health Education	2
DNT 116 Preclinical Procedures II	2
DNT 124 Clinically Applied Infection Control and OSHA Standards	1
*MTH Elective (May choose from the following)	3
MTH 100 Intermediate College Algebra	
MTH 112 Precalculus Algebra	
MTH 116 Mathematical Applications	
*SPH 107 Fundamentals of Public Speaking	3

Summer	**Cr. Hrs.**
DNT 121 Dental Office Procedures	4
DNT 122 Clinical Practice II	4
DNT 123 Dental Assisting Seminar	4
*ENG 101 English Composition I	3
TOTAL CREDITS	50

* General Education Core Courses may be completed prior to entering the program.

DESIGN DRAFTING TECHNOLOGY

Associate of Applied Science

This program prepares students for immediate employment in the field of drafting. Computer assisted drafting is a vital part of the Design Drafting Program. The certificate and degree programs are self-paced. A student may complete a maximum of 25 credit hours of work during a semester.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
MTH 103 Introduction to Technical Math I or
MTH 112 Precalculus Algebra 3
SPH 107 Fundamentals of Public Speaking 3
Natural Science/Computer Science or
Math Elective (MTH 113-115 or MTH 120-126) 6
Humanities Elective 3
Social Science Elective 3

Total 21

MAJOR COURSE REQUIREMENTS:

DDT 111 Fundamentals of Design Drafting Technology 3
DDT 112 Introductory Technical Drawing 3
DDT 103 Introduction to Computer Aided Drafting 3
DDT 114 Industrial Blueprint Reading 3
DDT 119 Advanced Electronic Drafting 3
DDT 121 Intermediate Technical Drawing 3
DDT 122 Advanced Technical Drawing 3
DDT 123 Intermediate CAD 4
DDT 131 Machine Drafting Basics 3
DDT 155 Drawing for Residential Construction 4
DDT 213 Civil Drafting Plat Maps 3
DDT 225 Structural Steel Drafting 3
*DDT Elective 8-9

Total 46-47

TOTAL CREDITS 67-68

*Choose DDT Electives from:

GIS 101 Introduction to Geographic Information Systems 3
DDT 116 Blueprint Reading for Construction 3
DDT 150 Theory of Residential Drawing and Design 3
DDT 233 Solids Modeling 3
DDT 235 Specialized CAD 4
DDT 236 Design Project 3
DDT 237 Current Topics in CAD 3
DDT 239 Independent Studies 3

DESIGN DRAFTING/COMPUTER AIDED DRAFTING

Certificate

This certificate offers computer aided drafting to those persons who have manual drafting skills. Departmental approval is required before registration.

COURSE REQUIREMENTS:

DDT 103 Introduction to Computer Aided Drafting 3
DDT 111 Fundamentals of Design Drafting Technology 3
DDT 114 Industrial Blueprint Reading 3
DDT 123 Intermediate CAD 4
DDT 237 Current Topics in CAD 3

Total 16

DESIGN DRAFTING/ RESIDENTIAL DEVELOPMENT PLANNING

Certificate

DDT 103 Introduction to Computer Aided Drafting 3
DDT 111 Fundamentals of Drafting and Design Technology 3
DDT 116 Blueprint Reading for Construction 3
DDT 123 Intermediate CAD 4
DDT 150 Theory of Residential Drawing and Design 3
DDT 155 Drawing for Residential Construction 4

TOTAL CREDITS 20

ELECTRICAL TECHNOLOGY

Associate of Applied Science Degree

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
MTH 103 Introduction to Technical Math or Higher than MTH 105....3
SPH 107 Fundamentals of Public Speaking or
SPH 228 Group Communications 3
CIS 130 Introduction to Computer Information 3
Humanities Elective 3
Social Science Elective 3
Natural Science or Math Elective * 3
Total 21
* MTH 104 Plane Trigonometry is required for Instrumentation Option

COMMON ELECTRICAL CORE REQUIREMENTS:

ELT 105 DC and AC Electricity 6
ELT 120 Motors 6
ELT 210 Motor Controls 6
ELT 218 Hydraulics and Pneumatics 6
Total 24

ELECTRICAL OPTION SPECIALIZATION REQUIREMENTS:

ELT 113 Residential Wiring 6
ELT 133 Commercial/Industrial Wiring 6
ELT 217 Transformers 3
ELT 221 Electronics for Electricians I 3
ELT 230 Programmable Controls 6
ELT 241 National Electric Code 3
Total 27

TOTAL CREDITS ELECTRICAL OPTION 75

HVAC OPTION SPECIALIZATION REQUIREMENTS:

ELT 113 Residential Wiring 6
ELT 133 Commercial/Industrial Wiring 6
ELT 231 Programmable Controls I 3
ACR 111 Refrigeration Principles 3
ACR 112 HVACR Service Procedures 3
ACR 115 Heating Systems I 6
ACR 205 Systems Sizing and Air Distribution 3
Total 30

TOTAL CREDITS HVAC OPTION 75

INDUSTRIAL MAINTENANCE SPECIALIZATION REQUIREMENTS:

ELT 217 Transformers 3
DDT 114 Industrial Blueprint Reading * or
DDT 115 Blueprint Reading for Machinists or
DDT 116 Blueprint Reading for Construction 3
INT 112 Industrial Maintenance Safety Procedures 3
INT 233 Industrial Maintenance Metal Welding and Cutting Techniques 3
MTT 101 Basic Machining Technology 3
MTT 102 Intermediate Machining Technology 3
PMC 114 Mechanical Drives and Bearings 3
PMC 117 Pumps and Piping Systems 3
PMC 125 Industrial Processes 2
ACR 111 Refrigeration Principles 3
Total 29

TOTAL CREDITS INDUSTRIAL MAINTENANCE OPTION 74

* DDT 114 Industrial Blueprint Reading is the preferred course for this option.

ELECTRONIC INSTRUMENTATION SPECIALIZATION REQUIREMENTS:

ELT 230 Programmable Controls 6
ELT 221 Electronics for Electricians 3
ELT 222 Advanced Electronics for Electricians 3
ILT 103 Introduction to Instrumentation Technology 3
ILT 104 Industrial Instrumentation 3
ILT 105 Industrial Instrumentation Lab 2
ILT 108 Introduction to Instruments and Process Control 3
ILT 109 Instrumentation Operation and Calibration 3
Total 26

TOTAL CREDITS ELECTRONIC INSTRUMENTATION OPTION: 71

EMERGENCY MEDICAL SERVICES (EMS)

Certificate
Associate in Applied Science

The Emergency Medical Services (EMS) program, approved by the Alabama Department of Public Health, utilizes nationally recognized standards to provide students not only knowledge about the critical differences between the physiology, the pathophysiology, and the clinical symptoms of infants, children, adolescents, adults, and the elderly as they relate to pre-hospital emergency patient care situations, but also skills in the emergency medical care of these patients. EMS education includes legal/ethical considerations, treatment modalities/protocols within the scope of practice of the Emergency Medical Technician (EMT).

Students enrolled in the Emergency Medical Services Program may choose to earn a certificate or to earn the Associate in Applied Science Degree in Emergency Medical Services. The first certificate of completion is the EMT-Basic (EMT-B) and the second is Paramedic. Upon successful completion of each certificate, the student is eligible to apply to take the National Registry Examination at his/her respective level of training. Upon successful completion of the examination, the student will be eligible to apply for licensure to practice in the State of Alabama as an EMT-B or Paramedic.

To be granted an Associate in Applied Science degree, a student must successfully complete both levels of Emergency Medical Technician training and complete the general education course requirements as outlined for the program. The Emergency Medical Services Programs are fully approved by the Alabama State Department of Public Health, Emergency Medical Services Division.

As vital members of the Emergency Medical Services (EMS) team, EMTs provide prehospital emergency care to the ill and injured patient, continuing that care until the patient is under the care of a higher level of care.

Basic EMTs have the knowledge and skills to provide basic life support to all patients whether the problem is trauma, cardiac, or medical. EMTs can splint fractures, bandage wounds, and stabilize a patient for transport to a medical facility.

Paramedics are the highest level of prehospital care in the EMS system. Paramedics record and interpret EKG findings, treat cardiac arrests with defibrillation and cardioversion, reduce shock by intravenous fluid administration, provide ventilations and airway protection by endotracheal intubation and administer pharmacological therapy. Paramedics serve as team leaders on EMS units.

The EMS curriculum for EMT-Basic and Paramedic follows the National Standard Curriculum as developed by the U.S. Department of Transportation and meets the approval of the Alabama Department of Public Health, Emergency Medical Services Division. EMS courses are open to qualified students who meet the general admission and entry-level requirements. All students should complete the COMPASS or ASSET prior to admission into the EMS Program. All EMS students must be certified in CPR at the Health Care Provider level (or equivalent) and have completed EMS 113 or HPS 100 before entering the clinical areas. Passing score for all EMS courses is 75%. Graduates are eligible to apply for the National Registry Examination, passing of which is required for state licensure in Alabama.

Graduates of the EMS program find employment with ambulance services, hospitals, fire departments, rescue squads and industrial safety. Other opportunities for employment include emergency clinics, insurance com-

panies, fire service agencies and law enforcement agencies.

It is recommended that all students enrolling in EMS courses and REQUIRED that students registering for EMP courses make an appointment with a member of the EMS faculty prior to enrollment for counseling.

For more information, contact Ann Wagnon, EMS secretary at 256-306-2786 or aww@calhoun.edu Brenda Beasley, EMS Program Director at 256-306-2861 or bmb@calhoun.edu, or Jarrod Taylor at 256-306-2781 or jwt@calhoun.edu.

EMT-BASIC CERTIFICATE

The EMT-Basic portion of the program is one semester in length and consists of the following courses, which are taught concurrently three days/evenings per week:

EMS 140 EMT Preparatory and Prehospital EMS Operations....2
EMS 141 EMT Assessment and Trauma Related Injuries 3
EMS 142 EMT Medical Emergencies and Pediatric Care 3
*EMS 143 EMT Basic Clinical Competencies 1
Total hours for EMT-Basic Certificate 9

*Includes 45 hours of clinical education (Insurance Required).

Optional course for EMT-Basic students including 45 additional hours of clinical education:
EMS 145 Emergency Department Preceptorship 2

EMERGENCY MEDICAL PARAMEDIC CERTIFICATE

The Emergency Medical Paramedic (EMP) certificate level consists of 15 courses. Each semester builds on the preceding semester. Students must successfully pass all courses to be eligible for the National Registry Examination for Paramedics. Prior to admission to the Paramedic level, students must have received college credit for a math and English course. To meet these course prerequisites, students are enouraged to complete ENG 101 to satisfy the English requirement and either MTH 100 or MTH 112 or MTH 116 to satisfy the mathematics requirement. Completion of these courses will also satisfy the English and mathematics requirements in the Paramedic Associate of Applied Science degree. The courses for the EMP certificate include the following:

Paramedic Semester One
EMP 189 Applied Anatomy and Physiology for the Paramedic 4
EMP 191 Paramedic Preparatory 2
EMP 192 Paramedic Operations 3
EMP 199 Cardiovascular Electrophysiology 3

Paramedic Semester Two
EMP 193 Patient Assessment and Management 3
EMP 194 Paramedic General Pharmacology 2
EMP 196 Advanced Trauma Management B 3
EMP 198 Medical Patient Management I 3

Paramedic Semester Three
*EMP 197 Paramedic Clinical Competencies I 3
*EMP 200 Medical Patient Management IIA 6
EMP 203 Cardiovascular Patient Management 3

Paramedic Semester Four
EMP 204 Transition to Paramedic Practice 3
EMP 205 Paramedic Terminal Competencies 2
*EMP 206 Paramedic Field Preceptorship 6
*EMP 207 Paramedic Team Leadership Preceptorship 1

Total hours for Paramedic Certificate (excluding EMT-Basic certificate) 47

*Includes clinical education (Insurance Required).

EMERGENCY MEDICAL SERVICES

Paramedic
Associate in Applied Science

EMS Course Requirements:

EMT Basic (One Semester)
EMS 140 EMT Preparatory and Prehospital EMS Operations 2
EMS 141 EMT Assessment and Trauma Related Injuries 3
EMS 142 EMT Medical Emergencies and Pediatric Care 3
EMS 143 EMT Basic Clinical Competencies 1
ENG 101 English Composition I 3
Math Elective (May choose from the following) 3
MTH 100 Intermediate College Algebra
MTH 112 Precalculus Algebra
MTH 116 Mathematical Applications

Semester Total 15

** Prior to admission to the Paramedic level, students must have received college credit for a math and English course.

EMT Paramedic
Paramedic Semester One:
EMP 191 Paramedic Preparatory 2
EMP 192 Paramedic Operations 3
EMP 199 Cardiovascular Electrophysiology 3
*BIO 201 Anatomy and Physiology I 4
SPH 107 Fundamentals of Public Speaking 3
Semester Total 15

* Prerequisite for BIO 201 and 202 is BIO 103 or successful completion of placement exam.

Paramedic Semester Two:
EMP 193 Patient Assessment and Management 3
EMP 194 Paramedic General Pharmacology 2
EMP 196 Advanced Trauma Management B 3
EMP 198 Medical Patient Management I 3
BIO 202 Anatomy and Physiology II 4
CIS Elective 1

Semester Total 16

Paramedic Semester Three
*EMP 197 Paramedic Clinical Competencies I 3
*EMP 200 Medical Patient Management IIA 6
EMP 203 Cardiovascular Patient Management 3
PSY 200 General Psychology 3

Semester Total 15

Paramedic Semester Four
EMP 204 Transition to Paramedic Practice 3
EMP 205 Paramedic Terminal Competencies 2
*EMP 206 Paramedic Field Preceptorship 6
*EMP 207 Paramedic Team Leadership Preceptorship 1
Humanities Elective 3

Semester Total 15

Total Hours 76

*Includes of clinical education (Insurance Required).

EMT-Basic/EMT-Paramedic
GENERAL ADMISSION REQUIREMENTS

There are Essential Functions required for students entering and participating in the EMT-Basic and EMT-Paramedic curricula. As a student, you must:

PHYSICAL DEMANDS

(1) have the physical ability to walk, climb, crawl, bend, push, pull, or lift and balance over less than ideal terrain;
(2) have good physical stamina and endurance, which would not be adversely affected by having to lift, carry, and balance at times, in excess of 125 pounds (250 pounds with assistance);
(3) see different color spectrums;
(4) have good eye-hand coordination and manual dexterity to manipulate equipment, instrumentation, and medications;

PROBLEM SOLVING ABILITIES (Data Collection, Judgment, Reasoning)

(5) be able to send and receive verbal messages as well as operate appropriate communication equipment of current technology;
(6) be able to collect facts and to organize data accurately, communicate clearly both orally and in writing in the English language at the ninth-grade reading level or higher;
(7) be able to differentiate between normal and abnormal findings in human physical conditions by using visual, auditory, olfactory, and tactile observations;
(8) be able to make good judgment decisions and exhibit problem-solving skills under stressful situations;
(9) be attentive to detail and be aware of standards and rules that govern practice;
(10) implement therapies based on mathematical calculations;
(11) demonstrate competency in the use of computers;

WORKER CHARACTERISTICS

(12) possess emotional stability to be able to perform duties in life-or-death situations and in potentially dangerous social situations, including responding to calls in districts known to have high crime rates;
(13) be able to handle stress and work well as part of a team;
(14) be oriented to reality and not be mentally impaired by mind-altering substances;
(15) not be addicted to drugs or alcohol;
(16) be able to work shifts of 12 hours in length;
(17) be able to tolerate being exposed to extremes in the environment including variable aspects of weather, hazardous fumes, and noise;
(18) possess eyesight of a minimum of one eye correctable to 20/20 vision and be able to determine directions according to a map; students who desire to drive an ambulance must possess approximately 180 degrees peripheral vision capacity, and
(19) possess a valid driver's license, and be able to safely and competently operate a motor vehicle in accordance with State Law.

ENTRY LEVEL REQUIREMENTS

EMT-BASIC

Entry level requirements for students entering and participating in EMS education are as follows:

1. Possess a GED or high school diploma;
2. Complete the COMPASS or ASSET exam;
3. Meet all institutional admission requirements;
4. Successfully complete within the last 12 months Basic Cardiac Life Support for the Health Care Provider;
5. Comply with "Essential Functions" of the program or attach documentation to the program application form of those essential functions of which the student is not in compliance (for review by Calhoun's American Disabilities Coordinator);
6. Provide an acceptable physical examination by a licensed medical doctor or doctor of osteopathy to include:
   a. Written documentation (on a form provided by the program) of the physician's opinion regarding the prospective student as follows:
      - have emotional and physical ability to carry out the normal activities of prehospital emergency care;
      - compliance with the "Essential Functions" for the program; and
      - health history.
   b. Up-to-date immunizations to include:
      - Tetanus/D within the past 10 years;
      - MMR Vaccine prior to 1969 or Rubella Titer of 1:8 or above is sufficient in lieu of MMR;
      - RPR;
      - Two-step TB Skin test (Chest x-ray, if positive); and
      - Begin or have had the series of Hepatitis B vaccinations, or sign a waiver regarding the series of Hepatitis B vaccinations;

        Health care workers who have direct patient contact or handle potentially infective materials have an increased risk for contracting Hepatitis B. A series of vaccinations for Hepatitis B is recommended by the Centers for Disease Control (CDC) and the Alabama Department of Public Health for persons who are at increased risk of infection from Hepatitis B. Cost of vaccinations is the student's responsibility.
   c. Visual/auditory/verbal ability to include:
      - vision corrected in one eye to 20/20 (students who desire to drive an ambulance must also possess approximately 180 degrees peripheral vision capacity);
      - Color Perception; and
      - being able to send and receive verbal messages.
7. Each student enrolled in EMS education must have verification of the following:
   a. current professional liability insurance offered through the college (due 1st day of class); and
   b. current health/hospitalization/accident insurance and/or waiver of liability.

EMERGENCY MEDICAL PARAMEDIC

Requirements for students entering the courses at the Emergency Medical Paramedic level are:

1. Complete all EMT-Basic entry requirements.
2. Minimum cumulative GPA of 2.5 on a 4.0 scale.
3. All developmental coursework must be completed before enrollment in Paramedic courses.
4. Complete ENG 101 and MTH 100 or equivalent and satisfy academic reading requirement.
5. Have a current Alabama license as an EMT-Basic or have completed an EMT-Basic course approved by the Alabama Department of Public Health within the past twelve months. Alabama licensure as an EMT-Basic is mandatory prior to beginning the second term of Paramedic courses.
6. Acceptance is granted to the most qualified applicants, with preference given to students progressing through Calhoun's EMS Program.
7. Complete a proficiency examination with a minimum score of 75% unless progressing from Calhoun's EMT Basic courses within the last 24 months.

The number of students admitted to each level of EMS education is limited according to the faculty and clinical facilities available. Priority is given to students progressing through Calhoun's program.

Licensure

Upon successful completion of the EMT-Basic/EMT-Intermediate /Paramedic courses, the student is eligible to apply for the respective National Registry examination administered by the State of Alabama, Department of Public Health. Licensure applicants must be at least 18 years of age.

All students entering EMS education courses may be required to comply with specific licensure requirements as set forth by the National Registry of EMTs and the Alabama Department of Public Health to become licensed as an EMT. Situations which may affect their licensure compliance include:

1. Not being 18 years of age or older;
2. Convicted of any criminal act, including any DUI convictions;
3. Addicted to the use of intoxicating liquors or controlled substances at the present or in the past; and
4. Not possessing 180 degrees peripheral vision capacity or a valid driver's license (for licensure as an EMT Driver).

PROGRESSION BETWEEN LEVELS

To complete individual certificates in the EMS curriculum, students must:

1. Progress through the required courses of the EMS curriculum in the prescribed sequence;
2. Attain an average of 75% in all coursework to include didactic, laboratory, clinical, and/or field internship training;
3. Submit acceptable physical examinations at intervals not to exceed 12 months;
4. Maintain current professional liability, health, and hospitalization insurance while enrolled in the EMS courses;
5. Maintain annual Basic Cardiac Life Support Certification at the Health Care Provider level;
6. Comply with the "Essential Functions" required for EMT-Basic and Paramedic courses;
7. Comply with all institutional and any cooperating health agency policies, procedures, and rules of behavior as published for the students.

Readmission:

To be readmitted to the EMS program, the student must meet the criteria for readmission to the EMS program and college as stated in the catalog and must contact the Allied Health Department to schedule an appointment with EMS faculty to discuss options for successful academic achievement.

The readmission of a student is based on availability of space and student-teacher ratio provided the student is eligible to return. The student will be readmitted one time only when he/she fails to progress for academic reasons.

Any student requesting readmission must have a minimum Grade Point Average of 2.50 on all course work attempted.

An EMS Program Application Form will be required if the time and need indicated is evident as well as liability insurance renewal, tuberculin skin testing (PPD) and CPR course completion.

When there is probable cause, the Allied Health Department reserves the right to require a prospective student, a student currently enrolled in the program, or a returning student to submit to psychological testing/counseling, a drug screening and/or a physical examination by a licensed physician at the student's expense and to submit a report of the outcomes to the Allied Health Department. The Allied Health Department will provide a specific form for this purpose when applicable. All reports will be reviewed by the Allied Health Department to determine if a student may be admitted, readmitted, or retained in the EMS/EMP courses.

EMERGENCY MEDICAL SERVICES
(Special Course Offerings)

Calhoun's special EMS course offerings allow students in other programs to take advantage of the pre-EMS related courses to enhance their knowledge of emergency care. EMS graduates, as well as graduates of other health-care programs, may take courses for professional development, utilizing the program's "state of the art," high technology equipment. Listed below are the special courses offered through the EMS Program.

EMS 100 Cardiopulmonary Resuscitation I 1
EMS 101 Cardiopulmonary Resuscitation II 1
EMS 102 Medico-Legal Aspects of Emergency Care 1
EMS 103 First Aid 1
EMS 104 First Aid for Students of Health Related Professions 1
EMS 105 First Responder 3
EMS 106 Medical Terminology for Health Professions 2
EMS 107 Emergency Vehicle Operator Ambulance 1
EMS 108 Directed Studies in EMS I 1
EMS 109 Directed Studies in EMS II 1
EMS 110 Directed Studies in EMS III 1
EMS 111 Directed Studies in EMS IV 1
EMS 112 Directed Studies in EMS V 1
EMS 113 Infection Control for Health Professions 1
EMS 114 Infection Control Refresher 1
EMS 115 Special Skills for Health Related Professions 1

EMS 120 Vehicle Extrication 2
EMS 121 Vehicle Rescue 3
EMS 122 Structural Extrication 2
EMS 123 Structural Rescue 3
EMS 124 Search & Wilderness Rescue.....3
EMS 125 High Angle Rescue I 2
EMS 126 High Angle Rescue II 3
EMS 127 High Angle Rescue III 3
EMS 128 Cave Rescue I 2
EMS 129 Cave Rescue II 3
EMS 130 Industrial Extrication 2
EMS 131 Industrial Rescue 3
EMS 132 Agricultural Extrication 2
EMS 133 Agricultural Rescue 3
EMS 134 Water Extrication 2
EMS 135 Surface Water Rescue 3
EMS 144 EMT Basic Specialized Experiences 1
EMS 145 Emergency Department Preceptorship 2
EMS 150 EMT Basic Refresher 2
EMS 151 Basic Trauma Management 1
EMS 152 Defibrillation 1
EMS 153 EMS Dispatcher 3
EMS 154 Basic Pediatric EMS Provider 1
EMS 170 Radiation Biology & Safety 1
EMS 171 Hazardous Materials Awareness and Operations 2
EMS 172 Hazardous Materials Technician I 2
EMS 173 Hazardous Materials Technician II 2
EMS 174 Incident Command and Emergency Response 2
EMS 175 Radiological Response 2
EMS 190 EMT-Intermediate Refresher 2
EMS 208 Diver Rescue Basic Scuba 2
EMS 209 Dive Rescue – Advanced Scuba 2
EMS 210 Dive Rescue 2
EMS 211 Dive Rescue Master Scuba 3
EMS 212 Dive Rescue Divemaster 3
EMS 213 Diver Rescue Assistant Instructor 3
EMS 214 Underwater Investigator 1
EMS 215 Enriched Air Diver 2
EMS 216 Hazardous Environment Diving 1
EMS 217 Dive Rescue Instructor 3
EMS 218 Supervised Studies in EMS I 1
EMS 219 Supervised Studies in EMS II 1

EMS 220 Diver Medical Technician I 2
EMS 230 Management in Emergency Medical Services 3
EMS 231 EMS Leadership Techniques 3
EMS 232 Computers in EMS.....3
EMS 233 Media and EMS Marketing 3
EMS 234 Decision Making and Problem Solving in EMS 3
EMS 235 EMS Finance and Cost Accounting 3
EMS 236 Human Resource Management in EMS 3
EMS 237 Legal Requirements in EMS 3
EMS 238 Quality Assurance in EMS 3
EMS 239 Preceptorship in EMS Management 3
EMS 264 Paramedic Registry Review 3
EMS 265 Paramedic Refresher 3
EMS 266 Advanced CV Life Support Provider 1
EMS 267 Basic Trauma Life Support Provider 1
EMS 269 Pediatric Medical Life Support Provider 1
EMS 270 Advanced Neonatal Life Support Provider 1
EMS 274 Pre-Hospital 12 Lead EKG 1
EMS 277 Pediatric Trauma Management Provider 1
EMS 280 Basic Life Support Provider.....1
EMS 281 Advanced CV Life Support Instructor 1
EMS 282 Basic Trauma Life Support Instructor 1
EMS 284 Pediatric Medical Life Support Instructor 1
EMS 285 Advanced Neonatal Life Support Provider 1

HPS 105 Medical Terminology 3
HPS 113 Spanish for Health Care Professionals 3

Continuing education courses may be offered by individual request. Those interested should contact the EMS office.

Policies for the EMS program are subject to change at any time. Written notice will be given to students enrolled in EMS courses prior to implementation of policy change.

FIRE SCIENCE

Certificate

The Certificate in Fire Science prepares students to enter the fields of fire protection and services, or may be used to improve the competencies of professionals already in the field.

COM 100 Introductory Technical English I or
ENG 101 English Composition I 3
CIS 146 Microcomputer Applications.....3
SPH 107 Fundamentals of Public Speaking.....3
FSC 101 Introduction to the Fire Service.....3
FSC 200 Fire Combat Tactics and Strategy.....3
FSC 210 Building Construction for the Fire Service.....3
FSC 240 Fire Cause Determination 3
FSC 292 Elements of Supervision/FS Supervision.....3
General Electives 2

TOTAL 26

MACHINE TOOL TECHNOLOGY
Machinist Option

Associate of Applied Science Degree

The machinist option of the machine tool technology degree program prepares students to be employed as precision machinists, general machinists and machine operators. Students choosing an AAS degree should meet with a machine tool technology program advisor prior to enrollment.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I.....3
CIS 146 Microcomputer Applications.....3
MTH 103 Introduction to Technical Mathematics I.....3
SPH 107 Fundamentals of Public Speaking or
SPH 228 Group Communications.....3
Humanities elective.....3
Science or Math Elective (MTH 104 or Higher than MTH 105).....3
Social Science elective.....3

Total.....21

MAJOR COURSE REQUIREMENTS:

MTT 101 Basic Machining Technology.....3
MTT 102 Intermediate Machining Technology.....3
MTT 104 Basic Machining Calculations.....3
MTT 105 Lathe Setup and Operations.....6
MTT 106 Milling Machine Operations.....6
MTT 121 Basic Blueprint Reading for Machinists.....3
MTT 131 Introduction to Metrology.....3
MTT 143 Geometric Dimensioning and Tolerancing.....2
MTT 181 Special Topics in Machine Tool Technology.....2
MTT 201 Advanced Machining Technology.....6
MTT 202 Machine Maintenance and Repair.....3
MTT 281 Special Topics in Machine Tool Technology.....2

Advanced Technical Specialization Courses:

MTT 110 Handbook Functions.....3
MTT 217 Orientation to CNC.....3

Total.....48

TOTAL CREDITS.....69

MACHINE TOOL TECHNOLOGY
MACHINIST OPTION

Certificate

A certificate is a program of study designed to give students specific skills in a technology. Should students later wish to pursue a degree, all courses in the certificate will apply toward the degree. Students choosing a certificate program should meet with a program advisor prior to enrollment.

ENG 101 English Composition I.....3
MTH 103 Introduction to Technical Mathematics I.....3
CIS 146 Microcomputer Applications.....3
SPH 107 or Fundamentals of Public Speaking or
SPH 228 Group Communications.....3

Total.....12

MAJOR COURSE REQUIREMENTS

MTT 101 Basic Machining Technology.....3
MTT 102 Intermediate Machining Technology.....3
MTT 104 Basic Machining Calculations.....2
MTT 105 Lathe Setup and Operations.....6
MTT 106 Milling Machine Operations.....6
MTT 121 Basic Blueprint Reading for Machinists.....3
MTT 131 Introduction to Metrology.....3
MTT 143 Geometric Dimensioning and Tolerancing.....2
MTT 181 Special Topics in Machine Tool Technology.....2
MTT 201 Advanced Machining Technology.....6
MTT 202 Machine Maintenance and Repair.....3
MTT 281 Special Topics in Machine Tool Technology.....3

Total.....42

TOTAL CREDITS.....54

MACHINE TOOL TECHNOLOGY
COMPUTER NUMERICAL CONTROL (CNC) OPTION

Associate of Applied Science Degree

The Computer Numerical Control (CNC) option of the Machine Tool Technology program prepares students to be employed as NC/CNC (Numerical Control/Computer Numerical Control) programmers and operators. Students choosing the AAS degree program should meet with a program advisor prior to enrollment.

ENG 101 English Composition I.....3
MTH 103 Introduction to Technical Mathematics I.....3
CIS 146 Microcomputer Applications.....3
SPH 107 Fundamentals of Public Speaking or
SPH 228 Group Communications.....3
Humanities Elective.....3
Science or Math Elective.....3
Social Science Elective.....3

Total.....21

MAJOR COURSE REQUIREMENTS

MTT 142 Advanced Machining Calculations.....2
MTT 200 Industrial Processes.....3
MTT 214 Computer Numerical Control Graphics
Programming Turning.....3
MTT 215 Computer Numerical Control
Graphics Programming Milling.....3
MTT 242 CNC Programming.....3
CNC 111 Introduction to Computer Numerical Control.....3
CNC 112 Computer Numeric Control Turning.....3
CNC 113 Computer Control Milling.....3
CNC 115 Basic Math for Computerized Numerical Control.....2

CNC 181 Special Topics in Computerized Numerical Control 3
CNC 211 Computer Numerical Control 2
CNC 212 Advanced Computer Numerical Control Turning 2
CNC 213 Advanced Computer Numerical Control Milling 2
CNC 222 Computer Numerical Control Graphics Turning 3
CNC 223 Computer Numerical Control Graphics Milling 3
CNC 230 Computer Numerical Control Special Projects 3

Advanced Technical Specialization Courses:

MTT 110 Handbook Functions 3
MTT 217 Orientation to CNC 3

TOTAL CREDITS 70

MACHINE TOOL TECHNOLOGY COMPUTER NUMERICAL CONTROL (CNC) OPTION

Certificate

The Computer Numerical Control (CNC) option of the Machine Tool Technology program prepares students to be employed as NC/CNC (Numerical Control/Computer Numerical Control) programmers and operators. Students choosing a certificate program should meet with a program advisor prior to enrollment.

ENG 101 English Composition I 3
MTH 103 Introduction to Technical Mathematics I 3
CIS 146 Microcomputer Applications 3
SPH 107 or Fundamentals of Public Speaking or
SPH 228 Group Communications 3

Total 12

MAJOR COURSE REQUIREMENTS

MTT 142 Advanced Machining Calculations 2
MTT 200 Industrial Processes 3
MTT 214 Computer Numerical Control Graphics
Programming Turning 3
MTT 215 Computer Numerical Control
Graphics Programming Milling 3
MTT 242 CNC Programming 3
CNC 111 Introduction to Computer Numerical Control 2
CNC 112 Computer Numeric Control Turning 3
CNC 113 Computer Control Milling 3
CNC 115 Basic Math for Computerized Numerical Control 2
CNC 181 Special Topics in Computerized Numerical Control 3
CNC 211 Computer Numerical Control 2
CNC 212 Advanced Computer Numerical Control Turning 2
CNC 213 Advanced Computer Numerical Control Milling 2
CNC 222 Computer Numerical Control Graphics Turning 3
CNC 223 Computer Numerical Control Graphics Milling 3
CNC 230 Computer Numerical Control Special Projects 3

TOTAL CREDITS 54

MACHINE TOOL TECHNOLOGY MANUFACTURING OPTION

Associate of Applied Science Degree

This Machine Tool Technology program is designed to prepare students for successful employment in the manufacturing industries by providing them with basic skills in machine tool technology and the required computational, communication and workplace readiness skills. Students choosing this AAS program should meet with a program advisor prior to enrollment.

ENG 101 English Composition I 3
MTH 103 Introduction to Technical Mathematics I 3
CIS 146 Microcomputer Applications 3
SPH 107 Fundamentals of Public Speaking
or SPH 228 Group Communications 3
Humanities Elective 3
Natural Science, CIS or Math Elective 3
Social Science Elective 3
QCT 102 Statistics I for Quality Control 3

Total 24

MAJOR COURSE REQUIREMENTS

MTT 101 Basic Machining Technology 3
MTT 102 Intermediate Machining Technology 3
MTT 105 Lathe Set-Up and Operations 6
MTT 106 Milling Machine Operations 6
MTT 121 Basic Blueprint Reading 3
MTT 131 Introduction to Metrology 3
MTT 143 Geometric Dimensioning and Tolerancing 2
MTT 201 Advanced Machining Technology 6
MTT 202 Machine Maintenance & Repair 3
MTT 217 Orientation to CNC 3
CNC 112 Computer Numerical Control Turning 3
CNC 212 Adv. Computer Numerical Control Turning 2
**MTT Elective 3

****Manufacturing Electives:**

ENG 130 Technical Report Writing 3

PMC 123 Materials and Processes or
PMC 124 Industrial Materials 3
QCT 103 Statistical Process Control 3
QCT 205 Continuous Improvement Techniques 3
MTT 215 CNC Graphics Programming Milling 3

TOTAL CREDITS 70

MACHINE TOOL TECHNOLOGY MANUFACTURING OPTION

Certificate

This Machine Tool Technology program is designed to prepare students for successful employment in the manufacturing industries by providing them with basic skills in machine tool technology and the required computational, communication and workplace readiness skills. Should students later wish to pursue a degree program, many

courses within this certificate program will apply toward the degree. Students choosing this certificate program should meet with a program advisor prior to enrollment. Courses may be taken in any sequence as long as prerequisites are met.

ENG 101 English Composition I 3
MTH 103 Introduction to Technical Mathematics I.....3
CIS 146 Microcomputer Applications.....3
SPH 107 Fundamentals of Public Speaking or
SPH 228 Group Communications.....3
QCT 102 Statistics I for Quality Control.....3

Total 15

MAJOR COURSE REQUIREMENTS

MTT 101 Basic Machining Technology.....3
MTT 102 Intermediate Machining Technology 3
MTT 105 Lathe Set-Up and Operations 6
MTT 106 Milling Machine Operations.....6
MTT 121 Basic Blueprint Reading 3
MTT 131 Introduction to Metrology 3
MTT 143 Geometric Dimensioning and Tolerancing.....2
MTT 201 Advanced Machining Technology.....6
MTT 202 Machine Maintenance & Repair.....3
MTT 217 Orientation to CNC 3
CNC 112 Computer Numerical Control Turning.....3
CNC 212 Adv. Computer Numerical Control Turning.....2

Total 43

TOTAL CREDITS.....58

MISSILE AND MUNITIONS TECHNOLOGY

Associate of Applied Science Degree
BASIC

(U.S. Army Ordnance Missile and Munitions Center and School Only)

This is a joint program between the U.S. Army Ordnance Missile and Munitions Center and School and Calhoun Community College to afford career military personnel the opportunity to earn college credits through a combination of civilian and military education. Students may apply from 27 to 42 semester hours of USAOMMCS course credits toward the applied science degree. A minimum of 27 semester hours of OMMCS credits is required to qualify for this program.

College residence may be established through distance learning classes.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
SPH 107 Fundamentals of Public Speaking or
SPH 228 Group Communications.....3
*MTH 100, 103 or Higher.....3
Humanities/Fine Arts Elective 3
Natural Science Elective 4
Social Science Elective 3
CIS Elective (CIS 146 or higher).....3

Total 22

MAJOR COURSE REQUIREMENTS 27-42**

*MTH 116 Mathematical Applications is not acceptable
**If military credits are less than 42 hours, the deficiency must be made up with General Electives (100 level or above)

TOTAL CREDITS.....64

Note: Admission to the MMT degree program is limited to Active, Reserve, or National Guard Military personnel or those who have separated or retired from the military within seven years of the academic year of this catalog.

MISSILE AND MUNITIONS TECHNOLOGY

Associate of Applied Science Degree
OPTION I. CALIBRATION SPECIALIST

(U.S. Army Ordnance Missile and Munitions Center and School Only)

This is a joint program between the U.S. Army Ordnance Missile and Munitions Center and School and Calhoun Community College to afford career military personnel the opportunity to earn college credits through a combination of civilian and military education. Students may apply from 27 to 42 semester hours of USAOMMCS course credits toward the applied science degree. A minimum of 27 semester hours of OMMCS credits is required to qualify for this program.

College residence may be established through distance learning classes.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
SPH 107 Fundamentals of Public Speaking or
SPH 228 Group Communications.....3
*MTH 100, 103 or Higher.....3
Humanities/Fine Arts Elective 3
Natural Science Elective 4
Social Science Elective 3
CIS 146 Microcomputer Applications or higher 3

Total 22

MAJOR COURSE REQUIREMENTS:
Total.....27-42**

*MTH 116 Mathematical Applications is not acceptable
**Credits must be from calibration MOS, (i.e., 35H, 35Y, etc). If military credits are less than 42 hours, the deficiency must be made up with General Electives (100 level or above)

TOTAL CREDITS.....64

Note: Admission to the MMT degree program is limited to Active, Reserve, or National Guard Military personnel or those who have separated or retired from the military within seven years of the academic year of this catalog.

MISSILE AND MUNITIONS TECHNOLOGY

Associate of Applied Science Degree

OPTION II. TECHNICAL MANAGEMENT

(U.S. Army Ordnance Missile and Munitions Center and School Only)

This is a joint program between the U.S. Army Ordnance Missile and Munitions Center and School and Calhoun Community College to afford career military personnel the opportunity to earn college credits through a combination of civilian and military education. Students may apply from 27 to 42 semester hours of USAOMMCS course credits toward the applied science degree. A minimum of 27 semester hours of OMMCS credits is required to qualify for this program.

College residence may be established through distance learning classes.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
SPH 107 Fundamentals of Public Speaking or
SPH 228 Group Communications.....3
*MTH 100, 103 or Higher.....3
Humanities/Fine Arts Elective 3
Natural Science Elective 4
Social Science Elective 3
CIS 146 Microcomputer Applications or higher 3

Total 22

MAJOR COURSE REQUIREMENTS:
Total.....27-42**

*MTH 116 Mathematical Applications is not acceptable
**For soldiers with skill levels 40 and above. If military credits are less than 42 hours, the deficiency must be made up with General Electives (100 level or above)
TOTAL CREDITS.....64

Note: Admission to the MMT degree program is limited to Active, Reserve, or National Guard Military personnel or those who have separated or retired from the military within seven years of the academic year of this catalog.

MUSIC – CHURCH MUSIC

Certificate

MUS 110 Basic Musicianship.....3
MUS 111 Music Theory I.....3
MUS 113 Music Theory Lab I.....1
MUS 112 Music Theory II 3
MUS 114 Music Theory Lab II.....1
MUL 111 Class Voice I 1
MUL 112 Class Voice II.....1
MUL 101 Class Piano I.....1
MUL 102 Class Piano II.....1
MUS 251 Introduction to Conducting.....3
MUS 270 Organization of the Church Music Program.....3
MUS 271 Church Music Literature 3

TOTAL 24

MUSIC INDUSTRY COMMUNICATIONS

Associate of Applied Science Degree

This program is for those interested in specializing in coursework which has application to the recording and publishing industries as well as to contemporary performance. Students are required to complete six credits of music performance electives and should consult a faculty advisor about this requirement.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
Math elective 3
SPH 107 Fundamentals of Public Speaking.....3
MIC 253 Computer Lit. for Musician I 3
Humanities elective 3
Natural Science/Math elective 3
Social Science elective 3

Total 21

MAJOR COURSE REQUIREMENTS:

MIC 100 Introduction to Mass Communications.....3
MIC 153 Introduction to Recording Technology.....3
MIC 201 Publishing for the Recording Industry 3
MIC 250 Mass Communications Practicum 3
MIC 251 Recording Studio Production.....3
MIC 254 Computer Literacy for the Musician II.....3
MIC 255 Digital Recording 3
MIC 293 Music Notation.....3
MUS or MUP electives 6
MUE or other Performance electives 6
MUS 110 Basic Musicianship.....3
MUS 291 Musical Acoustics.....3
MUS 292 Song Writing 3

Total 45

TOTAL CREDITS.....66

NURSING/ADN: BASIC

Associate of Applied Science Degree

This program is designed to educate individuals in providing nursing care to patients of all ages in a variety of health care settings. The program can be completed in five (5) semesters for a total of 72 semester hours. Nursing courses must be taken in sequence as offered. General education courses may be completed early; or otherwise must be taken as sequenced in the curriculum.

The Calhoun Nursing program has the full approval of the Alabama Board of Nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC). Accreditation information regarding the nursing program may be obtained from the National League for Nursing Accrediting Commission, 61 Broadway 33rd Floor, New York, NY 10006. Telephone 1-800-669-1656, ext. 153.

The Associate of Applied Science Degree is awarded by Calhoun Community College to the student who completes all requirements of the nursing program. The graduate will be eligible to apply to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Completion of the academic program in nursing in no way assures the student of licensure. Legal requirements for licensure may be found in the **Alabama Board of Nursing Administrative Code.** Applicants who have been found guilty of any offenses listed in the **Code** may be denied licensure by the Alabama Board of Nursing and any other state board of nursing. The Alabama Board of Nursing, as well as other state boards of nursing, has the power to deny eligibility for licensure to any candidate who is guilty of fraud or deceit in attempting to procure a licensure; has been convicted of a felony; is guilty of a crime involving moral turpitude or gross immorality that would tend to bring reproach upon the nursing profession; is unfit or incompetent due to the use of alcohol, or is addicted to the use of habit forming drugs to such an extent as to render him or her unsafe or unreliable as a licensee; has been convicted of any violation of a federal or state law relating to controlled substances; is mentally incompetent; is guilty of unprofessional conduct of a character likely to deceive, defraud or injure the public in matters pertaining to health or has willfully or repeatedly violated any of the provisions of this article as defined by board rules and regulations.

Upon application for licensure, the individual will be required to answer the following questions found on the application:

Have you ever been arrested or convicted of a criminal offense other than a moving traffic violation? YES____ NO____

Have you within the last 5 years abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances? YES____ NO____

Have you ever been arrested or convicted for driving under the influence of drugs/alcohol? YES____ NO____

Have you within the last 5 years received inpatient or outpatient treatment or been recommended to seek treatment for mental illness? YES____ NO____

Have you ever had disciplinary action or is action pending against you by any state board of nursing? YES____ NO____

*Have you ever been placed on a state **AND/OR** federal registry? YES____ NO____*

*Have you ever been court-martialed/disciplined **OR** administratively discharged by the military? YES____ NO____*

Any applicant who answers **"YES"** to the questions regarding criminal conviction, alcohol/drug abuse/treatment or mental illness **must** provide the Alabama Board of Nursing with a full explanation and the appropriate court/treatment records must accompany the application for examination and licensure. If the documents are not received along with the application, the applicant can expect to be delayed in taking the examination. By a full explanation, the Board expects more than a statement naming the crime for which the applicant was convicted. The explanation should contain a full recitation of who and why the crime occurred and the applicant's history since the crime. If the applicant has indicated a history of mental illness or chemical dependency, a full explanation including treatment records, urine screens, doctor's statements, etc., must be received with the application.

Applicants also should be aware that they must disclose arrests that did not result in convictions and attach those court records. Misdemeanors also must be disclosed. These include checks written on accounts with insufficient funds and DUI. Minor traffic violations are excluded. If the Board of Nursing later learns of arrests or convictions not originally disclosed, such will be considered to be fraud and deceit in procuring a license and disciplinary action will be forthcoming.

The Alabama Board of Nursing will determine whether or not the applicant may write the examination for licensure and be licensed as a registered nurse. Any questions regarding this matter should be directed to the Chairperson of the Nursing Department.

Be advised that a criminal and/or drug history could result in denial of permission to take the licensure examination.

DRUG TESTING

As stipulated by the health agencies with which the Department of Nursing contracts for clinical experience, each student accepted in any nursing program at Calhoun Community College will undergo drug and alcohol testing as a precondition to beginning a clinical rotation. The fee for testing is the responsibility of the student. Written guidelines for the screening process will be provided to the student upon their acceptance into the program.

COURSE REQUIREMENTS

BASIC CURRICULUM

PREREQUISITE COURSES

*ENG 101, English Composition I 3
SPH 107, Fundamentals of Public Speaking.....3
PSY 200, General Psychology 3
*MTH Elective (may choose from the following).....3
MTH 100, Intermediate College Algebra
MTH 112, Precalculus Algebra
MTH 116, Mathematical Applications

Total 12

*Prerequisite: Satisfactory score on the Math/English placement test or ACT/SAT tests or appropriate developmental course work.

SEMESTER I (Fall)

HPS 100, Safety Issues for Clinical Practice.....1
NUR 241, Basic Pharmacology 1
NUR 110, Fundamentals of Nursing.....6
NUR 131, Health Assessment 1
BIO 201, Human Anatomy and Physiology I*.....4
PSY 210, Human Growth and Development.....3

Total 16

* Prerequisite: BIO 103 or successful completion of BIO 103 challenge exam

SEMESTER II (Spring)

BIO 202, Human Anatomy and Physiology II 4
NUR 251, Adult Nursing I.....5
NUR 269, Family Centered Nursing.....6

Total 15

SEMESTER III (Fall)

BIO 220, General Microbiology 4
NUR 265, Advanced Nursing I.....6
NUR 266, Advanced Nursing II.....6

Total 16

SEMESTER IV (Spring)

NUR 267, Advanced Nursing III 6
NUR 291, Transition into Nursing Practice.....3
NUR 204, Computer Applications in Nursing 1
Humanities Elective 3

Total 13

TOTAL CREDITS.....72

PRE-ADMISSION PROCESS

Students interested in pursuing the Associate of Applied Science Degree in Nursing at Calhoun Community College must complete the following requirements prior to submitting an application:

- Submit a completed application form to the Admissions and Registrar's Office at Calhoun Community College and be accepted for enrollment by the College.
- Request and have processed a transcript evaluation by Calhoun Community College of all transcripts from accredited colleges or universities previously attended by the student.
- Complete prerequisite general academic courses (ENG 101, SPH 107, PSY 200 and MTH 100 or MTH 112 or MTH 116) with a minimum grade of "C" in each course.*

*Higher level mathematics may be approved in advance.

Nursing Application Process

Students who have met the pre-requisite course requirements are eligible to apply for admission to the Associate Degree Nursing program. Application forms may be obtained from the Nursing Department (306-2804 or 306-2794) or by writing to the Nursing Department, Calhoun Community College, P. O. Box 2216, Decatur, Alabama 35609-2216.

- Application must be submitted by May 30th for consideration for fall class.
- Applicants may apply at any time during the year, provided admission criteria is met.
- Applications received after May 30th will be considered for fall enrollment **only as space is available**.
- Applications must be resubmitted annually. A waiting list is no longer maintained.

Selection Process

Students are selected for admission to the Associate Degree Nursing program based on academic performance and space availability. Meeting minimum requirements does not guarantee admission to the program. Admission to the nursing program will be a competitive process based on:

- Grade Point Average for each of the four (4) pre-requisite courses (ENG 101, SPH 107, PSY 200, MTH 100 or MTH 112 or MTH 116).
- Completion of additional required general education courses with a minimum grade of "C" in each course (BIO 201, BIO 202, PSY 210, BIO 220, Humanities Elective). For each course successfully passed, 0.1 point will be added to the student's GPA.
  (Example: Student with a 2.5 GPA has taken three other required general education courses, each adding .1 to GPA to equate to 2.5 + .3 = 2.80).

Since class size is limited, the Admission Committee will evaluate each applicant's academic performance and select applicants with the strongest academic record.

NOTE: BIO 103 (General Biology) may be required or successful completion of placement exam for the student to be eligible to take BIO 201 on enrollment in the program.

General education core courses are open to any student who meets Calhoun's admission requirements. A grade of "C" or above will be required for passing each course required for the AD Nursing Program that is taken after August 31, 1993. The applicant must maintain at least a "C" average (2.0 grade point average on a 4.0 scale) on all courses taken and/or transferred to Calhoun.

The semester nursing curriculum became effective fall semester, 1998. Once enrolled in the program, students must take courses sequentially as outlined. Students must successfully pass each nursing course (NUR Prefix) to progress in the program.

Transfer Students

Applicants desiring to transfer into Calhoun's Associate Degree Nursing Program who have taken nursing courses will be considered on an individual basis and will be required to meet requirements of the nursing program. The applicant must

1. Make application to the College; be unconditionally accepted.
2. Have at least a "C" average (2.0 grade point average on a 4.0 scale) on all coursework transferred in and/or taken at Calhoun.
3. Provide verification from the institution at which nursing courses were taken that the student is eligible to return to that nursing program.
4. Have passing credit (a grade of "C" or above) on all prerequisite general education and NUR courses required in the Associate Degree Nursing curriculum.

Upon submission of documented proof of the above, an evaluation of nursing courses taken will be made. Additional materials may be required in order for nursing courses to be evaluated. Applicants having had nursing courses other than those in Calhoun's Associate

Degree Nursing Curriculum may be required to demonstrate nursing knowledge and skills. Applicants will then be notified as to where in the Associate Degree Nursing curriculum they will be accepted. Applicants will be admitted into the program based on class space availability.

ENROLLMENT REQUIREMENTS

It is recommended that all nursing students be immunized against Hepatitis B prior to entering the first nursing course. At the time of registration for the first nursing course, students will be required to present proof that they have received the three (3) Hepatitis B vaccinations or proof of immunity to the hepatitis virus. (The three immunizations take at least six months to complete). Students who choose not to have these immunizations must sign a form indicating their refusal of the vaccinations prior to being allowed to register for nursing. Additionally, the student must have the following documentation at registration for Semester I to complete enrollment process in the Associate Degree Nursing Program:

1. documentation of current cardiopulmonary resuscitation (CPR) course completion.
2. a current Student Health Form that has been completed by a licensed physician or nurse practitioner. (Form will be furnished when student is notified of admission to the Nursing Program.)
3. Documentation of two-step Mantoux skin test (PPD), or chest x-ray, if PPD is positive, indicating he/she is free of tuberculosis.
4. Verification of immunization for Hepatitis B and/or show positive antibodies, or sign a waiver.
5. Proof of purchase of professional liability insurance through the college as outlined by the Nursing Department at Calhoun Community College.
6. As stipulated by the health agencies with which the Department of Nursing contracts for clinical experience, each student accepted in any nursing program at Calhoun Community College will undergo drug and alcohol testing as a precondition to beginning a clinical rotation. The fee for testing is the responsibility of the student. Written guidelines for the screening process will be provided to the student upon their acceptance into the program.

Transfer students must meet the same requirements for hepatitis immunizations, student health examination, evidence of current CPR course completion and professional liability insurance as other Calhoun Associate Degree Nursing students.

PROGRAM REQUIREMENTS

The following requirements apply to continued progression in the program.

Standards of Conduct

The nursing student shall comply with legal, moral, and legislative standards which determine acceptable behavior of the nurse and shall avoid those behaviors which may be cause for denial of license to practice as a registered nurse, in accordance with the Alabama Law Regulating Practice of Registered and Practical Nursing and the Alabama Board of Nursing Administrative Code.

When there is probable cause, the Nursing Department faculty reserves the right to require a prospective student, a student currently enrolled in the program, or a returning student to submit to psychological testing/counseling, drug screening, and/or a physical examination by a licensed physician at the student's expense and to submit a report of the outcome to the nursing faculty. The Nursing Department will provide a specific form for this purpose, when applicable. All reports may be reviewed by the Nursing Department faculty to determine if a student may be admitted, readmitted, or retained in the nursing program.

In addition, all students admitted to the program are expected to abide by the policies of the COLLEGE CATALOG and the POLICY MANUAL for Associate Degree Nursing students.

Academic Progression

The following standards must be maintained by each student in order for her/him to progress in the nursing program:

1. Each nursing student must have a grade of "C" or above to pass each required course.
2. Each student who has completed the first year of the nursing program must have a 2.00 grade point average over all coursework to enter the second year of the program.
3. Each nursing student must demonstrate satisfactory performance in the clinical laboratory portion of each nursing course according to established criteria in order to pass the course successfully.
4. Students receiving an "I" in a NUR and/or HPS course must complete all course requirements before the time to start clinical experience in the next semester. Any exceptions made must have the approval of the Department Chairperson.

A current Student Health Examination form on all students must be maintained on file throughout the program.

Evidence of current cardiopulmonary resuscitation (CPR) course completion must be maintained by all students throughout the program.

Nursing students must have professional liability insurance coverage as outlined by the Nursing Department of Calhoun Community College.

Completion of the ADN Program must be within five (5) years of admission to the first NUR nursing course. If the program is not completed within the five (5) year time frame the student must follow the procedure for admission policy. All previously taken NUR courses must be repeated. After August 31, 1994, no NUR course will be valid for more than five (5) years toward an AAS degree in nursing. (This policy applies to transfer students, also. The date of the first NUR course will be considered to be the date the course that it is equivalent to was taken.) If a student has had a failure of a NUR course, a second failure of any NUR course will result in permanent suspension from the nursing program regardless of when the first failure occurred.

Grading

The grading scale for NUR courses is as follows:

Passing for nursing students	Failing for nursing students
A = 90-100%	D = 60-74%
B = 80-89%	F = 59% and below
C = 75-79%	

A minimum letter grade of "C" is required in all nursing (NUR) courses for passing and progressing to the next nursing course. In order to receive a letter grade of "C," a grade of 75 or above will be required for any nursing (NUR, HPS) course taken.

Readmission Requirements

A student may be readmitted to the nursing program only ONE TIME following failure of a nursing course with a clinical lab compo-

nent. After readmission following the failure, the student will be permanently suspended from the nursing program should any nursing course be failed. Students who are currently returning following a failure are considered to be using their second opportunity to complete the nursing program. (The effective date of this policy is September 1980).

A 2.00 Grade Point Average (GPA) ON ALL COLLEGE COURSES is required for readmission to a nursing course. Eligible students wishing to be readmitted to the nursing program must contact the secretary of the Nursing Department (256) 306-2794 to make an appointment with a nursing faculty advisor to discuss readmission plans. The student should obtain a current, unofficial copy of his/her transcript from the records office to bring with him/her to the meeting with the nursing faculty advisor. For readmission into the fall semester, the Request for Readmission form must be received in the Science, Health and Physical Education Division office by April 15th prior to the fall semester to be readmitted. For readmission into the spring semester, the Request for Readmission form must be received in the Science, Health and Physical Education Division office by October 15th prior to the spring semester to be readmitted. All readmitted students are accepted in the nursing program based on

1. Fulfillment of admissions criteria.
2. Availability of class space.
3. Placement on a waiting list.

A student who has been terminated from the nursing program due to disciplinary action and who wishes to be readmitted to the program must request in writing a hearing before a nursing faculty review committee. The outcome of this hearing will determine eligibility for readmission.

Program Costs

After entry into the program the student will be required to
1. purchase Nurse Pacs (equipment/supplies) through the Calhoun College Bookstore.
2. pay for National League for Nursing Achievement Test or other commercial test as administered periodically throughout this program.
3. provide his/her own transportation to area clinical facilities.

Additional expenses include:

Textbooks (Nursing)	$700.00
Uniforms & Supplies	175.00
Malpractice Insurance (per year)	25.00
Nurse Pacs	75.00
Commercial Achievement Tests	55.00
Graduation Pictures	20.00
National Council Licensure Examination	200.00
Licensing Fee	85.00
Alabama Temporary Licensing Fee (Optional)	50.00
Graduation Fees	35.00
Tuition (See General Information Section in this Catalog)	

Graduation

To graduate, a student must successfully complete the prescribed program of study with a 2.00 overall Grade Point Average (GPA).

POLICIES/CURRICULUM

Policies/Curriculum for the Associate Degree Nursing program are subject to change at any time. Written notice will be given to all students enrolled in nursing courses prior to implementation of change.

PHILOSOPHY AND OBJECTIVES

The philosophy of the nursing program was developed by the entire nursing faculty. Below are statements of the faculty's beliefs.

INDIVIDUAL

We believe that the individual is a unique, unified bio-psycho-social being who has needs. An individual's development progresses through the different life stages. Individuals seek to meet their needs and achieve physical, psychological, and social well-being. The individual's needs are organized in a hierarchy, and as lower needs are satisfied, the individual is motivated to strive to meet higher level needs. The individual's needs are satisfied by using dynamic, adaptive mechanisms which can be biological, psychological, and sociological.

We believe that individuals exist in society with the family as the basic unit. Society provides values, beliefs, and cultural diversity that give direction and meaning to an individual's experiences. Individuals are entitled to be treated with dignity and respect. The environment which surrounds individuals is continuously changing and subjects the individual to external stimuli which influences adaptive behaviors.

HEALTH

We believe that health is a dynamic state that exists when the individual's needs are satisfied and homeostasis is achieved. A state of health implies that individuals are effectively adapting to stimuli which influence the satisfaction of needs.

ILLNESS

We believe that illness is a state which results when an individual is not effectively adapting to stimuli and cannot satisfy needs or achieve homeostasis. An individual's behavioral responses are simple problems when they are common, singular in nature, easily identifiable, and resolved with predictable outcomes. An individual's behavioral responses are complex problems when they are multiple and require analysis of the variety of contributing patho/physiological and psychodynamic factors. An individual's behavioral responses which indicate illness can be organized by identification of the need which cannot be satisfied.

NURSING

We believe that nursing is a collaborative and/or independent process in which the nurse interacts with individuals where potential or actual health problems exist. Nursing applies documented, scientific knowledge through the use of the systematic nursing process of problem solving. The purpose of nursing activity is to promote the individual's adaptive behavior in any setting.

NURSING EDUCATION

We believe the nursing education consists of education courses and nursing courses. General education courses are necessary to promote the student's critical thinking, understanding of self, and the individual as a member of society. Nursing courses provide sequential nursing knowledge and experience which enable the student to develop skills, acquire knowledge and gain insights necessary for the safe practice of nursing. The educational process is a shared responsibility between faculty and student where faculty serve as facilitators of learning. Education is a lifelong process that has a beneficial effect on the learner and society.

TEACHING LEARNING PROCESS

We believe that all individuals have the right to achieve self-actualization and that society provides opportunities for this achievement. Learning is continuous throughout the life cycle. Learning is an active process that results in a change in behavior; therefore, self-understanding and self-evaluation are emphasized. Our teaching is based on the following statements:

1. Learning is meaningful when there are goals.
2. Learning is enhanced when the climate is nonjudgmental.
3. Learning is meaningful and lasting when there is opportunity for application.
4. Learning proceeds from the familiar to the new and from the concrete to the abstract.
5. Learning takes place when the learner is motivated by an awareness of the learner's needs.

ASSOCIATE DEGREE NURSE

We believe that the associate degree nurse functions in a variety of settings using critical thinking, skill, and judgment. The associate degree nurse provides nursing care to individuals of all ages from a variety of sociocultural backgrounds who are experiencing acute or chronic illnesses, a need for diagnostic evaluation, a need for information or support to maintain or promote health and/or a need for rehabilitation. The associate degree nurse is prepared to seek assistance from other health care team members when the situation encountered is beyond the nurse's knowledge and experience. The associate degree nurse in this state functions within the legal scope of practice as outlined in the Nurse Practice Act of the State of Alabama and within the ethical guidelines of the professional as specified by the American Nurses' Association.

PROGRAM OBJECTIVES

The graduate of this nursing program should be able to:

1. Provide nursing care to patients of all ages from a variety of sociocultural backgrounds who are experiencing:
   a. acute or chronic illnesses
   b. a need for diagnostic evaluation
   c. a need for information or support to maintain health
   d. a need for rehabilitation

2. Provide nursing care/patient advocacy to individuals or groups of patients utilizing technology in a cost-effective manner.

3. Utilize the nursing process based on current knowledge of nursing, the sciences and the humanities to assist individuals to meet their needs and achieve/maintain health by:
   a. assessing a patient's total health needs.
      (1) Assembles data from available resources.
      (2) Collaborates with other health care providers with regard to database.
      (3) Detects changes that result in a maladaptive state that affects ability to meet individual needs.
   b. analyzing data to formulate nursing diagnoses.
   c. developing a nursing plan aimed at promoting, maintaining and/or restoring health.
      (1) Participates with the patient, significant others, and other health care team members to establish patient-centered goals.
      (2) Prioritizes plan of care.
   d. implementing a plan according to priority needs.
      (1) Safely performs nursing interventions using cognitive, psychomotor and affective capabilities.
      (2) Utilizes appropriate communication with the patient, significant others, and health care team members.
      (3) Implements teaching plans to meet the patient's specific needs.
   e. evaluating goal achievement, modifying when necessary, with the patient, significant others, and health care team members.

4. Value professional development and nursing research in advancing nursing practice by:
   a. participating in continuing education.
   b. recognizing own capabilities and limitations.
   c. supporting professional organizations in nursing.
   d. practicing within the ANA Code of Ethics and the legal definition of nursing.

5. Delegate appropriately to other health care providers.

6. Seek assistance from other health care team members when the situation encountered is beyond the nurse's knowledge and experience.

NURSING/ADN: CAREER MOBILITY

Associate of Applied Science Degree

This nursing curriculum is designed for those persons who are graduates of a practical nursing program and who wish to pursue further nursing study. The program is accredited by the National League for Nursing and has the full approval of the Alabama Board of Nursing.

Upon satisfactory completion of the requirements of the Nursing program, the graduate will be eligible to apply to write the National Council Licensure Examination and apply to a state Board of Nursing for licensure as a registered nurse. Legal requirements for licensure may be found in the Alabama Board of Nursing Administrative Code. Applicants who have been found guilty of any offenses listed in the Code may be denied licensure by the Alabama Board of Nursing. Any applicant who has had a criminal conviction, alcohol and/or drug abuse/treatment or mental illness must provide the Alabama Board of Nursing with a full explanation and the appropriate court/treatment records at the time of application for examination and licensure. The Alabama Board of Nursing will determine whether or not the applicant may write the examination for licensure and be licensed as a registered nurse.

General education and nursing courses must be taken in the sequence listed unless general education courses are taken prior to the semester in which they are required. All students must take the nursing courses as listed in this Catalog regardless of when they begin course work at this college.

Nursing courses are offered only on the Decatur campus.

Policies for the Nursing Department are subject to change at any time. Written notice will be given to all students enrolled in NUR courses prior to implementation of policy changes.

Program objectives for the Career Mobility Program are the same as those listed under the Basic Program.

PREREQUISITE COURSES

*ENG 101, English Composition 3
SPH 107, Fundamentals of Public Speaking.....3
PSY 200, General Psychology 3
*MTH Elective (may choose from the following).....3
MTH 100, Intermediate College Algebra
MTH 112, Precalculus Algebra
MTH 116, Mathematical Applications
**BIO 201, Human Anatomy and Physiology I.....4

Total 16

* Prerequisite: Satisfactory score on the math/English placement test or ACT/SAT tests or appropriate developmental coursework.
**Prerequisite: BIO 103 or successful completion of BIO challenge exam.

SEMESTER I (Summer)

*NUR 211 – Concepts of Mobility Students 5
BIO 202, Human Anatomy and Physiology.....4
PSY 210, Human Growth and Development.....3

Total 12

* Prerequisite: Satisfactory score on Challenge Exam.

SEMESTER II (Fall)

BIO 220, General Microbiology 4
NUR 265, Advanced Nursing I.....6
NUR 266, Advanced Nursing II.....6

Total 16

SEMESTER III (Spring)

NUR 267, Advanced Nursing III 6
NUR 291, Transition into Nursing Practice.....3
NUR 204, Computer Applications in Nursing 1
Humanities Elective 3

Total 13

TOTAL 57

Challenge Exam Credits.....15

TOTAL CREDITS.....72

ADMISSION POLICY

In order to be admitted to the Career Mobility program, students must meet the following criteria:

1. Be a graduate of a practical nursing program and currently licensed by the State of Alabama.
2. Make a passing score on each of the challenge exams administered by the nursing faculty. Challenge exam scores are valid toward admission to the Career Mobility Associate Degree Nursing Program for three (3) years after the date of successful completion of all exams. The objective exams are designed to test the student's knowledge of nursing fundamentals and maternal-infant nursing. Fifteen (15) credit hours may be earned by the examination procedure. The credit will be awarded upon satisfactory completion of NUR 211, NUR 265, NUR 266, NUR 267, NUR 291, and NUR 204.
3. Be unconditionally accepted by the college.
4. Have earned credit for ENG 101, SPH 107, PSY 200, BIO 201*, MTH 100 or MTH 112 or MTH 116.
5. Maintain at least a "C" average (2.0 grade point average on a 4.0 scale) on all courses transferred in and/or taken at Calhoun.

*BIO 103 (Principles of Biology) may be required based on placement score.

Applicants must submit documented proof of criteria completion to the Nursing Department. After evaluation of criteria, applicants will be notified that their names have been placed on the waiting list for the Career Mobility program or of any deficiencies in meeting criteria. **Applicants must follow the curriculum listed in the current catalog regardless of when coursework at Calhoun was begun.**

Students are accepted into the Career Mobility Program on a first come, first served basis according to the date that their names are placed on the career mobility list and based on class space availability.

A grade of "C" or above will be required for passing each course required for the Career Mobility Nursing Program that is taken after August 31, 1993. This requirement includes required electives and prerequisites.

It is recommended that all nursing students be immunized against Hepatitis B prior to entering the first nursing course. At the time of registration for the first nursing course, students will be required to present proof that they have received the three (3) Hepatitis B vaccinations or proof of immunity to the hepatitis virus. (The three immunizations take at least six months to complete). Students who choose not to have these immunizations must sign a form indicating their refusal of the vaccinations prior to being allowed to register for nursing.

Prior to the first day of nursing classes, students must submit to the Nursing Department a current Student Health Examination form that has been completed by a licensed physician or a certified nurse practitioner. The appropriate form is furnished by the Nursing Department.

When there is probable cause, the Nursing Department Faculty reserves the right to require a prospective student, a student currently enrolled in the program, or a returning student to submit to psychological testing/counseling, drug screening, and/or a physical examination by a licensed physician at the student's expense and to submit a report of the outcome to the nursing faculty. The nursing office will provide a specific form for this purpose, when applicable. All reports may be reviewed by the Nursing Department faculty to determine if a student may be admitted, readmitted, or retained in the nursing program.

Completion of the Career Mobility ADN Program must be within three (3) years of admission to the first NUR course (NUR 211). If the program is not completed within the three (3) year timeframe, the student will be required to retake and successfully pass the Challenge Exam in order to be eligible for program entry. Approval for program entry will be based on the student's meeting the program entry criteria that are current at the time of application for program entry and class space availability. All previously taken NUR courses must be repeated. If a student has had a failure of a NUR course, a second failure of any NUR course will result in permanent suspension from the nursing program regardless of when the first failure occurred.

PARALEGAL TECHNOLOGY

Associate of Applied Science Degree

This program prepares students for employment in law-related fields. Employment areas include law firms; health, governmental, law enforcement, legislative, and social agencies; financial institutions; and abstract, real estate, and title firms.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
ENG 102 English Composition II 3
Math elective (MTH 116 or, for students planning to transfer to a senior college, MTH 110 or MTH 112) 3
SPH 107 Fundamentals of Public Speaking.....3
CIS 146 Microcomputer Applications.....3
Natural Science elective.....4
Humanities Elective 3
Social Science Elective 3

Total 25

MAJOR COURSE REQUIREMENTS:

BUS 215 Business Communication.....3
PRL 101 Introduction to Paralegal Study 3
PRL 102 Basic Legal Research and Writing 3
PRL 103 Advanced Legal Research and Writing 3
PRL 150 Commercial Law.....3
PRL 160 Criminal Law and Procedure or CRJ 140 Criminal Law and Procedure.....3
PRL 210 Introduction to Real Property Law or RLS 125 Real Estate Law 3
PRL 230 Domestic Law.....3
PRL 240 Wills, Estates, and Trusts 3
PRL 262 Civil Law and Procedures 3
PRL 282 Law Office Management and Procedures 3

PRL Electives (Choose any two (2) courses):
PRL 170 Administrative Law.....3
PRL 220 Corporate Law 3
PRL 245 Evidence for Paralegals or CRJ 146 Criminal Evidence 3
PRL 250 Bankruptcy and Collections 3
PRL 270 Workers Compensation Law.....3
PRL 291 Internship in Paralegalism 3

TOTAL CREDITS.....76

PHOTOGRAPHY AND FILM COMMUNICATIONS

Associate of Applied Science Degree

This program is for those desiring skills in still photography, filmmaking, and photo-electronic media techniques. A formal review of a professional quality portfolio of the student's work is required upon completion of the program of study. Some courses are offered once a year in the day program on the Decatur campus. Students should plan schedules with the advice of the Art faculty.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I 3
MTH Elective (to be selected from MTH 110-115 OR MTH 120-126).....3
SPH 107 Fundamentals of Public Speaking.....3
ART 221 Computer Graphics I.....3
Humanities elective 3
Natural Science/Math elective/CIS Elective.....3
Social Science elective 3

Total 21

Some of the courses below are only offered once each year. See the course description section.

MAJOR COURSE REQUIREMENTS:

ART 113 Drawing I 3
ART 121 Two Dimensional Composition I.....3
ART 173 Photography I.....3
PFC 174 Photography II 3
PFC 177 Color Photography 3
PFC 178 Audio-Visual Techniques.....2
PFC 187, 188 Photography, Film, and Media I, II or.....4
ART 176 Filmmaking and 3
PFC 276 Filmmaking II 3
ART 203 Art History I 3
ART 204 Art History II 3
PFC 258 Photographic and Media Problems 2
PFC 273, 274 Studio Photography I, II.....6
ART 291 Supervised Study in Art.....4-7
ART 299 Portfolio.....1
VCM 145 Introduction to Digital Photography.....2
VCM 146 Digital Photography or.....2
PFC Filmmaking III 3
VCM 232 Advanced Computer Graphics 3

TOTAL CREDITS 79-80

POLYSOMNOGRAPHIC TECHNOLOGY
(SLEEP DISORDERS)

Certificate

Polysomnographic Technologists perform the testing that is vital to the accurate diagnosis and successful treatment of individuals with sleep disorders throughout the life span.

This program of study is designed to prepare individuals for employment in the Allied Health profession of Polysomnographic Technology, which by definition, is the recording of multiple physiologic parameters during sleep. Proficiency at this type of diagnostic procedure requires technical expertise, excellent interpersonal skills, the ability to make adjustments based on the in-depth understanding of the many sleep-wake disorders requiring this type of testing and the ability to handle emergency situations. Performing polysomnography at night is a major part of the field of polysomnographic technology; however, this is an evolving allied health profession and expanded roles continue to develop with the rapid growth of sleep/wake disorders medicine. Polysomnographic technologists find employment in hospitals, sleep disorders centers, clinics, and in fields of instrument sales and home health care.

The Polysomnographic Technology program is designed to be completed in one year (three semesters). This program is a cooperative

effort between Calhoun Community College and Huntsville Hospital's Sleep Center.

POLYSOMNOGRAPHIC TECHNOLOGY

CERTIFICATE

PROGRAM INFORMATION

The Polysomnographic Technology Certificate program consists of eight courses taught in three semesters. Each semester builds on the preceding semester. The program consists of the following courses:

Semester I
PSG 120 Principles and Practices of Health Care 3
PSG 130 Emergency Care for Sleep Center Patients 3
PSG 219 Polysomnographic Anatomy & Physiology 3

Semester II
PSG 201 Polysomnographic Instrumentation 4
PSG 221 Polysomnographic Procedures II 4

Semester III
PSG 140 Polysomnographic Data Tabulation and Interpretation.....5
PSG 220 Sleep/Wake Pathophysiology 3
PSG 251 Polysomnographic Procedures III 5

TOTAL CREDITS 29

Entry Requirements

Requirements for students entering and participating in this program are as follows:

1. Possess a GED or high school diploma
2. Meet all institutional admissions requirements
3. Prior successful completion of or enrollment in and successful completion of BIO 211 – Human Anatomy and Physiology for the Health Occupations during the first semester of the program.
4. **Not later than the first day of class:**

    a. Submit to the Human Resources Department at Huntsville Hospital, a specific, current, satisfactory Student Health Form completed by a licensed physician or doctor of osteopathy. Forms are available at Huntsville Hospital's Sleep Center.

    b. Provide evidence of vaccination for Hepatitis B and/or positive antibodies or sign a waiver.

    c. Provide documentation of two-step Mantoux skin test (PPD), or chest x-ray if positive, indicating he/she is free of tuberculosis.

    d. Provide evidence of current certification in BCLS/Health Provider or ARC Professional Rescuer cardiopulmonary resuscitation (CPR). Students are responsible for obtaining and maintaining current CPR Certification while enrolled in the program.
5. Verification of the following:

    a. Current professional liability insurance offered through the College **(due on first day of class)**; and;

    b. Current health/hospitalization/accident insurance and/or waiver of liability.

Upon satisfactory completion of all coursework in the Polysomnographic Technology program, the graduate will be awarded a Certificate. This will assist the graduate in becoming eligible for the National Registry Examination to become credentialed as a Registered Polysomnographic Technologist (R.PSG.T)

Admission criteria, course requirements, and policies are subject to change. Prior notice will be provided to students enrolled in the program. For program information students should contact the Director of the Huntsville Sleep Center at Huntsville Hospital (256) 517-8553 or 1-800-492-5286 or the Allied Health Department at Calhoun Community College (256) 306-2786.

PRACTICAL NURSING

Certificate

Licensed Practical Nurses (LPNs) represent the second largest health care providing group in America, after RNs. LPNs provide direct patient care under the supervision of an RN, physician or dentist. They perform a variety of nursing functions requiring communication skills, critical thinking, decision making, and sound judgment. LPNs work in hospitals, long term care facilities, home health care, physician/dentist offices and other settings. Practical nurses have a vital role in affecting the quality and effectiveness of health care.

The Practical Nursing program at Calhoun is a Certificate program of study. It was established in 1953 to provide a program for the educational preparation of the Licensed Practical Nurse. The program has the full approval of the Alabama Board of Nursing. It is accredited by the National League for Nursing. Accreditation information regarding the nursing program may be obtained from the National League for Nursing Accrediting Commission, 61 Broadway 33rd Floor, New York, New York, 10006, 1-800-669-1656, ext. 153.

Graduates of this curriculum will be eligible to apply to take the licensing examination, NCLEX-PN, through which they achieve the designation of licensed practical nurse.

Completion of the practical nursing curriculum requires three (3) semesters of study for a total of 42 credit hours. Courses must be taken in sequential order as designated. Classes are admitted twice a year. Enrollment is limited.

The practical nursing curriculum revolves around technical excellence utilizing the nursing process as a means by which students relate theory to practice. It incorporates the knowledge, values, and skills required for safe, effective patient care in practical nursing practice. Ethical and legal accountability are stressed.

The practical nursing program at Calhoun is for those individuals who are service oriented, intellectually mature with a strong sense of self direction and motivation and who are able to work and interact with people of all ages and from various backgrounds.

PHILOSOPHY

The faculty of the Practical Nursing program believe that the purpose of the educational program is to prepare the individual student to function in the workplace at the entry level for practical nursing. The program gives consideration to the development of the student's aptitude and interests as persons, learners, practitioners, and citizens. The program is designed to provide each individual with equal oppor-

tunity through a quality program of study to achieve his/her potential in the field of practical nursing. Therefore, the faculty of Calhoun's Practical Nursing program sets forth the following basic beliefs.

INDIVIDUAL

Individuals are complex biological, psychological, social, and cultural beings who grow and develop throughout their lifespan. They possess inherent dignity and worth and have the right to make decisions about their health. They possess a freedom of choice in obtaining health care. Each individual is entitled to be treated with dignity, respect, and without discrimination.

SOCIETY

A society is comprised of individuals who share a system of values and beliefs; thus setting norms for individual behavior with a common goal in mind which will be for the benefit of all persons in the environment. An individual's needs can be met within the sociocultural framework. A society's survival depends upon being dynamic.

NURSING

Nursing is a dynamic profession dedicated to the promotion of health. It is the art and science of a practiced discipline providing care for the physical, psychosocial, and spiritual aspects of the individual throughout the lifespan. Nursing strives to meet the individual's needs and functions as client advocate while encouraging the individual to accept responsibility for his/her own health. The profession utilizes the nursing process to diagnose and plan treatment of human responses to actual or potential health alterations. It provides a means of documenting data collection. The practice of nursing requires legal accountability, caring, competence, critical thinking, insight, ethical reasoning, scholarship, and political activism.

PRACTICAL NURSING

Practical Nursing is a discipline in which the licensed practical nurse provides direct care to clients in various settings under the direction of a licensed professional nurse, physician, or dentist. The practice of practical nursing contributes to planning and meeting client needs throughout the lifespan. Practical nursing utilizes the nursing process to meet the needs of diverse clients with common, well defined health problems. Practical nurses perform a variety of nursing functions requiring skills, critical thinking, technical skills with decision making, and sound judgment. Practical nurses practice within the scope of practice as outlined by the Nurses' Practice Act of the state in which they are licensed.

Practical nursing requires knowledge of the nursing process, a safe and effective care environment, physiological integrity, psychosocial integrity, and health promotion. As members of the discipline, practical nurses must collaborate with other members of the health care team in meeting the needs of the client with common, well defined health problems. These needs include the client's basic physical, emotional, spiritual, and socio-cultural needs.

NURSING EDUCATION

Nursing education is a systematic program of study that takes place in an institution with a soundly structured program supported by a conceptual framework that includes Maslow, body systems, Erikson, and the nursing process as major concepts. It fosters the pursuit of truth by encouraging critical thinking and sound judgment. It provides qualified individuals with the necessary theory and selected clinical experiences which enable them to become competent practitioners. The faculty believe that the program of nursing education will allow for and promote continued professional growth and involvement in social activities that affect nursing and health.

EDUCATION AS A LIFELONG PROCESS

Education as a lifelong process is an organizational program of personal self-advancement. Continuing education provides an opportunity for the nurse to be updated in the knowledge and skills necessary for the enhancement of the individual's professional growth. The changing health care needs of society require nurses to commit themselves to lifelong learning.

TEACHING/LEARNING PROCESS

Education provides an opportunity for intellectual growth. The educational process is a shared responsibility; learning occurs in an environment of mutual respect between teacher and learner. The teacher's role is to facilitate and motivate learning using various teaching methods for differing learning styles with movement from simple to complex. The teacher is also responsible for creating a caring and nurturing environment. The learner's role is to bring an awareness of learning needs and a commitment to the learning experience.

PROGRAM OBJECTIVES

The nursing faculty accepts and utilizes the National League for Nursing Entry Level Competencies of graduates in compiling the program objectives for Calhoun's graduates. The graduates of the Calhoun Practical Nursing Program should demonstrate the following entry-level competencies:

ASSESSMENT

Assesses basic physical, emotional, spiritual, and socio-cultural needs of the health care client.

Collects data within established protocols and guidelines from various sources:

a. client interviews
b. observations/measurements
c. health care team members, family, and significant others
d. health records

Utilizes knowledge of normal values to identify deviations in health status.

Documents data collection.

Communicates findings to appropriate health care personnel.

PLANNING

Contributes to the development of nursing care plans utilizing established nursing diagnoses for clients with common, well-defined health problems.

Prioritizes nursing care needs of clients.

Assists in the review and revision of nursing care plans to meet the changing needs of clients.

IMPLEMENTATION

Provides nursing care according to:
a. accepted standards of practice.
b. priority of client needs.
c. individual and family rights to dignity and privacy.

Utilizes effective communication in:
a. recording and reporting.
b. establishing and maintaining therapeutic relationships with client, families, and significant others.

Collaborates with health care team members to coordinate the delivery of nursing care.

Instructs clients regarding health maintenance based on client needs and nurse's knowledge level.

EVALUATION

Seeks guidance as needed in evaluating nursing care.

Modifies nursing approaches based on evaluation of nursing care.

Collaborates with other health team members in the revision of nursing care plans.

MEMBER OF THE DISCIPLINE

Complies with the scope of practice as outlined in the nurse practice act of the state in which licensed.

Describes the role of the licensed practical/vocational nurse in the health care delivery system.

Utilizes educational opportunities for continued personal and professional growth.

Identifies personal potential and considers career mobility options.

Identifies personal strengths and weaknesses for the purpose of improving performance.

Adheres to a nursing code of ethics.

Functions as an advocate for the health care consumer.

MANAGING/SUPERVISION

Assumes responsibility for managing his/her own actions when providing nursing care for individuals and groups of clients.

Is accountable for nursing care delegated to unlicensed health care providers.

POLITICAL ACTIVISM

Is aware that the practical nurse, through political, economic, and societal activities, can affect nursing and health.

PRACTICAL NURSING
Certificate

FALL ADMISSION

Fall - Semester I

		Credit Hrs.
COM 100	Vocational Technical English	3
MAH 105	Math for Nurses	3
LPN 105	Fundamentals of Nursing	6
LPN 113	Body Structure & Function/ Medical Terminology	4
LPN 118	Mental Health Concepts	2
Total Credits		18

Spring - Semester II

LPN 104	Pharmacology	2
LPN 124	Family Centered Nursing	6
LPN 152	Adult Nursing IV	8
Total Credits		16

Summer – Semester III

LPN 145	Role Transition	2
LPN 142	Adult Nursing III	7
Total Credits		9
Total Credits for the PN Certificate		43

SPRING ADMISSION

Spring – Semester I

COM 100	Vocational Technical English	3
MAH 105	Math for Nurses	3
LPN 105	Fundamentals of Nursing	6
LPN 113	Body Structure & Function/ Medical Terminology	4
LPN 118	Mental Health Concepts	2
Total Credits		18

Summer – Semester II

LPN 104	Pharmacology	2
LPN 142	Adult Nursing III	7
Total Credits		9

Fall – Semester III

LPN 145	Role Transition	2
LPN 124	Family Centered Nursing	6
LPN 152	Adult Nursing IV	8
Total Credits		16
Total Credits for PN Certificate		43

ADMISSION POLICY

Applicants are accepted into the Practical Nursing Program based on the following policy:

1. Applicants must meet the admission requirements of the College for regular status.
2. Applicants must take placement test in English and Math and have appropriate placement scores for English 100 and Math 105.
3. Applicants should take placement scores to Room 204 in the Shelton Health Building.
4. Applicants will be accepted based on spaces available.
5. Applicants must have a minimum cumulative GPA of 2.0.

Students accepted for enrollment in the Practical Nursing Program must:

1. Submit to the Nursing Department a specific, current, satisfactory Student Health Form completed by a licensed physician or certified nurse practitioner (form will be furnished when student is accepted for admission). Health form is due by **first day of class.** Form is valid for two years.
2. Provide evidence of vaccination for Hepatitis B and/or positive antibodies or sign a waiver.
3. Provide documentation of two-step Mantoux skin test (PPD), or chest x-ray if positive, indicating he/she is free of tuberculosis.
4. Provide documentation of immunity for Rubeola (Measles), Mumps, Rubella (German Measles) through one of the following:
   a. History of having the disease
   b. Titer that shows immunity
   c. Immunization record
5. Provide evidence of current course completion in cardiopulmonary resuscitation (CPR) prior to clinical experience. Students are responsible for obtaining and maintaining current CPR course completion while enrolled in the program.
6. Purchase professional liability insurance through the College at the time of registration (forms available in the Nursing Department.)
7. Purchase course syllabi and Nurse Pacs (equipment/supplies) through the Calhoun Community College Bookstore.
8. Pay for National League for Nursing Achievement Test (NLN) or other commercial test as administered periodically throughout the program.
9. As stipulated by the health agencies with which the Department of Nursing contracts for clinical experience, each student accepted in any nursing program at Calhoun Community College will undergo drug and alcohol testing as a precondition to beginning a clinical rotation. The fee for testing is the responsibility of the student. Written guidelines for the screening process will be provided to the student upon their acceptance into the program.

Students in the Practical Nursing Program are expected to abide by the policies of the COLLEGE CATALOG and the PRACTICAL NURSING POLICY MANUAL.

When there is probable cause, the Practical Nursing faculty reserves the right to require a prospective student, a student currently enrolled in the program, or a returning student to submit to psychological testing/counseling, drug screening, and/or a physical examination by a licensed physician or a certified nurse practitioner at the student's expense and to submit a report of the outcome to the nursing faculty. The Nursing Department will provide a specific form for this purpose, when applicable. All reports may be reviewed by the Practical Nursing faculty in the Nursing Department to determine if a student may be admitted, readmitted, or retained in the nursing program.

Standard of Conduct

The nursing student shall comply with legal, moral, and legislative standards which determine acceptable behavior of the nurse and shall avoid those behaviors which may be cause for denial of license to practice as a practical nurse, in accordance with the Alabama Law Regulating Practice of Registered and Practical Nursing and the Alabama Board of Nursing Administrative Code.

Academic Progression in the Program:

In order to progress in the practical nursing program, the student must:

1. Fulfill course requirements as stated in each practical nursing course syllabus.
2. Achieve a minimum grade of "C" (75%) in each practical nursing course.
3. Earn a grade of "C" or better in MTH 105 and ENG 100 (or ENG 101) according to the course syllabus.
4. See readmission policy for failure to progress for academic reasons.

Readmission:

The readmission of a student is based on availability of space and student-teacher ratio provided the student is eligible to return. The student will be readmitted one time only when he/she fails to progress for academic reasons. The student must have only one course to repeat. The student must complete the program within three (3) years of initial admission date.

After two years have lapsed since a student has attended the Practical Nursing Program, the student has an option of reentering the program as a new student. The student will take all required LPN courses listed in the curriculum at the time of admission. The student will be required to meet all program requirements.

Any student requesting readmission must have a minimum Grade Point Average of 2.00 on all course work attempted.

If the time and need indicated are evident, a Student Health Examination Form will be required as well as liability insurance renewal, tuberculin skin testing (PPD) and CPR course completion.

TRANSFER STUDENTS

Applicants desiring to transfer into Calhoun's Practical Nursing Program who have taken nursing courses will be considered on an individual basis and will be required to meet requirements of the nursing program. The applicant must

1. Make application to the College; be unconditionally accepted.
2. Have at least a "C' average (2.0 grade point average on a 4.0 scale) on all course work transferred in and/or taken at Calhoun.
3. Provide verification from the institution at which nursing courses were taken that the student is eligible to return to that nursing program.

4. Have passing credit (a grade of "C' or above) on all prerequisite and LPN courses required in the Practical Nursing curriculum.

Upon submission of documented proof of the above, an evaluation of nursing courses taken will be made. Additional materials may be required in order for nursing courses to be evaluated. Applicants may be required to demonstrate nursing knowledge and skills. Applicants will then be notified as to where in the Associate Degree Nursing curriculum they will be accepted. Applicants will be admitted into the program based on class space availability.

AUDIT

Students auditing a Practical Nursing course will not be allowed to attend any clinical labs nor to take or review any course exams. They will not be required to have the required Student Health Examination nor the PPD skin testing and hepatitis vaccinations. They will not be required to complete a cardiopulmonary resuscitation (BCLS) course or pay liability insurance.

GRADING STANDARD

The grading scale for practical nursing courses (LPN prefixes) is as follows (Note: 75% or above is passing.):

Passing for PN students	Failing for PN students
A = 90 - 100%	D = 60 - 74%
B = 80 - 89%	F = 59% and below
C = 75 - 79%	

NONDISCRIMINATORY STATEMENT

The Practical Nursing Program abides by the nondiscrimination policy as published in this catalog. It is the policy of the Practical Nursing Program, in accordance with the National League for Nursing Accrediting Commission (NLNAC), to not discriminate against any individual based on age, religion/creed, ethnic origin, marital status, race, gender/sex, disability, or veteran status.

PRACTICAL NURSING PROGRAM ESTIMATED COSTS

Tuition: See College Catalog under Financial Information

Malpractice Insurance (per year)	$ 21.75
Standardized Tests	50.00
Graduation Fees	35.00
NCLEX Fee	200.00
Licensure Fee	75.00
Temporary Permit (optional)	50.00
	$356.75

Textbooks (approximate)	$540.00
Nurse Packs	$ 60.00
Uniforms (approximate)	$124.00
Health Exams, PPD, Immunizations	Cost Varies
CPR Course	$30.00

GRADUATION

To graduate, a student must successfully complete the prescribed program of study with a 2.0 overall Grade Point Average (GPA).

CAREER MOBILITY

Graduates of the Practical Nursing program who pass the NCLEX-PN examination and want to continue nursing education are referred to in the section on Career Mobility, Associate Degree Nursing program.

POLICIES/CURRICULUM

Policies/Curriculum for Practical Nursing is subject to change at any time. Written notice will be given to all students enrolled in LPN courses prior to implementation of change.

LICENSURE

Upon satisfactory completion of the requirements of the Nursing program, the graduate will be eligible to apply to take the National Council Licensure Examination and apply to a state Board of Nursing for licensure as a practical nurse. Legal requirements for licensure may be found in the Alabama Board of Nursing Administrative Code 1982 (Reprinted 1992).

Grounds for denial of an RN or LPN license by examination include but are not limited to:

1. conviction of a felony.
2. conviction of a misdemeanor or felony involving moral turpitude or gross immorality.
3. conviction of a state or federal law related to controlled substances (may be either a misdemeanor or a felony).
4. failure to show good moral character as pertaining to nursing.
5. abuse of, or addiction to, alcohol or other drugs.
6. being mentally incompetent.
7. unprofessional conduct.
8. false representation of facts on application for licensure.

(Code of Alabama, 1975, Section 34-21-25; Alabama Board of Nursing Administrative Code 610-X-8-.01 and 610 -X-8-.05)

Upon application for licensure, the individual will be required to answer the following questions found on the application:

Have you ever been arrested or convicted of a criminal offense other than a moving traffic violation? YES____ NO____

Have you within the last 5 years abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances? YES____ NO____

Have you ever been arrested or convicted for driving under the influence of drugs/alcohol? YES____ NO____

Have you within the last 5 years received inpatient or outpatient treatment or been recommended to seek treatment for mental illness? YES____ NO____

Have you ever had disciplinary action or is action pending against you by any state board of nursing? YES____ NO____

*Have you ever been placed on a state **AND/OR** federal registry? YES____ NO____*

*Have you ever been court-martialed/disciplined **OR** administratively discharged by the military? YES____ NO____*

Any applicant who answers **"YES"** to the questions regarding criminal conviction, alcohol/drug abuse/treatment or mental illness **must** provide the Alabama Board of Nursing with a full explanation and the appropriate court/treatment records must accompany the application for examination and licensure. If the documents are not received along with the application, the applicant can expect to be delayed in taking the examination. By a full explanation, the Board expects more than a statement naming the crime for which the applicant was convicted. The explanation should contain a full recitation of who and why the crime occurred and the applicant's history since the crime. If the applicant has indicated a history of mental illness or chemical dependency, a full explanation including treatment records, urine screens, doctor's statements, etc., must be received with the application.

Applicants also should be aware that they must disclose arrests that did not result in convictions and attach those court records. Misdemeanors also must be disclosed. These include checks written on accounts with insufficient funds and DUI. Minor traffic violations are excluded. If the Board of Nursing later learns of arrests or convictions not originally disclosed, such will be considered to be fraud and deceit in procuring a license and disciplinary action will be forthcoming.

The Alabama Board of Nursing will determine whether or not the applicant may write the examination for licensure and be licensed as a practical nurse. Any questions regarding this matter should be directed to the Chairperson of the Nursing Department.

Be advised that a criminal and/or drug history could result in denial of permission to take the licensure examination.

These same legal requirements or others may apply to taking the NCLEX-PN in other states.

Drug Testing

As stipulated by the health agencies with which the Department of Nursing contracts for clinical experience, each student accepted in any nursing program at Calhoun Community College will undergo drug and alcohol testing as a precondition to beginning a clinical rotation. The fee for testing is the responsibility of the student. Written guidelines for the screening process will be provided to the student upon their acceptance into the program.

SURGICAL TECHNOLOGY

Certificate

This program is designed to prepare graduates for employment and careers in this rapidly growing technical field. The Surgical Technology program is directed towards men and women who have the capability and interest to become surgical technologists. The program provides the student with knowledge and skills to function as an integral part of a team providing surgical care to patients in a variety of settings. Under medical supervision, the surgical technologist will assist with safe and effective delivery of invasive surgical procedures.

Completion of this program requires three semesters of classroom/laboratory instruction and clinical experience for a total of 1050 contact hours.

Upon successful completion of the Surgical Technology program, the student will demonstrate the following objectives:

1. Comprehension, application and evaluation of clinical information relevant to his or her role as a surgical technologist (Cognitive Domain).

2. Technical proficiency in all skills necessary to fulfill the role as a surgical technologist (Psychomotor Domain).

3. Personal behaviors consistent with professional and employer expectations for the surgical technologist (Affective Domain).

SURGICAL TECHNOLOGY
CERTIFICATE = 29 SEMESTER HOURS
PROGRAM OUTLINE

SEMESTER 1

SUR 100	Principles of Operating Room Technology	5 credits
SUR 102	Applied Surgical Techniques	4 credits
SUR 107	Surgical Anatomy and Pathophysiology	3 credits
HPS 114	Basic Pharmacology	2 credits
		14 credits

SEMESTER 2

SUR 103	Surgical Procedures	5 credits
SUR 104	Surgical Operating Room Practicum	4 credits
		9 credits

SEMESTER 3

SUR 105	Clinical Experiences in Operating Room Technology	5 credits
SUR 106	Special Topics in Surgical Technology	1 credit
		6 credits

Admissions Requirements

Acceptance into Calhoun Community College is granted to most applicants, but this does NOT constitute nor guarantee admission to the SUR program. Students interested in admission to the SUR program should complete an application through the Allied Health Department office in the Shelton Health Building, Room 107, or through Grant Wilson, Program Director, in the Shelton Health Building, Room 104.

The minimum requirements for admission into the SUR program include:

- Submit a completed application form to the Admission & Registrar's Office at Calhoun Community College and be accepted for enrollment by the College.
- Attend an information session.
- Submit a completed Surgical Technology Application Form to the Department of Allied Health (Forms are made available at information sessions).
- Possess a high school diploma or equivalent.
- Demonstrated reading comprehension ability through:
  - COMPASS Reading Score of 70 or higher
  - Completion of, concurrent enrollment in, or eligibility to enroll (ACT English score of 20 or better, or SAT verbal score of 480 or better) in ENG 101.
- A cumulative GPA of 2.5 or higher on any college coursework completed.
- Completed Medical Terminology (EMS 106 or HPS 105) with a grade of C or better.

Selection Process

Meeting minimum requirements above does NOT guarantee admission into the SUR program. Students meeting the minimum requirements will be presented to the SUR Admission Committee with a score of "I 0". Additional points are added to the application by the committee when students have:

- Completed EMS 106 or HPS 105 with a grade of
  - "A" = 4 points added
  - "B" = 3 points added
  - "C" = 2 points added
- Work experience in a patient care setting -
  - >5 years =4 points added
  - 3 to 5 years = 3 points added
  - 2 to 3 years = 2 points added
  - 1 to 2 years = 1 point added
- Completed a handwritten statement (on the application) and an interview with the Program Director
  - Statement = up to 4 points added
  - Interview = up to 4 points added
- One year or more of work experience in surgery- 1 point added

Admission is granted to the 22 students with the highest application scores. In situations where two or more students have tie scores for the final position, the date the application was submitted will determine the student awarded the seat.

Upon enrollment in the program:

1. Submit to the Allied Health Department a satisfactory Student Health Form completed by a licensed physician or nurse practitioner (form will be furnished when student is accepted for admission). Health form is due by ***first day of class***. Form is valid for one year. Evidence of good health is required for placement in the program.
2. Provide evidence of vaccination for Hepatitis B and/or positive antibodies or sign a waiver.
3. Provide documentation of two-step Mantoux skin test (PPD), or chest x-ray, if positive, indicating he/she is free of tuberculosis.
4. Provide documentation of Immunity for Rubeola (Measles), Mumps, Rubella (German Measles) through one of the following:
   a. History of having had the disease
   b. Titer that shows immunity
   c. Immunization record
5. Provide evidence of current certification in BCLS/Healthcare Provider cardiopulmonary resuscitation (CPR) prior to clinical experience. Students are responsible for obtaining and maintaining current CPR Certification while enrolled in the program.
6. Purchase professional liability insurance through the College by the ***first day of class*** (forms available in the Allied Health Department).

PROGRESSION IN THE PROGRAM

- Students must fulfill course requirements as stated in each SUR syllabus
- Achieve a minimum grade of "C" (75%) in each SUR course.

Specific questions concerning the program can be answered by calling the Surgical Technology program (Monday-Thursday at 306-2786/306-2950).

READMISSION POLICY

A student may be readmitted to a SUR course ONE TIME following a failure of an SUR course. Students who are currently returning following a failure are considered to be using their second and final opportunity to complete the Surgical Technology program.

Following withdrawal:

If a student withdraws from a SUR course or is temporarily ineligible to progress (see progression requirements), readmission to the SUR program requires:

1. written notification at least three months in advance to the SUR Program Director that the student desires to reenter the SUR program.
2. a minimum cumulative grade point average of 2.5.
3. that for successful completion of a series of advanced courses, no longer than twelve (12) months may elapse between completion of a SUR course and enrollment in the subsequent course.

All students who withdraw from or are temporarily ineligible to progress through a program of study in the Allied Health Department will be readmitted under the College Catalog in effect the year of readmission.

SECURITY

Certificate

The Certificate in Security prepares students to enter many of the varied fields of private security, or may be used to improve the competencies of professionals already employed in the field.

COM 100 Introductory Technical English I or ENG 101 English Composition I	3
CIS 146 Microcomputer Applications	3
CRJ 160 Introduction to Security	3
CRJ 161 Introduction to Physical Security	3
CRJ 162 Security Risk Management	3
CRJ 163 Security Management	3
CRJ 164 International Security	3
CRJ 166 Private and Retail Security	3
CRJ 290 Special Topics	2
TOTAL CREDITS	26

SPECIAL PROGRAMS

These programs are available only to special audiences and generally are not taught to the typical Calhoun student clientele.

All courses at the Limestone Correctional Facility Extension, with the exception of Horticulture, are taught on a self-paced basis.

AUTOMOTIVE BODY REPAIR/ BASIC REPAIR

Certificate

Limestone Correctional Facility Only

This program is designed to acquaint the beginning auto body repair student with basic knowledge of shop safety and auto body repair equipment and to provide the student with "hands on" applications of basic automotive body repair.

MAJOR COURSE REQUIREMENTS:

ABR 111 Non-Structural Repair 3
ABR 112 Non-Structural Panel Replacement.....3
ABR 122 Surface Preparation.....3
ABR 154 Auto Glass and Trim.....3
ABR 155 Automotive MIG Welding 3
ABR 252 Body Shop Management 3
ABR 254 Collision Damage Reports 3
ABR 257 Advanced Structural Repair.....3

TOTAL CREDITS.....24

AUTOMOTIVE BODY REPAIR/ ADVANCED REPAIR

Certificate

Limestone Correctional Facility Only

This certificate option will provide the student with in-depth applications of auto body repair. Emphasis will be placed on job quality and performance standards as accepted by business. Coursework or skills and knowledge equivalent to those given in the Basic Auto Body Repair certificate program are a prerequisite for entering this curriculum.

MAJOR COURSE REQUIREMENTS:

ABR 121 Refinishing Materials & Equipment 3
ABR 152 Plastic Repairs.....3
ABR 153 Corrosion Protection 3
ABR 211 Structural Analysis 3
ABR 212 Structural Repair 3
ABR 221 Mechanical Components 3
ABR 251 Color Adjustments.....3
ABR 256 Topcoat Application.....3

TOTAL CREDITS.....24

AUTOMOTIVE MECHANICS/ BASIC REPAIR

Certificate

Limestone Correctional Facility Only

The Basic Repair Certificate program in Automotive Mechanics is designed to allow the student to develop knowledge of the principles of operation of all the major components of today's passenger cars. It allows the student to develop technical and manipulative skills in diagnosing and repairing automobiles.

MAJOR COURSE REQUIREMENTS:

AUM 101 Fundamentals of Automotive Technology.....3
AUM 111 Automotive Electrical Systems 3
AUM 112 Starting, Charging Systems & Accessories 3
AUM 121 Braking Systems.....3
AUM 123 Engine Principles.....3
AUM 131 Powertrain Fundamentals.....3
AUM 212 Fuel Systems 3
AUM 240 Engine Performance 3

TOTAL CREDITS.....24

AUTOMOTIVE MECHANICS/ ADVANCED REPAIR

Certificate

Limestone Correctional Facility Only

The Advanced Repair Certificate program in Automotive Mechanics is designed to allow the student to develop knowledge of the principles of operation of all the major components of today's passenger cars. It allows the student to develop technical and manipulative skills in diagnosing and repairing automobiles. Coursework or skills and knowledge equivalent to those given in the Automotive Mechanics/Basic Repair certificate program are a prerequisite for entering this curriculum.

MAJOR COURSE REQUIREMENTS:

AUM 122 Steering, Suspension & Alignment.....3
AUM 132 Automotive Heating and Air Conditioning.....3
AUM 211 Automotive Electronics.....3
AUM 214 Ignition Systems.....3
AUM 221 Engine Repair 3
AUM 222 Manual Transmission/Transaxle 3
AUM 231 Automatic Transmission/Transaxle.....3
AUM 281 Special Topics 3

TOTAL CREDITS.....24

CARPENTRY/FINISH

Certificate

Limestone Correctional Facility Only

This program prepares the student for employment in the field of finish carpentry. The course will cover such topics as interior wall and ceiling finishing, painting and staining, trim work, and concrete slabs and sidewalks.

MAJOR COURSE REQUIREMENTS:

CAR 122 Concrete and Forming 3
CAR 123 Concrete and Forming Lab 3
CAR 132 Interior and Exterior Finishing 3
CAR 191 Internship in Carpentry.....3
CAR 211 Construction Specialties.....3
CAR 212 Construction Specialties Lab 3
CAR 213 Plans, Specifications, and Codes.....3
CAR 214 Cabinetry Lab 3

TOTAL CREDITS.....24

CARPENTRY/ROUGH

Certificate

Limestone Correctional Facility Only

This program equips the student with basic skills and knowledge in rough carpentry. All phases of construction are covered from site preparation and blueprint reading to framing.

MAJOR COURSE REQUIREMENTS:

CAR 111 Construction Basics.....3
CAR 112 Floors, Walls, Site Prep 3
CAR 113 Floors, Walls, Site Prep Lab 3
CAR 114 Introduction to Carpentry Tools and Materials 3
CAR 121 Introduction to Blueprint Reading 3
CAR 124 Floor and Wall Specialties 3
CAR 131 Roof and Ceiling Systems 3
CAR 133 Roof and Ceiling Systems Lab.....3

TOTAL CREDITS.....24

DESIGN DRAFTING/BASIC DESIGN

Certificate

Limestone Correctional Facility Only

The Design Drafting/Basic Design Certificate program is designed to offer students the opportunity to gain entry-level skills. An introduction to DOS and CAD design is included.

MAJOR COURSE REQUIREMENTS:

DDT 103 Introduction to Computer Aided Drafting 3
DDT 111 Fundamentals of Drafting and Design Technology 3
DDT 112 Introductory Technical Drawing 3
DDT 121 Intermediate Technical Drawing 3
DDT 122 Advanced Technical Drawing.....3
DDT 125 Surface Development 3
DDT 131 Machine Drafting Basics.....3
DDT 134 Descriptive Geometry 3

TOTAL CREDITS.....24

DESIGN DRAFTING / BASIC ARCHITECTURAL

Certificate

Limestone Correctional Facility Only

The Architectural Drafting Certificate program offers the advanced drafting student concentrated studies in the specialty areas of house and design drafting. Coursework or skills and knowledge equivalent to those given in the Basic Design Drafting certificate program will be built on to this more advanced level of skill.

MAJOR COURSE REQUIREMENTS:

DDT 116 Blueprint Reading for Construction 3
DDT 132 Architectural Drafting 3
DDT 150 Theory of Residential Drawings & Design 3
DDT 155 Drawing for Residential Construction.....4
DDT 212 Intermediate Architectural Drafting.....3
DDT 222 Advanced Architectural Drafting 3
DDT 227 Strength of Materials.....4

TOTAL CREDITS.....23

DESIGN DRAFTING/ADVANCED COMPUTER AIDED DRAFTING

Certificate

Limestone Correctional Facility Only

This certificate offers computer aided drafting to those persons who have manual drafting skills. Departmental approval is required before registration.

MAJOR COURSE REQUIREMENTS:

DDT 103 Introduction to Computer Aided Drafting 3
DDT 123 Intermediate CAD 4
DDT 231 Advanced CAD.....4
DDT 232 CAD Customization.....3

TOTAL CREDITS.....14

DESIGN DRAFTING / ELECTRO-MECHANICAL

Certificate

Limestone Correctional Facility Only

The Electro-Mechanical Drafting Certificate program offers the advanced drafting student concentrated studies in the specialty areas of mechanical design drafting, electronic drafting, and piping drafting. Coursework or skills and knowledge equivalent to those given in the Basic Design Drafting certificate program will be built on to this more advanced level of skill.

MAJOR COURSE REQUIREMENTS:

DDT 115 Blueprint Reading for Machinists 3
DDT 117 Manufacturing Processes 3
DDT 118 Basic Electrical Drafting 3
DDT 119 Advanced Electronic Drafting 3
DDT 211 Intermediate Machine Drafting 3
DDT 214 Pipe Drafting 4
DDT 215 Geometric Dimensioning and Tolerancing 4
DDT 221 Advanced Machine Drafting 3

TOTAL CREDITS 26

DESIGN DRAFTING / BASIC CIVIL-STRUCTURAL

Certificate

Limestone Correctional Facility Only

The Civil-Structural Basic Drafting Certificate program offers the advanced drafting student concentrated coursework and applications in the specialty areas of civil-structural drafting. Coursework or skills and knowledge equivalent to those given in the Basic Design Drafting certificate program will be built on to this more advanced level of skill.

MAJOR COURSE REQUIREMENTS:

DDT 133 Basic Surveying 3
DDT 213 Civil Drafting, Plat Maps 3
DDT 223 Advanced Civil Drafting 3
DDT 224 Structural Concrete Drafting 3
DDT 225 Structural Steel Drafting 3
DDT 235 Specialized CAD 3
DDT 236 Design Project 3
DDT 240 Public Utility Drafting 3

TOTAL CREDITS 24

HORTICULTURE/GENERAL

Certificate

Limestone Correctional Facility Only

This program provides the student with a foundation in general horticulture including plant identification, propagating techniques, safe use and care of equipment, and other applications.

MAJOR COURSE REQUIREMENTS:

HOC 111 Horticulture Business Management 3
HOC 115 Soils and Fertilizers 3
HOC 135 Ornamental Plant Identification and Culture 3
HOC 140 Ornamental Plant Pest Management 3
HOC 151 Irrigation Systems 3
HOC 230 Vegetable and Orchard Crops 3

TOTAL CREDITS 18

HORTICULTURE/LANDSCAPE DEVELOPMENT

Certificate

Limestone Correctional Facility Only

This certificate includes instruction in landscape design, installation, maintenance, and irrigation systems. The student will learn proper landscape theory, techniques, plant materials and their use, and should be able to pass state certification for employment in these areas. Coursework or skills and knowledge equivalent to those given in the General Horticulture certificate program are a prerequisite for entering this curriculum.

MAJOR COURSE REQUIREMENTS:

HOC 125 Turfgrass Management 3
HOC 136 Residential Landscape Design 3
HOC 137 Commercial Landscape Design 3
HOC 167 Golf Course Maintenance 3
HOC 216 Landscape Maintenance 3
HOC 218 Landscape Construction 3

TOTAL CREDITS 18

HORTICULTURE/NURSERY AND GREENHOUSE MANAGEMENT

Certificate

Limestone Correctional Facility Only

Topics included in this certificate include site analysis, types of greenhouses, crops and their culture, heating and cooling, fertilization, and watering. Coursework or skills and knowledge equivalent to those given in the General Horticulture certificate program are a prerequisite for entering this curriculum.

MAJOR COURSE REQUIREMENTS:

HOC 120 Plant Propagation....3
HOC 130 Nursery Production....3
HOC 134 Introduction to Floriculture....2
HOC 175 Seminar in Horticulture....1
HOC 176 Advanced Studies in Horticulture....2
HOC 210 Greenhouse Management....3
HOC 211 Greenhouse Crop Production....3

TOTAL CREDITS....17

MASONRY

Certificate

Limestone Correctional Facility Only

This program prepares the student for employment in the field of masonry. Included in this course are block and brick construction and blueprint reading.

MAJOR COURSE REQUIREMENTS:

MAS 111 Masonry Fundamentals....3
MAS 121 Brick/Block Masonry....3
MAS 131 Residential/Commercial....3
MAS 151 Masonry Fundamentals Lab....3
MAS 152 Masonry Fundamentals Lab....3
MAS 161 Concrete Block Masonry....3
MAS 162 Brick Masonry Lab....3
MAS 171 Residential Commercial....3

TOTAL CREDITS....24

UPHOLSTERY/BASIC

Certificate

Limestone Correctional Facility Only

This program will cover basic techniques and information necessary for those students entering the field of upholstery.

MAJOR COURSE REQUIREMENTS:

UPH 111 Upholstery Fundamentals and Design....3
UPH 112 Upholstery Design Furniture Lab....3
UPH 114 Upholstery Design Experimental Lab....3
UPH 121 Correlating Decorative Elements....3
UPH 131 Wood Repair and Refinishing....3
UPH 132 History of Furniture Styles....3
UPH 215 Shop Management and Layout....3
UPH 222 Interior Materials-Furniture....3

TOTAL CREDITS....24

UPHOLSTERY/AUTOMOTIVE INTERIOR AND TRIM

Certificate

Limestone Correctional Facility Only

This program gives the advanced upholstery student concentrated coursework in automotive upholstery. Coursework or skills and knowledge equivalent to those given in the Basic Upholstery certificate program are a prerequisite for entering this curriculum.

MAJOR COURSE REQUIREMENTS:

UPH 113 Upholstery Design Auto Lab....3
UPH 123 Decorative Elements Auto Lab....3
UPH 211 Design Interiors Furniture and Auto....3
UPH 213 Design Interiors Auto Lab....3
UPH 221 Automotive Upholstery & Design....3
UPH 223 Interior Materials-Auto....3
UPH 224 Auto Upholstery Design Experimental Lab....3
UPH 226 Advanced Automotive Techniques....3

TOTAL CREDITS....24

UPHOLSTERY/FURNITURE REPAIR AND REFINISHING

Certificate

Limestone Correctional Facility Only

The Furniture Repair and Refinishing certificate program covers advanced furniture covering techniques, general repairs, touch-up work, and job estimates. Coursework or skills and knowledge equivalent to those given in the Basic Upholstery certificate program are a prerequisite for entering this curriculum.

MAJOR COURSE REQUIREMENTS:

UPH 122 Decorative Elements Furniture Lab....3
UPH 124 Decorative Elements Experimental Lab....3
UPH 212 Design Interiors Furniture Lab....3
UPH 214 Design Interiors Experimental Lab....3
UPH 216 Draperies, Cornices, Bedding....3
UPH 217 Upholstery Crafts and Accessories....3
UPH 225 Advanced Furniture Techniques....3
UPH 227 Quilting Techniques and Design....3

TOTAL CREDITS....24

WELDING/BASIC STRUCTURAL

Certificate

Limestone Correctional Facility Only

The purpose of this program is to prepare students for employment in the welding industry, or to provide supplemental training for persons previously or currently employed in this occupation.

MAJOR COURSE REQUIREMENTS:

WDT 111 Cutting Processes Theory.....3
WDT 112 Shielded Metal Arc Fillet Theory 3
WDT 113 Blueprint Reading.....3
WDT 114 Gas Metal Arc Fillet Theory.....3
WDT 151 Cutting Processes Lab.....3
WDT 152 Shielded Metal Arc Fillet Welding 3
WDT 153 Shielded Metal Arc Welding Grooves.....3
WDT 154 Gas Metal Arc Lab 3

TOTAL CREDITS.....24

WELDING TECHNOLOGY/BASIC PIPE

Certificate

Limestone Correctional Facility Only

The purpose of this program is to prepare students for employment in the welding industry or to provide supplemental training for persons previously or currently employed in this occupation. Coursework or skills and knowledge equivalent to those given in the Welding Technology/Basic Structural certificate program are a prerequisite for entering this curriculum.

MAJOR COURSE REQUIREMENTS:

WDT 217 SMAW Carbon Pipe Theory 3
WDT 227 Gas Tungsten Arc Groove Theory.....3
WDT 257 SMAW Carbon Pipe Lab 3
WDT 266 Exploring Metalworking Lab 3
WDT 267 Gas Tungsten Arc Groove Lab.....3
WDT 268 Gas Tungsten Arc Fillet Lab.....3
WDT 269 Boiler Tube Lab 3
WDT 270 Shielded Metal Arc Certification Lab.....3

TOTAL CREDITS.....24

Course Descriptions

INDEX OF COURSE PREFIXES

CREDIT HOUR EQUIVALENCIES

CREDIT HOUR EQUIVALENCIES – The ratio of weekly contact hours to credit hours varies with the type of instruction being used. The college will recognize the following methods or types of instruction:

THEORY. (T) One hour of theory instruction under the supervision of an instructor plus an average of two hours of out-of-class study per week. 1:1

EXPERIMENTAL LABORATORY. (E) Two hours of experimental laboratory under the supervision of an instructor plus an average of one hour of out-of-class assignments per week. 2:1

PED ACTIVITY. (A) Two hours of physical education class activity/practice under the supervision of an instructor with out-of-class assignments per week. 2:1

MANIPULATIVE LABORATORY. (M) – Three hours of practice/manipulative laboratory under the supervision of an instructor with no out-of-class assignments per week. 3:1

SKILLS LABORATORY/CLINICAL PRACTICE. (S or C) - Three hours of skills laboratory or clinical practice under the supervision of an instructor. 3:1

Skills Laboratory/Clinical Practice is the term for skills laboratory (S) and clinical experiences (C) which are under the direct supervision of faculty. There may be out-of-class assignments per week, but they are not required. For example, skills laboratory and clinical experiences may have out-of-class assignments whereas a computer laboratory may not require an out-of-class assignment.

PRECEPTORSHIP. (P3 or P5) - Three or five hours of clinical experience per week under the supervision of a health care professional who is currently licensed, has expertise in the selected clinical area, and serves as a facilitator of learning. 3:1 or 5:1.

Preceptorship is the term used for clinical experiences which are supervised by currently licensed health care professionals who have expertise in a selected clinical area. Preceptors are employees of a clinical agency who are approved by faculty of the program and the administration of the clinical agency. Objectives for the preceptorship are specified. A designated faculty member is readily available (by telecommunication devices, for example) to the preceptor and student during the *preceptorship* experiences. Students enrolled in fields of study for which programmatic accreditation and/or licensing bodies require an 8:1 preceptorship ratio must comply with discipline-specific time-to-credit criteria.

As the contact hours for courses using preceptorship clinical experiences are entered, specify in the column for "clinical" the actual number of contact hours per week followed by a bold (P3) or (P5).

INTERNSHIP (I) - Five hours of experimental internship per week under the control and supervision of the employer on the job with coordinated employer/college representative planning. 5:1

Internship is the term which will be used to include cooperative education, 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. Students enrolled in fields of study for which programmatic accreditation and/or licensing bodies require a 10:1 internship ratio, must comply with field-specific time-to-credit criteria.

The number of clock hours of each type of instruction is stated in each course description. Types of instruction may be mixed within one course. In that event, the number of contact hours for each type of instruction is spelled out in the following order: Theory (T), Experimental Laboratory (E), PED Activity (A), Manipulative Laboratory (M), Skills Laboratory/Clinical Practice (S or C), Preceptorship (P3 or P5), and Internship (I). On the right side of the column, the number of credit hours for the entire course is given.

AIR CONDITIONING AND REFRIGERATION (ACR)

ACR 111 REFRIGERATION PRINCIPLES
(2T, 4M) 3 credits
FORMERLY: ACR 101
This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration heat transfer, refrigeration system components, the mechanical cycle of operation, and refrigeration characteristics. Upon completion, students should understand the functions of major systems components, terminology, heat transfer, safety, and the use and care of tools and equipment.

ACR 112 HVACR SERVICE PROCEDURES
(1T, 5M) 3 credits
FORMERLY: ACR 120
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
(1T, 2E, 3M) 3 credits
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 understand related terminology, be able to identify ACR pipe and tubing, and various fittings.

ACR 115 HEATING SYSTEMS I
(2T, 4E, 6M) 6 credits
FORMERLY: ACR 211
This course covers the fundamentals of heating systems. Emphasis is placed on components, operations general service procedures, and basic installation procedures. Upon completion, students should be able to install and service gas and electric furnaces.

ACR 121 PRINCIPLES OF ELECTRICITY FOR HVACR
(2T, 4M) 3 credits
This course is designed to provide the student with the basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. This course emphasizes safety, definitions, symbols, laws, circuits, and electrical test instruments. Upon completion, students should understand and be able to apply the basic principles of HVACR circuits and circuit components.

ACR 122 HVACR ELECTRICAL CIRCUITS
(1T, 5M) 3 credits
FORMERLY: ACR 133
This course introduces the student to electrical circuits and diagrams. Electrical symbols and basic wiring diagrams are constructed in this course. Upon completion, students should understand standard wiring diagrams and symbols.

ACR 123 HVACR ELECTRICAL COMPONENTS
(1T, 5M) 3 credits
FORMERLY: ACR 212
PREREQUISITE: ACR 121
This course introduces students to electrical components and controls. Emphasis is placed on the operations of motors, relays, contractors, starters, and other HVAC controls. Upon completion, students should be able to understand motor theory and control functions in HVACR equipment.

ACR 125 ADVANCED HEAT PUMP SYSTEMS
(2T, 4E, 6M) 6 credits
PREREQUISITE: ACR 123
This course is an in-depth study of the theory and application of heat pump systems. Topics include reverse cycle refrigeration, four-way valve operation, industry codes, system components and troubleshooting. Upon completion, students should be able to install and service heat pumps.

ACR 126 COMMERCIAL HEATING SYSTEMS
(1T, 5M) 3 credits
FORMERLY: ACR 213
PREREQUISITE: ACR 115
This course covers the theory and application of larger heating systems. Emphasis is placed on larger heating systems associated with commercial applications such as gas heaters, boilers, unit heaters, and duct heaters. Upon completion, students should be able to troubleshoot and perform general maintenance on commercial heating systems.

ACR 130 COMPUTER ASSISTED HVAC TROUBLESHOOTING
(2E, 3M) 1 credit
FORMERLY: ACR 232
This course focuses on troubleshooting procedures. Emphasis is placed on the proper use of test equipment and machine/electrical malfunctions. Upon completion, students should be able to diagnose and repair service problems in HVAC equipment.

ACR 132 RESIDENTIAL AIR CONDITIONING
(1T, 5M) 3 credits
FORMERLY: ACR 131
PREREQUISITE: ACR 111 (Formerly ACR 101)
This course introduces students to residential air conditioning systems. Emphasis is placed on the operation, service, and repair of residential air conditioning systems. Upon completion, students should be able to service and repair residential air conditioning systems.

ACR 133 DOMESTIC REFRIGERATION
(1T, 2E, 3M) 3 credits
PREREQUISITE: ACR 111 (Formerly ACR 101)
This course covers domestic refrigerators and freezers. Emphasis is placed on operation, maintenance, and repair of domestic refrigerators. Upon completion, students should be able to service and repair home refrigerators and freezers. **(Taught on Demand)**

ACR 134 ICE MACHINES (1T, 2E, 3M) 3 credits
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, students should be able to install, service and repair commercial ice machines. **(Taught on Demand)**

ACR 139 AUTOMOTIVE AIR CONDITIONING
(1T, 2E, 3M) 3 credits
FORMERLY: ACR 223
This course introduces students to the fundamentals of the automotive air conditioning systems. Emphasis is placed on service, diagnostics, repair procedures and the recovery and recycling of refrigerants. Upon completion, students should be able to service and repair automotive air conditioning systems.

ACR 144 BASIC DRAWING AND BLUEPRINT READING IN HVAC (3T) 3 credits
This course covers basic drawing and blueprint reading as applied to the HVAC industry. Emphasis is on three-view drawings, basic duct systems, and isometric piping. Upon course completion, students should be able to perform basic drawings related to HVAC systems and read pertinent blueprints. **(Taught on Demand)**

ACR 147 REFRIGERATION TRANSITION AND RECOVERY
(3T) 3 credits
This course is EPA-approved and covers material relating to the requirements necessary for types I, II, III and universal certification. The EPA certification exam is administered at the end of the course. Upon completion, students should be able to pass the EPA refrigerant certification exam. **(Taught on Demand)**

ACR 192 HVAC APPRENTICESHIP/INTERNSHIP
(15M) 3 credits
This course is designed to provide basic hands-on experiences in the workplace. The student is provided with a training plan developed by the employer and instructor working together to guide the learning experience. Upon course completion, students should be able to work independently and apply related skills and knowledge. **(Taught on Demand)**

ACR 200 REVIEW FOR CONTRACTORS EXAM
(1T, 5M) 3 credits
This course prepares students to take the State Certification Examination. Emphasis is placed on all pertinent codes, piping procedures, duct design, load calculation, psychometrics, installation procedures, and air distribution. Upon completion, students should be prepared to take the contractors exam. **(Taught on Demand)**

ACR 202 SPECIAL REFRIGERATION SYSTEMS
(1T, 2E, 3M) 3 credits
FORMERLY: ACR 231
PREREQUISITE: ACR 111 (Formerly ACR 101)
This course is designed to give students the basic knowledge of a variety of commercial refrigeration systems. Topics include expandable refrigeration evaporator systems, combination spray and compressor system, open cycle ammonia, CO2 pellets, vortex tubes, reach in coolers, and soft serve ice cream machines. Upon completion, students should be able to perform general troubleshooting and maintenance on various commercial refrigeration systems.

ACR 203 COMMERCIAL REFRIGERATION
(1T, 2E, 3M) 3 credits
PREREQUISITE: ACR 111 (Formerly ACR 101)
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 204 COMMERCIAL AIR CONDITIONING
(1T, 5M) 3 credits
FORMERLY: ACR 213
PREREQUISITE: ACR 111 (Formerly ACR 101)
This course focuses on commercial air conditioning systems. Topics include maintenance, repair, and troubleshooting. Upon course completion, students should be able to service and repair commercial air conditioning systems.

ACR 205 SYSTEM SIZING AND AIR DISTRIBUTION
(1T, 5M) 3 credits
FORMERLY: ACR 221 and ACR 222
This course provides instruction in the load calculation of a structure and system sizing. Topics of instruction include heat loss, heat gain, equipment and air distribution sizing, and factors making acceptable indoor air quality. Upon course completion, students should be able to calculate system requirements.

ACR 206 SYSTEM TROUBLESHOOTING
(2T, 4M) 3 credits
FORMERLY: ACR 233
This course introduces students to various HVAC troubleshooting techniques. Emphasis is placed on mechanical and electrical problems, heat pump service, air conditioning service, and problem analysis. Upon course completion, students should be able to perform various troubleshooting techniques on heating and air conditioning systems.

AEROSPACE TECHNOLOGY (ARS)

ARS 100 AEROSPACE PRINT READING, GD & T, PRECISION MEASURING INSTRUMENTS (3T) 3 credits

This course is designed to introduce the basic principles of print reading and design, including the English and Metric System; precision measuring equipment; Geometric Dimensioning and Tolerancing dealing with Aerospace design and tolerance fundamentals. Print reading topics include multi-view machine, welding, instrumentation, process, assembly drawings and engineering change order procedures. GD & T topics covered include symbols, terms, tolerance data frames and conversion. The precision measuring tools using hands on experience include small hand precision gages, combination square sets, dial & digital calipers, micrometer calipers, all type indicators, depth gages, vernier scale instruments, digital micro-check and ultra-sonic gages.

ARS 101 FUNDAMENTALS OF AEROSPACE MANUFACTURING (3T) 3 credits

This course will provide an in-depth study of several modern processes and materials that are used in fabricating high performance, lightweight, and reliable structures for aerospace assemblies. Several processes will be reviewed in detail. The processes will be those currently used in Aerospace and predicted for future use. Emphasis will be placed on process evaluation techniques that can be extrapolated to other areas.

ARS 104 SAFETY IN A MANUFACTURING ENVIRONMENT (3T) 3 credits

This course is an introduction to general issues, concepts, procedures, and safety standards found in an aerospace industrial environment. This safety course is to make the Aerospace Technician aware of their changing work environment and attempt to reduce the number of industrial accidents. This course emphasizes many safety topics including general industry safety rules, personnel protective equipment, electrical & machine safety, respirators, welding & coatings safety, fall protection & elevated platforms, crane & rigging operation, forklift and tug safety, HazCom policies and MSDS documentation.

ARS 105 AEROSPACE METALLURGY AND MATERIALS (3T) 3 credits

This course will provide the student with an ability to make informed decisions in processing materials used in aerospace manufacturing, fabrication and assembly. This course will also provide an awareness of the material requirements of structures fabricated to perform in a non-terrestrial environment and an introduction to the vocabulary commonly used in Aerospace fabrication facilities.

ARS 126 AEROSPACE MACHINING FUNDAMENTALS (2T, 3M) 3 credits
COREQUISITE: ARS 100

This course is an introduction to general machining issues, concepts, procedures, and safety standards found in an aerospace industrial environment. This introduction to Aerospace Machining Fundamentals is intended to indoctrinate the Aerospace Technician in basic skills needed to operate and to perform machining functions safely and efficiently in an aerospace facility. The Aerospace Technician will be introduced to basic manual as well as introductory level CNC programming and CNC manufacturing skills to build a firm foundation as an Aerospace Machining and Fabrication Technician. Some of the study and practical experience topics are bench work, speeds and feeds, tooling applications, set-up, machine control & operations, CNC basic operations, G & M codes, tool presetting and CNC machine capabilities.

ARS 127 ADVANCED AEROSPACE MACHINING (2T, 3M) 3 credits
PREREQUISITE: ARS 126
COREQUISITE: ARS 100

This course will introduce advanced principles of aerospace machining. It is designed to build on general machining issues, concepts, procedures, and safety standards learned in the course Aerospace Machining Fundamentals. This course is intended to indoctrinate the Aerospace Technician in advanced skills needed to safely and efficiently operate machining equipment in an Aerospace Facility and other high-tech machining industries and industrial environments. This course emphasizes CNC programming, tooling and work-holding devices, organization and inventory tooling practices and work skills needed in an aerospace industrial environment.

ARS 128 CNC PROGRAMMING (2T, 3M) 3 credits
COREQUISITE: ARS 100

This course is an introduction to general CNC programming concepts, procedures and techniques found in an aerospace industrial machining and fabricating environment. This course will train the Aerospace Technician to read, write and use the G and M code programming language to accomplish machining and fabricating hardware using state of the art CNC equipment. This course also introduces the technician to CadCam system programming found in the aerospace industry. These CadCam programming skills will be used extensively through the entire aerospace machining and fabrication curriculum path. Some of the programming topics will include 3 axes mill, CNC lathe programming and applying tool path and cutter compensations.

ARS 129 AEROSPACE BRAKE-FORMING OPERATIONS (2T, 3M) 3 credits
COREQUISITE: ARS 100

This course is designed to educate individuals in brake forming operations, issues, concepts, procedures, and safety standards found in an Aerospace industrial environment. Brake Forming Operations is intended to supply the Aerospace Technician with advanced skills needed to operate, and to perform bending and forming operations safely and efficiently in an Aerospace facility. The Aerospace Technician will be introduced to sheet metal bend programming, conversational CNC operational and manufacturing skills. This will allow the Aerospace Brake Forming

Technician to become diversified in an Aerospace manufacturing environment and other high-tech industries involved in brake forming. The study includes practical experience in brake safety, tooling, maintenance, operations, press tooling applications dies, multiple set-ups, machine control & operations, slip rolling, conversational CNC control operations, generating programs, calculating set and spring back, materials and forming capabilities and bump forming.

ARS 151 WELDING PRINCIPLES THEORY AND SYMBOLS (3T) 3 credits
COREQUISITE: ARS 100
A beginning study of Aerospace welding processes with emphasis on equipment, gases, electric current, tooling, design, material types and welding symbols. A limited amount of manual welding is anticipated. Analysis of weldments is expected.

ARS 152 ORBITAL TUBE WELDING (2T, 3M) 3 credits
COREQUISITE: ARS 100
This course is a study in programmable orbital tube welding setup methods, programming methods, and safe operation of welders and tube preparation machinery. This process is a high tech application of automated TIG welding on small thin walled tubing.

ARS 153 GAS TUNGSTEN ARC AND PLASMA WELDING AND LAB (3T, 2E) 4 credits
COREQUISITE: ARS 100
A study of the strengths and limitations of Gas Tungsten Arc Welding (GTAW) and Plasma Arc Welding (PAW) will be made. Equipment, shielding gases, arc characteristics, filler metals, and base material will be studied. Manual welding procedures will be taught. Each student will receive a certificate stating the level of manual welding achievement.

ARS 176 AEROSPACE ELECTRICAL/ELECTRONIC ASSEMBLY (2T, 2E) 3 credits
COREQUISITE: ARS 100
This course is a study in the mechanics of electrical/electronic assembly used in aerospace and related manufacturing. This course will prepare the technician for the hands on part of electrical/electronic assembly, and includes basic electricity, wire types, wire gages, wire stripping methods, crimp tools, electrical connectors, electrical torquing, soldering techniques, wire harness manufacturing, and wire harness installation.

ARS 178 AEROSPACE MECHANICAL ASSEMBLY (2T, 2E) 3 credits
COREQUISITE: ARS 100
This course is a study of mechanical assembly processes applied in aerospace and related manufacturing industries. Topics include safety, drilling techniques, fastener installation, and related attachments.

ARS 202 PROCESS CONTROL AND QUALITY MANUFACTURING (3T) 3 credits
This course serves as an introduction to the basic principles of Quality management and Statistical Process Control (SPC). It inculcates the student with the concept of Lean Manufacturing reinforced with SPC applications. Objectives for students successfully completing the course are: (1) Practice the knowledge and skills to successfully apply SPC using various quality tools with the goal of improving product quality. (2) Practice the knowledge and skills needed for decision making and controlling manufacturing resources with the goal of improving efficiency and cost effectiveness. Additionally, this course is designed to enhance students' successful linkage to future certification in QA/AC.

ARS 203 ADVANCED AEROSPACE MANUFACTURING (3T) 3 credits
PREREQUISITE: ARS 101
The course will provide the student with an awareness of manufacturing processes and the knowledge of how to evaluate processes and materials for manufacturing stability, cost effectiveness, and inherent quality. The student will become familiar with methods to find additional technical information.

ARS 226 HEMI-MILLING MACHINING (2T, 3M) 3 credits
PREREQUISITE: ARS 126, ARS 127, ARS 128, ARS 227
COREQUISITE: ARS 100
This advanced course is an introduction to hemi-milling operations, machining issues, concepts, procedures, and safety standards found in an Aerospace industrial environment. This course in Aerospace hemi-milling operations is intended to indoctrinate the Aerospace Technician in advanced skills needed to operate, and to perform Hemi and gantry mills safely and efficiently in an Aerospace facility. Some of the course study and practical experience include tooling and fixturing, CNC 5 axis programming, vector and polar coordinate drilling and 5 axis ISO grid operations and manipulation of multi-axis milling and drilling heads.

ARS 227 SKIN MILLING (2T, 3M) 3 credits
PREREQUISITE: ARS 126, ARS 127, ARS 128
COREQUISITE: ARS 100
This advanced course is an introduction to skin milling operations, machining issues, concepts, procedures, and safety standards found in an aerospace industrial environment. This course in aerospace skin milling operations is intended to indoctrinate the Aerospace Technician in advanced skills needed to operate, and to perform skin and gantry mills safely and efficiently in an aerospace facility. Some of the course study and practical experience topics are surface prep, material selection, tool balancing and gauging, vacuum lift and chuck operating procedures, thread hobbing and ISO grid operations and manipulation of machine control units.

ARS 228 VERTICAL TURRET LATHES (2T, 3M) 3 credits
PREREQUISITE: ARS 126, ARS 127, ARS 128
COREQUISITE: ARS 100
This advanced course is an introduction to vertical turret lathe operations, machining issues, concepts, pro-

cedures, and safety standards found in an aerospace industrial environment. This course in aerospace vertical turret Lathes operations is intended to indoctrinate the Aerospace Technician in advanced skills needed to operate, and to perform Vertical Turret Lathes safely and efficiently in an aerospace facility. Some of the course study and practical experience include lathe tooling, chucking and fixturing, CNC lathe programming, turning and threading operations, boring and facing and manipulation of FANUC machine control units.

ARS 229 AEROSPACE INSPECTION PROCESSES
(2T, 3M) 3 credits
COREQUISITE: ARS 100
This course is an advanced class involving aerospace inspection processes, concepts, procedures, and safety standards found in an aerospace industrial inspection environment. This course in aerospace inspection processes is intended to indoctrinate the Aerospace Technician in advanced inspection skills needed to operate, and to perform safely and efficiently in an aerospace facility. Inspection topics emphasized are vernier and micrometer instruments, gage blocks, indicators, electronic comparators, angular measurements, calibration procedures, coordinate measuring machines, theodalite and laser alignment equipment, and evaluate failure analysis procedures.

ARS 251 SPECIALIZED WELDING PROCESSES AND LAB
(3T, 2E) 4 credits
PREREQUISITE: ARS 151 AND ARS 153
COREQUISITE: ARS 100
A study of the welding processes most commonly used in aerospace other than Arc such as Electron Beam, Ultrasonic, Pressure, Flash Butt, Inertia, Friction, Explosive, Stud, Resistance, Laser, and Diffusion Bonding will be examined.

ARS 252 WELDING INSPECTION PROCEDURES
(3T, 2E) 4 credits
PREREQUISITE: ARS 151 AND ARS 153
COREQUISITE: ARS 100
The reasons for and the objective of welding inspection will be examined. A beginning understanding of visual, penetrant, ultrasonic and radiographic inspection will be studied. Defect types and effects on the hardware functional life will be examined. The critical nature of repairs will also be examined.

ARS 253 HYDROSTATIC AND PNEUMATIC PROCESSES
(3T) 3 credits
COREQUISITE: ARS 100
The use of high-pressure fluids and gases to form, size, qualify and proof test small and large aerospace products will be studied. The benefits of forming into tools versus stamping or stretching will be examined. The security of final sizing and proof testing will be examined.

ARS 254 COATINGS PRINCIPLES, APPLICATION AND PROCESSES (3T) 3 credits
PREREQUISITE: ARS 151 AND ARS 153
COREQUISITE: ARS 100
A study of the processes, methods, equipment and materials for apply coatings by thermal, pneumatic and chemical means will be studied. Process analysis and final product acceptance requirements will be evaluated.

ARS 276 INSTRUMENTATION AND ATTACHMENTS
COREQUISITE: ARS 100
(2T,2E) 3 credits
This course includes how thermocouples, temperature sensors, and strain gages are used in the aerospace industry and how they are installed on different types of airframes and structures. This course also includes the bonding materials, soldering techniques, and electrical testing of temperature sensors and strain gages.

ARS 278 ADHESIVE BONDING
(2T,2E) 3 credits
COREQUISITE: ARS 100
This course includes mixing and applying adhesives for pressure, safety, corrosion, weather, and fuel tank sealing for various aerospace applications. This course also includes a study of why different adhesives are used and how exposure to different elements affect the adhesives.

ARS 280 SURFACE PREPARATION AND PAINTING OPERATIONS
(2T,2E) 3 credits
COREQUISITE: ARS 100
This course is a study of preparation of component surfaces for various coating and painting applications. This course also includes measurement of paint and coating thickness both wet and dry, how colors are developed, and how to operate a paint booth electrical and air systems.

ARS 282 INTEGRATED ASSEMBLY PROJECT
(6E) 3 credits
PREREQUISITE: ARS 152, ARS 176, ARS 178, ARS 276, ARS 278 ARS 280 AND ARS 284
This project course will offer the student the opportunity to complete a hands-on project including all training in aerospace structures and assembly. The student will follow a work order to assemble a project that includes installing rivets, building and installing a wire harness, welding and installing stainless steel tubes, painting and installing and testing various attachments, instruments and sensors.

ARS 284 SPECIAL COATING APPLICATIONS
(4T,4E) 6 credits
COREQUISITE: ARS 100
This course is a study in special coatings for composite materials such as marshall convergent coating. This will address mixing, spraying, and curing of coating materials. This course also includes a study of how composite materials are manufactured, how composite materials are used, and why composite materials are used rather than metals.

ANTHROPOLOGY (ANT)

ANT 200 INTRODUCTION TO ANTHROPOLOGY (3T) 3 credits
This course is a survey of physical, social, and cultural development and behavior of human beings.

ANT 210 PHYSICAL ANTHROPOLOGY (3T) 3 credits
This course is a study of the human evolution based upon fossil and archaeological records as well as analysis of the variation and distribution of contemporary human populations.

ANT 220 CULTURAL ANTHROPOLOGY (3T) 3 credits
This course is the application of the concept of culture to the study of both primitive and modern society.

ANT 226 CULTURE AND PERSONALITY (3T) 3 credits
PREREQUISITE: ANT 200
This course explores the relationship between personality development and culture from a cross cultural perspective.

ANT 230 INTRODUCTION TO ARCHAEOLOGY (3T) 3 credits
This course is an introduction to archaeological excavation techniques and post-excavation laboratory procedures.

ANT 236 FIELD SURVEY IN ARCHAEOLOGY (6E) 3 credits
PREREQUISITE: ANT 230
This course permits students to apply archaeological techniques to field research projects.

ANT 237 ARCHAEOLOGICAL LAB PROCEDURES (6E) 3 credits
PREREQUISITE: ANT 230
This course specializes in artifact conservation, cataloging, sorting, storage, and general post-excavation cultural material administration. Learning methodology and understanding the deterioration-susceptibility of objects.

ANT 246 PRESERVATION LAB PROCEDURES (6E) 3 credits
PREREQUISITE: ANT 230
This course is primarily intended for students interested in pursuing museum science and archaeological laboratory procedures. It reviews technical information on curation, preservation, and conservation of physical and cultural objects.

ANT 260 INDIANS OF NORTH AMERICA (3T) 3 credits
This course surveys the history, development, and culture of North American Indian tribes.

ART (ART)

ART 100 ART APPRECIATION (3T) 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 artwork. Upon completion, students should understand the fundamentals of art, the materials used and have a basic overview of the history of art.

ART 101 ART WORKSHOP I (6E) 3 credits
PREREQUISITE: Permission of instructor
This course provides an art experience for both non-art and art majors who are interested in a variety of art projects concerned with community or college related activities. Emphasis is placed on the organization of ideas in advancing their creative process. Upon completion, students should be able to present visual evidence of the activities involved and explain how the experience advanced their artistic skills.

ART 102 ART WORKSHOP II (6E) 3 credits
PREREQUISITE: Art Workshop I, Permission of instructor
This course provides an art experience for both non-art and art majors who are interested in a variety of art projects concerned with community or college related activities. Emphasis is placed on the organization of ideas in advancing their creative process. Upon completion, students should be able to present visual evidence of the activities involved and explain how the experience advanced their artistic skills.

ART 109 ART MUSEUM SURVEY (3T) 3 credits
This course covers the art experienced through supervised visits to museums and art galleries. Emphasis is placed on learning through critical study. Upon completion, students should be able to write a critical analysis of the artwork experienced that demonstrates an understanding of aesthetics.

ART 113 DRAWING I (6E) 3 credits
This course provides the opportunity to develop perceptional and technical skills in a variety of media. Emphasis is placed on communication through experimenting with composition, subject matter and technique. Upon completion, students should demonstrate and apply the fundamentals of art to various creative-drawing projects.

ART 114 DRAWING II (6E) 3 credits
PREREQUISITE: ART 113
This course advances the student's drawing skills in various art media. Emphasis is placed on communication through experimentation, composition, technique and personal expression. Upon completion, students should demonstrate creative drawing skills, the application of the fundamentals of art, and the communication of personal thoughts and feelings.

ART 121 TWO-DIMENSIONAL COMPOSITION I (6E) 3 credits
This course introduces the basic concepts of two-dimensional design. Topics include the elements and principles of design with emphasis on the arrangements and relationships among them. Upon completion, students should demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions.

ART 122 TWO-DIMENSIONAL COMPOSITION II (6E) 3 credits
PREREQUISITE: ART 121
This course covers the theory and practice of composing two-dimensional images. Emphasis is placed on the relation between the basic elements and principles of design and their impact on the visual message. Upon completion, students should, through personal expression, demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions.

ART 126 COLOR (6E) 3 credits
This course introduces the student to fundamentals of color and color uses. Topics include various color theories, technical skills in mixing color, types of pigment and the expressive uses of color. Upon completion, students should be able to explain and demonstrate a fundamental understanding of color as it is used in the development of assigned color problems.

ART 127 THREE-DIMENSIONAL COMPOSITION (6E) 3 credits
PREREQUISITE: ART 113 or ART 121
This course introduces art materials and principles of design that acquaint the beginner with the fundamentals of three-dimensional art. Emphasis is placed on the use of art fundamentals and the creative exploration of materials in constructing three-dimensional artworks. Upon completion, students should demonstrate basic technical skills and a personal awareness of the creative potential inherent in three-dimensional art forms.

ART 133 CERAMICS I (6E) 3 credits
This course introduces methods of clay forming as a means of expression. Topics may include hand building, wheel throwing, glazing, construction, design, and the functional and aesthetic aspects of pottery. Upon completion, students should demonstrate through their work, a knowledge of their methods, as well as an understanding of the craftsmanship and aesthetics involved in ceramics.

ART 134 CERAMICS II (6E) 3 credits
PREREQUISITE: ART 133
This course develops the methods of clay forming as a means of expression. Topics may include hand building, glazing, design, and the functional and aesthetic aspects of pottery, although emphasis will be placed on the wheel throwing method. Upon completion, students should demonstrate improved craftsmanship and aesthetic quality in the production of pottery.

ART 173 PHOTOGRAPHY I (6E) 3 credits
This course is an introduction to the art of photography. Emphasis is placed on the technical and aesthetic aspects of photography with detailed instruction in darkroom techniques. Upon completion, students should understand the camera as a creative tool, understand the films, chemicals and papers, and have a knowledge of composition and history.

ART 174 PHOTOGRAPHY II (2T, 2E) 3 credits
PREREQUISITE: Permission of instructor
This is a sequence to Photography I and serves as an introductory photography course. Emphasis is placed on aesthetic as well as technical aspects of photography. Upon completion, the student will be able to produce well composed photographs.

ART 176 FILMMAKING (6E) 3 credits
This course provides a knowledge of the basics of filmmaking. Emphasis is placed on procedure, equipment, editing and sound. Upon completion, students should demonstrate a basic knowledge of filmmaking through critical analysis and film projects.

ART 177 COLOR PHOTOGRAPHY (2T, 2E) 3 credits
PREREQUISITE: ART 173 or ART 176 or Permission of instructor
This course covers the primary materials and processes of color photography. Emphasis is placed on the correct exposure, processing, creative color usage, and printing of both positive/negative color materials through exploration of films, filters, processes, and color temperature. Upon completion, students should be able to correctly execute the technical controls of color materials and explore the creative possibilities of color photography.

ART 178 AUDIO-VISUAL TECHNIQUES (1T, 2E) 2 credits
This course is an exploration of the area of linkage between the visual and auditory senses. Work with sound and recording equipment, projected images and multimedia hardware and software is included.

Students will produce finished multimedia pieces.

ART 187 PHOTOGRAPHY, FILM, AND MEDIA I (1T, 2E) 2 credits
PREREQUISITE: ART 173 or PFC 177 or Permission of instructor
This course is designed to help the student explore creative approaches to photography, film, and related media. Problems in darkroom techniques, laboratory techniques, and special effects are included. Upon completion, the student should be able to apply these techniques to professional quality finished pieces.

ART 188 PHOTOGRAPHY, FILM, AND MEDIA II (1T, 2E) 2 credits
PREREQUISITE: PFC 187 or Permission of instructor
This course is designed to help the student explore creative approaches to photography, film, and related media in greater depth. Problems in darkroom techniques, laboratory techniques, and special effects are included. Upon completion, the student should be able to apply these techniques to professional quality finished pieces.

ART 190 ART: LEGAL AND FINANCIAL MANAGEMENT (3T) 3 credits
This course is designed to acquaint the student with funding sources, business procedures, and project planning for the visual artist. Topics may include grants, budgeting, legal contracts, and self-promotion. Upon completion, students should demonstrate a knowledge of the basics of managing an art related business.

ART 203 ART HISTORY I (3T) 3 credits
This course covers the chronological development of different forms of art, such as sculpture, painting and architecture. Emphasis is placed on history from the ancient period through the Renaissance. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles, and of the impact of society on the arts.

ART 204 ART HISTORY II (3T) 3 credits
This course covers the chronological development of different forms of art, such as sculpture, painting and architecture. Emphasis is placed on history from the Baroque to the present. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles and of the impact of society on the arts.

ART 216 PRINTMAKING I (6E) 3 credits
This course introduces various printmaking processes. Topics include relief, intaglio, serigraphy, or lithography and the creative process. Upon completion, students should have a basic understanding of the creative and technical problems associated with printmaking.

ART 217 PRINTMAKING II (6E) 3 credits
PREREQUISITE: ART 216 or Permission of instructor
This course provides the opportunity for the student to study a printmaking process beyond the introductory level. Emphasis is placed on creativity, composition, and technique in the communication of ideas through printmaking. Upon completion, students should demonstrate an understanding of the printmaking process as a creative tool for the expression of ideas.

ART 221 COMPUTER GRAPHICS I (6E) 3 credits
This course is designed to enhance the student's ability to produce computer generated graphics. Emphasis is on the application of original design to practical problems using a variety of hardware and software. Upon completion, students should have an understanding of professional computer graphics.

ART 231 WATERCOLOR PAINTING I (6E) 3 credits
This course introduces materials and techniques appropriate to painting on paper with water-based medium. Emphasis is placed on developing the technical skills and the expressive qualities of watercolor painting. Upon completion, students should be able to demonstrate a basic proficiency in handling the techniques of watercolor and how it can be used for personal expression.

ART 232 WATERCOLOR II (6E) 3 credits
PREREQUISITE: ART 231
This course advances the skills and techniques of painting on paper using water-based medium. Emphasis is placed on exploring the creative uses of watercolor and developing professional skills. Upon completion, students should demonstrate and compile a body of original paintings that reflects a personal awareness of the media's potential.

ART 233 PAINTING I (6E) 3 credits
This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Upon completion, students should be able to demonstrate the fundamentals of art and discuss various approaches to the media and the creative processes associated with painting.

ART 234 PAINTING II (6E) 3 credits
PREREQUISITE: ART 233
This course is designed to develop the student's knowledge of the materials and procedures of painting beyond the introductory level. Emphasis is placed on the creative and technical problems associated with communicating through composition and style. Upon completion, students should be able to demonstrate the application of the fundamentals of painting and the creative process to the communication of ideas.

ART 243 SCULPTURE I (6E) 3 credits
This course provides a study of three-dimensional form by familiarizing students with sculpting media and techniques. Topics include the fundamentals of

art and sculpting media with emphasis on the creative process. Upon completion, students should understand the fundamentals of art and three-dimensional form, as well as the various media and processes associated with sculpture.

ART 244 SCULPTURE II (6E) 3 credits
PREREQUISITE: ART 243
This course is designed to sharpen skills in the media and processes of sculpture. Emphasis is placed on personal expression through three-dimensional form. Upon completion, students should be able to apply the fundamentals of art, their knowledge of form, and the sculptural processes to communicating ideas.

ART 253 GRAPHIC DESIGN I (6E) 3 credits
PREREQUISITE: VCM 180 or Permission of instructor
This course is designed to introduce the study of visual communication through design. Emphasis is placed on the application of design principles to projects involving such skills as illustration, layout, typography, and production technology. Upon completion, students should demonstrate a knowledge of the fundamentals of art and understanding of the relationship between materials, tools and visual communication.

ART 254 GRAPHIC DESIGN II (6E) 3 credits
PREREQUISITE: VCM 180 or ART 253
This course further explores the art of visual communication through design. Emphasis is placed on the application of design principles to projects involving such skills as illustration, layout, typography, and production technology. Upon completion, students should be able to apply the knowledge of the fundamentals of art, material and tools to the communication of ideas.

ART 258 PHOTOGRAPHIC AND MEDIA PROBLEMS (1T, 2E) 2 credits
This course deals with special problems in the student's area of interest. Emphasis is placed on design, technique and results. Upon completion, the student will be able to produce professional quality photographs in one particular area of photography.

ART 263 MUSEUM PRACTICE I (2-8E) 1-4 credits
PREREQUISITE: Permission of instructor
This course provides an introduction to a variety of museum works, with practical training supervised by museum staff. Topics may include promotion, shipping, labeling and hanging of a museum exhibit as well as the study of the work itself. Upon completion, students should understand the activities surrounding a museum exhibit and be able to explain how the experience advanced their knowledge of communicating through art.

ART 264 MUSEUM PRACTICE II (2-8E) 1-4 credits
PREREQUISITE: ART 263 or Permission of instructor
This course provides further study of museum artworks, with practical training supervised by museum staff. Topics may include promotion, shipping, labeling and hanging of a museum exhibit as well as the study of the work itself. Upon completion, students should understand the activities surrounding a museum exhibit and be able to explain how the experience advanced their knowledge of communicating through art.

ART 273 STUDIO PHOTOGRAPHY I (2T, 2E) 3 credits
This course stresses image-making problems requiring studio or other controlled environment solutions. Lights, props, and related equipment and techniques are utilized. The student will produce quality photographs using studio techniques.

ART 274 STUDIO PHOTOGRAPHY II (2T, 2E) 3 credits
PREREQUISITE: PFC 273 or Permission of instructor
This course deals with advanced problems requiring studio or other controlled environment solutions. Lights, props, and related equipment and techniques are utilized. The student will produce quality photographs using studio techniques.

ART 291 SUPERVISED STUDY IN STUDIO ART I (2-8E) 1-4 credits
PREREQUISITE: Permission of instructor
This course is designed to enable the student to continue studio experiences in greater depth. Topics are to be chosen by the student with the approval of the instructor. Upon completion, the student should have a greater expertise in a particular area of art.

ART 292 SUPERVISED STUDY IN STUDIO ART II (2-8E) 1-4 credits
PREREQUISITE: ART 291, Permission of instructor
This course is designed to enable the student to continue studio experiences in greater depth. Topics are chosen by the student with the approval of the instructor. Upon completion, the student should have greater expertise in a particular area of art.

ART 293 DIRECTED READINGS IN ART I (3T) 3 credits
This course offers supervised readings in the literature of visual art. Emphasis is placed on in-depth analysis of the chosen area of study. Upon completion, students should have an extensive knowledge of an advanced area in art and evidence of their work in the form of research.

ART 294 DIRECTED READINGS IN ART II (3T) 3 credits
PREREQUISITE: ART 293
This course offers supervised readings in the literature of visual art. Emphasis is placed on an in-depth analysis of the chosen area of study. Upon completion, students should have an extensive knowledge of an advanced area in art and evidence of their work in the form of research.

ART 299 ART PORTFOLIO (2-8E) 1-4 credits
PREREQUISITE: Permission of instructor
This course is designed to help the art major in the preparation and presentation of an art portfolio. Emphasis is placed on representing the student's potential as an artist in order to interest employers, clients or schools. Upon completion, students should be able to make a professional presentation of their design and communication skills.

ASTRONOMY (AST)

AST 220 INTRODUCTION TO ASTRONOMY
(3T, 2E) 4 credits
This course covers the history of astronomy and the development of astronomical thought leading to the birth of modern astronomy and its most recent development. Emphasis is placed on the coverage of astronomical instruments and measuring technologies, the solar system, the Milky Way galaxy, important extragalactic objects, and cosmology. Laboratory is required.

BARBERING (BAR)

BAR 110 ORIENTATION TO BARBERING
(3T) 3 credits
FORMERLY: BAR 101
This course provides an orientation to professional barber-styling. Topics include professional image, basic fundamentals, and the history of barber-styling. Upon completion, the student should be able to identify the core concepts of the profession.

BAR 111 SCIENCE OF BARBERING
(1T, 2E, 3M) 3 credits
FORMERLY: BAR 110
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 112 BACTERIOLOGY AND SANITATION
(3T) 3 credits
FORMERLY: BAR 101
This course provides the theory of bacteriology and sanitation. Topics include the types of bacteria and sanitation procedures. Upon completion, the student should be able to identify types of bacteria and methods of sanitation.

BAR 113 BARBER-STYLING LAB (9M) 3 credits
FORMERLY: BAR 110
This course provides practical application of barber-styling fundamentals. Emphasis is placed on the care of implements, shampooing, and haircutting. Upon completion, the student should be able to care for his/her implements properly and demonstrate the basic techniques of shampooing and haircutting with only minimal supervision.

BAR 114 ADVANCED BARBER-STYLING LAB
(9M) 3 credits
FORMERLY: BAR 120
This course provides the student with practical experience in haircutting and facial massage. Emphasis is placed on hands-on experience. Upon completion, the student should be able to demonstrate on a model the correct procedures for a facial massage and basic haircut.

BAR 120 PROPERTIES OF CHEMISTRY (3T) 3 credits
FORMERLY: BAR 102
This course provides the student with a basic knowledge of chemicals used in barber-styling. Topics include the changes produced in the hair and skin through exposure to chemicals, electricity and special light spectrums. Upon completion, the student should understand the proper use of implements and chemicals to treat hair and skin.

BAR 121 CHEMICAL HAIR PROCESSING
(9M) 3 credits
FORMERLY: BAR 130
This course provides the student with knowledge and hands-on experience using chemicals to alter the appearance of hair. Emphasis is placed on the use of chemicals to relax, wave, and soft curl the hair. Upon completion, the student should be competent in the use of chemicals to produce desired structure changes to the hair.

BAR 122 HAIR COLORING CHEMISTRY (3T) 3 credits
FORMERLY: BAR 102
This course provides the student with a basic knowledge of hair color alteration. Topics include temporary, semi-permanent, and permanent changes. Upon completion, the student should be able to identify and explain the procedures for each classification of hair color alteration.

BAR 124 HAIR COLORING METHODOLOGY LAB
(9M) 3 credits
FORMERLY: BAR 131
This course provides the student an opportunity for practical application of all classifications of chemical hair coloring and processing products in a supervised environment. Emphasis is placed on experience in all classifications of hair coloring and processing procedures.

BAR 130 MARKETING AND BUSINESS MANAGEMENT
(3T) 3 credits
FORMERLY: BAR 105
This course provides the student with marketing and management skills that are essential for successful salon management. Topics include first aid, job search, bookkeeping, selling techniques, shop floor plans, shop locations, and legal regulations. Upon completion, the student should be aware of marketing and business management requirements for a successful salon.

BAR 131 STRUCTURE AND DISORDERS OF NAILS
(1.5T, 4.5M) 3 credits
FORMERLY: BAR 103
This course provides the student with the knowledge of nail structure and experience in identifying nail disorders. Emphasis is placed on identifying disorders and on using the correct implements and supplies for healthy nail care and manicures. Upon completion, the student should be capable of providing professional nail care.

BAR 132 HAIR STYLING AND DESIGN (3T) 3 credits
FORMERLY: BAR 104
This course introduces the student to the art of hair style and design. Topics include the selection of styles to create a mood or complement facial features as well as hair replacement and hair pieces. Upon completion, the student should know the principles of style and design.

BAR 133 HAIR STYLING AND MANAGEMENT LAB (9M) 3 credits
FORMERLY: BAR 140
This course includes hair styling and management procedure. Emphasis is placed on styling, management, marketing, and legal regulations. Upon completion, the student should be able to integrate a variety of skills and be ready to begin an internship in a salon setting.

BAR 140 PRACTICUM (10M) 2 credits
FORMERLY: BAR 150
This course provides the student an opportunity to combine knowledge and skill covering all aspects of barber-styling in a professional setting or school lab with minimal supervision. Emphasis is placed on utilization of the knowledge and technical skills covered in the barbering/styling curriculum. Upon completion, the student should be able to function in a professional setting with very little assistance.

BAR 141 PRACTICUM (10M) 2 credits
FORMERLY: BAR 151
This course provides the student an additional opportunity to combine knowledge and skill covering all aspects of barber styling in a professional setting or school lab with minimal supervision. Emphasis is placed on utilization of the knowledge and technical skills covered in the barbering-styling curriculum. Upon completion, the student should function in a professional setting as a productive employee or manager.

BIOLOGY (BIO)

BIO 101 INTRODUCTION TO BIOLOGY I (3T, 2E) 4 credits
Introduction to Biology I is the first of a two-course sequence designed for non-science majors. It covers historical studies illustrating the scientific method, cellular structure, bioenergetics, Mendelian and molecular genetics and a survey of human organ systems. Special attention is paid to biological information that will allow each student to live a healthier life and be better prepared to understand human activity. Laboratory is required.

BIO 102 INTRODUCTION TO BIOLOGY II (3T, 2E) 4 credits
PREREQUISITE: BIO 101
Introduction to Biology II is the second of a two-course sequence for non-science majors. It covers the theory of evolution, evolutionary principles and relationships, environmental and ecological topics, classification, and a survey of biodiversity. Each student will be prepared to make informed decisions on environmental and ecological issues. Laboratory is required.

BIO 103 PRINCIPLES OF BIOLOGY I (3T, 2E) 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 a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protists. Laboratory is required.

BIO 104 PRINCIPLES OF BIOLOGY II (3T, 2E) 4 credits
FORMERLY: BIO 104 (Animal Biology) and BIO 105 (Plant Biology)
PREREQUISITE: BIO 103
This course is an introduction to basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity including classification, morphology, physiology, and reproduction. Laboratory is required.

BIO 201 HUMAN ANATOMY AND PHYSIOLOGY I (3T, 2E) 4 credits
PREREQUISITE: BIO 103 or successful completion of BIO 103 challenge exam.
Human Anatomy and Physiology I covers the structure and function of the human body. Included is an orientation of the human body; basic principles of chemistry; a study of cells and tissues; metabolism; joints; the integumentary, skeletal, muscular, and nervous systems; and the senses. Dissection, histological studies and physiology are featured in the laboratory experience. Laboratory is required.

BIO 202 HUMAN ANATOMY AND PHYSIOLOGY II (3T, 2E) 4 credits
PREREQUISITE: BIO 103 and BIO 201 or BIO 103 and permission of the instructor.
Human Anatomy and Physiology II covers the structure and function of the human body. Included is a study of basic nutrition; basic principles of water; electrolyte; acid-base balance; and the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. Laboratory is required.

BIO 211 Human Anatomy and Physiology for Health Occupations I (3T, 2E) 4 Credits
PREREQUISITE: As required by the program
This course is the first in a two-course sequence which covers the basic structure and function of the human body. Tissues and the following organ systems are covered: integumentary, skeletal, muscular, nervous, sensory, endocrine, circulatory, digestive,

respiratory, excretory, and reproductive. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of human anatomy and physiology and their interrelationships. Laboratory is required.

BIO 220 GENERAL MICROBIOLOGY
(2T, 4E) 4 credits
PREREQUISITE: BIO 103
This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution, physiology, culture, identification, classification, and control of microorganisms. The laboratory experience includes microtechniques, distribution, culture, identification, and control. Laboratories are required.

BIO 240 FIELD BIOLOGY (3T, 2E) 4 credits
FORMERLY: BIO 280
PREREQUISITE: BIO 103
This course covers basic principles of taxonomy, classification, and selected ecological concepts. Animal and plant diversity is emphasized through collection, identification, and museum preparation of local flora and fauna. Laboratory is required.

BIO 250 DIRECTED STUDIES IN BIOLOGY
(2-8E) 1-4 credits
FORMERLY: BIO 296
PREREQUISITE: Permission of instructor
This course is designed for independent study in specific areas of biology chosen by the student in consultation with a faculty member and carried out under faculty supervision.

BIO 251 DIRECTED STUDIES IN BIOLOGY (2-8E) 1-4 credits
PREREQUISITE: BIO 250 and Permission of instructor
This course is designed for independent study in specific areas of biology chosen by the student in consultation with a faculty member and carried out under faculty supervision.

BIO 286,287 FIELD STUDIES IN PLANT ECOLOGY I and II
(1-2T, 2-4E) 2-4 credits each
PREREQUISITE: Permission of instructor
These courses introduce a strong field component into our Biology program and expose students to unique ecosystems like the Great Smoky Mountains National Park and the Chihuahuan Desert of Big Bend National Park in western Texas. These laboratory intensive courses introduce plants in selected communities and emphasize identification, sampling and collecting techniques in the field.

BIO 288, 289 FIELD STUDIES IN MARINE BIOLOGY I and II
(1-2T, 2-4E) 2-4 credits each
PREREQUISITE: Permission of instructor
These laboratory intensive courses introduce salt water and marsh environments with emphasis on vertebrates. Pertinent ecological concepts are introduced using sampling, collecting, preserving, and identification techniques. These courses are offered for students to obtain first hand field experience in marine ecosystems especially on the Gulf Coast. In the past students have studied Marine Biology at the Dauphin Island Sea Lab, the Florida State University Marine Laboratory, Dog Island Sound/St. George Island, taken sampling excursions in the Gulf of Mexico aboard research vessels, and studied ornithology and salt water marshes on the Mississippi Sound coastline.

BASIC SKILLS READING (RDG)

RDG 085 DEVELOPMENTAL READING
(3T) 3 credits
This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level material.

BASIC STUDY SKILLS (BSS)

BSS 100 STUDY SKILLS (1T) 1 credit
This course is intended for those who placed into credit-level course work but who are not maintaining satisfactory academic progress toward meeting program goals. Topics include study skills, note taking, learning styles and strategies, test taking, goal setting, and self-assessment skills. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

BSS 118 STUDY SKILLS (1T) 1 credit
This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan.

BUSINESS (BUS)

BUS 100 INTRODUCTION TO BUSINESS (3T) 3 credits
This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation.

BUS 147 INTRODUCTION TO FINANCE (3T) 3 credits
This course is a survey of monetary and credit systems. Topics include the role of the Federal Reserve System, sources of capital including forms of long-

term corporate financing, and consumer credit in the financial structure of our economy.

BUS 150 BUSINESS MATH (3T) 3 credits
This course is a study of practical business mathematics. Topics include fundamental processes of arithmetic with emphasis on decimals and percentages, markup, discounts, bank reconciliation, simple and compound interest, discounting notes, depreciation methods, and present value.

BUS 177 SALESMANSHIP (3T) 3 credits
This course provides an introduction to the principles and practices of ethical salesmanship. Topics include industrial and retail selling methods of market analysis, professional salesmanship and sales methods, consumer types, attitudes, and behavior.

BUS 190 MANAGEMENT WORKSHOP (1-3T) 1 - 3 credits
This course is a part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored to the needs of individuals, business and industry.

BUS 190A PEACHTREE ACCOUNTING IN WINDOWS (1-2T) 1 -2 credits
PREREQUISITE: Some Accounting Knowledge
Peachtree Accounting in Windows is a fully functional accounting software package that will meet the accounting needs of all types of businesses. Topics include setting up an accounting system, General Ledger, Invoicing, Purchasing, Accounts Receivables, Accounts Payable, Cash Receipts and Disbursements, Payroll, Job Costing, and Financial Reports.

BUS 190B PROBLEM SOLVING (1T) 1 credit
The goal of this course is to help students improve problem-solving skills. Emphasis is placed on developing the five-step process for problem solving: Defining the Situation, Stating the Goal, Identifying a Solution, Preparing a Plan, and Taking Action.

BUS 190C TEAMBUILDING (1T) 1 credit
The goal of this course is to help students identify factors and develop the skills necessary for becoming part of a successful team. Emphasis is placed on developing skills in communication, shared leadership, and conflict resolution.

BUS 190D SELF-MANAGEMENT (1T) 1 credit
The goal of this course is to help students build skills necessary to take responsibility and adjust to the changing demands of the workplace. Emphasis is placed on developing abilities to adjust to new technologies or processes, upgrading skills, career planning, and personal transitions.

BUS 190E EMPLOYABILITY SKILLS (1T) 1 credit
The goal of this course is to help students develop skills to make them more employable. Emphasis is placed on developing a professional resume and cover letter, organizing a job search campaign, interviewing, resigning from a position, and accepting new positions.

BUS 190F ORGANIZATIONAL COMMUNICATIONS (1T) 1 credit
The goal of this course is to help students build personal skills that allow them to communicate effectively in the workplace. Emphasis is placed on verbal, nonverbal, and written communications as they relate to professional work habits.

BUS 190G INTERPERSONAL RELATIONS FOR MANAGEMENT (1T) 1 credit
The goal of this course is to help students achieve better interpersonal relationships on the job. Emphasis is placed on the concepts of professional treatment of customers, managing diversity, commitment to quality, managing office politics, developing positive attitudes, and self-discipline.

BUS 190H TIME/PROJECT MANAGEMENT (1T) 1 credit
The goal of this course is to assist students in developing effective time management skills. Emphasis is placed on learning to set priorities, making decisions, delegating, concentrating on specific tasks, and increasing personal productivity.

BUS 190I DIRECTED READINGS IN MANAGEMENT (1T) 1 credit
The goal of this course is to allow students to research a current topic of interest. Topics chosen should benefit the student's professional development or allow for gathering beneficial research for the student's place of work.

BUS 190J ETHICS IN THE WORKPLACE (1T) 1 credit
The goal of this course is to allow students to explore the arena of ethics in the workplace. Emphasis is placed on ethics case studies.

BUS 190K STRESS MANAGEMENT (1T) 1 credit
This course is designed to help students develop skills in managing stress associated with careers in business. Emphasis is placed on developing coping skills such as conflict resolution, delegation, and identifying problems early to avoid unnecessary stress.

BUS 190L DEVELOPING A BUSINESS PLAN (1T) 1 credit
This course is designed to give students the opportunity to develop a personal business plan. The course focuses on the following areas: purpose of a business plan, mechanics of writing a business plan, components of a business plan, and research techniques.

BUS 190M EVALUATING THE ENTREPRENEURIAL PERSONALITY (1T) 1 credit
This course is designed to allow students to identify in themselves and others characteristics that are favorable for the successful entrepreneur. Self-analysis and a study of entrepreneurial traits are included.

BUS 190N FINANCING AN ENTREPRENEURIAL ENTERPRISE (1T) 1 credit
This course is designed to inform students about the options available for financing an entrepreneurial enterprise. The course allows students to investigate possible sources of financing and to study topics such as break-even analysis, fixed and variable costs, and financial statements.

BUS 190P PLANNING FOR SUPERVISING HUMAN RESOURCES (1T) 1 credit
This course is designed to offer insight into the employee relation side of conducting business. Emphasis is placed on identifying employment needs, training, supervising, and motivating employees.

BUS 190Q PLANNING MARKET STRATEGY (1T) 1 credit
This course is designed to allow owners of businesses to develop a market strategy. Included is a discussion of market analysis, competition, sales and distribution, and pricing strategies.

BUS 190R PROMOTIONAL STRATEGIES (1T) 1 credit
This course allows students to look specifically at two kinds of promotional strategies: Advertising and Public Relations. Students explore how each of these strategies strongly affects the success of a business.

BUS 190S CHOOSING A LOCATION FOR A BUSINESS (1T) 1 credit
This course is designed to help students planning to start their own business to choose a suitable location and facility. Course content focuses on site location, purchasing or leasing an existing facility, and arranging layout.

BUS 190T STATISTICAL PROCESS CONTROL (SPC) - VARIABLE DATA (1T) 1 credit
This course covers descriptive statistics, types of data, and how to calculate, plot, and analyze various variable charts such as average and range, median and range, and standard deviations. Variable charts are used with measurable data.

BUS 190U STATISTICAL PROCESS CONTROL (SPC) - ATTRIBUTE DATA (1T) 1 credit
This course addresses the development of non-measurable data into attribute charts for analysis of a process capability. Type of charts covered are P, NP, C and U with emphasis given to development of P-type charts.

BUS 190V MANAGEMENT FOR ENTREPRENEURS (1T) 1 credit
This course is an overview of the principles of management as it relates to small and self-owned businesses. Emphasis is placed on planning, organizing, and controlling.

BUS 190W CUSTOMER SERVICE STRATEGIES (1T) 1 credit
This course is an overview of the principles of customer service. Emphasis is placed on determining elements of customer satisfaction, creating a customer-focused culture, soliciting and using customer feedback, and building a "relationship" with the customer.

BUS 190X WORKPLACE READINESS (1-3T) 1-3 credits
This course is designed to assess students' workplace skills and help them identify areas of weakness. Skills assessment tools such as WorkKeys will be utilized. Other components of workplace readiness will be included as needed.

BUS 190Y LEADERSHIP SKILLS (1T) 1 credit
This course is an overview of the characteristics of leadership. Enphasis is placed on what effective leaders do, leadership styles, and the differences between leadership and management.

BUS 193 BUSINESS CO-OP I (1T) 1 credit
PREREQUISITE: Successful completion of two (2) business courses
This course is part of a series wherein the student works in a degree/program related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to business and related practices in the working environment. The grade is based on the employer's evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract.

BUS 194 BUSINESS CO-OP II (1T) 1 credit
PREREQUISITE: BUS 193
This course is a part of a series wherein the student works in a degree/program related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to business and related practices in the working environment. The grade is based on the employer's evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract.

BUS 195 BUSINESS CO-OP III (1T) 1 credit
PREREQUISITE: BUS 194
This course is a part of a series wherein the student works in a degree/program related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to business and related practices in the working environment. The grade is based on the employer's evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract.

BUS 196 BUSINESS CO-OP IV (1T) 1 credit
PREREQUISITE: BUS 195
This course is a part of a series wherein the student works in a degree/program related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to business and related practices in the working environment. The grade is based on the

employer's evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract.

BUS 197 BUSINESS CO-OP V (1T) 1 credit
PREREQUISITE: BUS 196
This course is a part of a series wherein the student works in a degree/program related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to business and related practices in the working environment. The grade is based on the employer's evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract.

BUS 215 BUSINESS COMMUNICATIONS (3T) 3 credits
PREREQUISITE: ENG 101
This course covers written, oral, and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports and other business communications.

BUS 241 PRINCIPLES OF ACCOUNTING I (3T) 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 and analysis.

BUS 242 PRINCIPLES OF ACCOUNTING II (3T) 3 credits
PREREQUISITE: BUS 241
This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting, with coverage of corporations, statement analysis, introductory cost accounting, and use of information for planning, control, and decision making.

BUS 246 ACCOUNTING ON THE MICROCOMPUTER (3T) 3 credits
PREREQUISITE: BUS 241
This course utilizes the microcomputer in the study of financial accounting principles and practices. Emphasis is placed on the use of software programs for financial accounting principles. Upon completion of this course, the student will be able to use software programs for financial accounting applications.

BUS 248 MANAGERIAL ACCOUNTING (3T) 3 credits
PREREQUISITE: BUS 241
This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems.

BUS 253 INDIVIDUAL INCOME TAX (3T) 3 credits
This course is intended to familiarize the student with the fundamentals of the federal income tax laws with primary emphasis on those affecting the individual. Emphasis is placed 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.

BUS 261 BUSINESS LAW I (3T) 3 credits
This course provides an overview of legal principles affecting businesses. Topics include contracts, agency and employment, negotiable instruments, bailments and sale of goods.

BUS 262 BUSINESS LAW II (3T) 3 credits
This course is a continuation of BUS 261. Topics include legal principles related to partnerships, corporations, real property and leases, insurance, security devices, bankruptcy, trust and estates; government regulations of business and labor; civil and criminal liability; and business security.

BUS 263 THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS (3T) 3 credits
This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment and personal property.

BUS 271 BUSINESS STATISTICS I (3T) 3 credits
PREREQUISITE: Two years of high school algebra, intermediate college algebra, or appropriate score on math placement test
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, estimating and introduction to hypothesis testing.

BUS 272 BUSINESS STATISTICS II (3T) 3 credits
PREREQUISITE: BUS 271
This course is a continuation of BUS 271. Topics include sampling theory, statistical inference, regression and correlation, chi square, analysis of variance, time series index numbers, and decision theory.

BUS 275 PRINCIPLES OF MANAGEMENT (3T) 3 credits
This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on

practical business applications.

BUS 276 HUMAN RESOURCE MANAGEMENT
(3T) 3 credits
This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees.

BUS 279 SMALL BUSINESS MANAGEMENT
(3M) 3 credits
This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel.

BUS 280 INDUSTRIAL MANAGEMENT (3T) 3 credits
This course provides an overview of management in an industrial setting. Topics include operations analysis, research and development, physical facilities, production planning, productivity improvement, product flow, quality control, jobs and wages, and employee motivation.

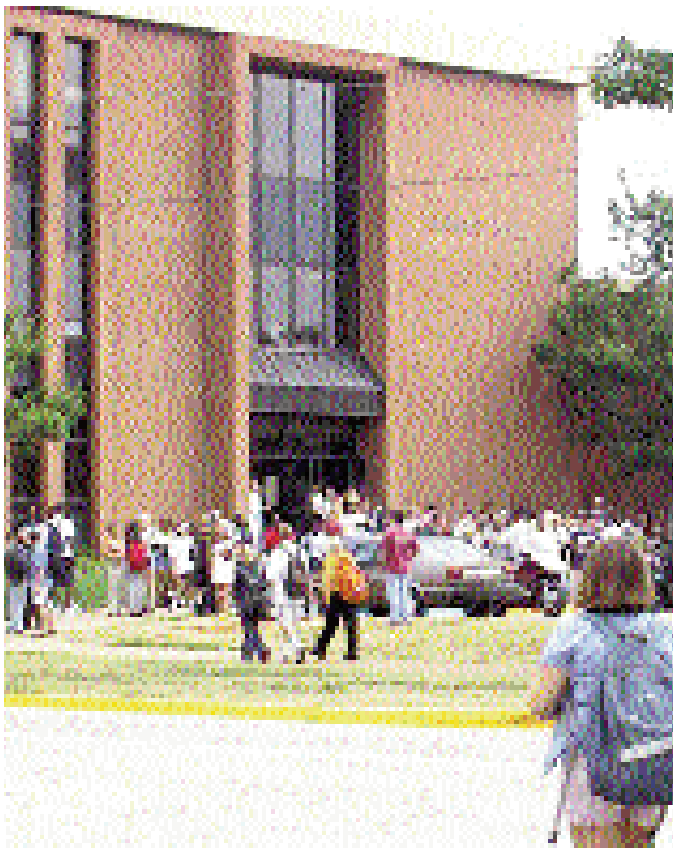
BUS 285 PRINCIPLES OF MARKETING
(3T) 3 credits
This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior.

BUS 291 ALTERNATING BUSINESS CO-OP I
(1-3T) 1-3 credits
PREREQUISITE: Permission of instructor
This two-course sequence allows students to alternate semesters of full-time work in a job closely related to the student's academic major with semesters of full-time academic work. Emphasis is placed on a student's work experience as it integrates academic knowledge with practical applications in the business environment. The grade is based on the employer's evaluation of student productivity, evaluative reports submitted by the student, and the development and assessment by the student of a learning contract.

BUS 292 ALTERNATING BUSINESS CO-OP II
(1-3T) 1-3 credits
PREREQUISITE: Permission of instructor
This two-course sequence allows students to alternate semesters of full-time work in a job closely related to the student's academic major with semesters of full-time academic work. Emphasis is placed on a student's work experience as it integrates academic knowledge with practical applications in the business environment. The grade is based on the employer's evaluation of student productivity, evaluative reports submitted by the student, and the development and assessment by the student of a learning contract.

BUS 296 BUSINESS INTERNSHIP I
(3T) 3 credits
PREREQUISITE: Minimum 6 semester hours completed. Minimum GPA 2.0 (C)
This two-course sequence allows the student to work part-time on a job closely related to his or her academic major while attending classes on a full-time basis. Emphasis is placed on a student's work experience as it integrates academic knowledge with practical applications in the business environment. The grade is based on a term paper, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract.

BUS 297 BUSINESS INTERNSHIP II (3T) 3 credits
PREREQUISITE: Minimum 6 semester hours completed. Minimum GPA 2.0 (C)
This two-course sequence allows the student to work part-time on a job closely related to his or her academic major while attending classes on a full-time basis. Emphasis is placed on a student's work experience as it integrates academic knowledge with practical applications in the business environment. The grade is based on a term paper, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract.



CHEMISTRY (CHM)

CHM 099 DEVELOPMENTAL CHEMISTRY (3T) 3 credits
This course is designed for students with little or no background in chemistry. This preparatory course offers a detailed review of the mathematical base for chemistry, including formulas and equations, and covers basic chemical calculations of stoichiometry, gas laws and solutions. Laboratory techniques and safety are also included.

CHM 104 INTRODUCTION TO INORGANIC CHEMISTRY (3T, 2E) 4 credits
FORMERLY: CHM 101 (Introduction to General Chemistry)
PREREQUISITE: MTH 098 Elementary Algebra or equivalent math placement score.
This is a survey course of general chemistry for students who do not intend to major in science or engineering and may not be substituted for CHM 111. Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions. Laboratory is required.

CHM 105 INTRODUCTION TO ORGANIC CHEMISTRY (3T, 2E) 4 credits
FORMERLY: CHM 102
PREREQUISITE: CHM 104 (Formerly CHM 101) or CHM 111 (Formerly CHM 113)
This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering. Topics will include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, function of biomolecules, and the handling and disposal of organic compounds. Laboratory is required.

CHM 111 COLLEGE CHEMISTRY I (3T, 2E) 4 credits
FORMERLY: CHM 113 and CHM 114
PREREQUISITE: MTH 112, Precalculus Algebra or CHM 099
This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurements, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required.

CHM 112 COLLEGE CHEMISTRY II (3T, 2E) 4 credits
FORMERLY: CHM 114 and CHM 115
PREREQUISITE: CHM 111 (Formerly CHM 113)
This is the second course in a two-semester sequence designed primarily for the science and engineering student who is expected to have a strong background in mathematics. Topics in this course include chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, an introduction to organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive chemistry including the metals, nonmetals, semi-metals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required.

CHM 220 QUANTITATIVE ANALYSIS (3T, 2E) 4 credits
PREREQUISITE: CHM 112 (Formerly CHM 114 and 115)
This course covers the theories, principles, and practices in standard gravimetric, volumetric, calorimetric, and electrometric analysis with special emphasis on equilibrium in acid-base and oxidation-reduction reactions and stoichiometry of chemical equations. Laboratory is required and will include classical techniques in chemical analysis, modern methods of chemical separation, and basic instrumental techniques. NOTE: Taught only in spring semester of even numbered years, and only on the Decatur campus.

CHM 221 ORGANIC CHEMISTRY I (3T, 2E) 4 credits
FORMERLY: CHM 233 and CHM 234
PREREQUISITE: CHM 112 (Formerly CHM 114 and CHM 115)
This is the first course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, and aromatic compounds with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

CHM 222 ORGANIC CHEMISTRY II (3T, 2E) 4 credits
FORMERLY: CHM 234 and CHM 235
PREREQUISITE: CHM 221 (Formerly CHM 233 and 234)
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.

CHM 250 DIRECTED STUDIES IN CHEMISTRY (1T) 1 credit
PREREQUISITE: Permission of the instructor.
This course is designed for independent study in specific areas of chemistry chosen in consultation with a faculty member and carried out under faculty supervision. This course may be repeated three (3) times for credit.

CHILD DEVELOPMENT (CHD)

***CHD 100 INTRODUCTION TO EARLY CARE AND EDUCATION OF CHILDREN (2T, 2E) 3 credits**
This course introduces the childcare profession including the six functional areas of the Child Development Associate (CDA) credential. Emphasis is placed on using positive guidance techniques, setting up a classroom and planning a schedule. Upon completion students should be able to create and modify children's environments to meet individual needs, use positive guidance to develop positive relationships with children, and promote children's self-esteem, self-control and self-motivation.

CHD 201 CHILD GROWTH AND DEVELOPMENT PRINCIPLES (3T) 3 credits
This course is a systematic study of child growth and development from conception through early childhood. Emphasis is placed on principles underlying physical, mental, emotional, and social development, and on methods of child study, and practical implications. Upon completion, students should be able to use knowledge of how young children differ in their development and approaches to learning to provide opportunities that support the physical, social, emotional, language, cognitive, and aesthetic development of children.

***CHD 202 CHILDREN'S CREATIVE EXPERIENCES (2T, 2E) 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. Upon completion, students should be able to select and implement creative and age-appropriate experiences for young children.

CHD 203 CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT (2T, 2E) 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.

***CHD 204 METHODS AND MATERIALS FOR TEACHING CHILDREN (1-3T, 2-6E) 1-3 credits**
This course introduces basic methods and materials used in teaching young children. Emphasis is placed on student's compiling a professional resource file of activities used for teaching math, language arts, and science and social studies concepts. Upon completion, students should be able to demonstrate basic methods of creating learning experiences using appropriate techniques, materials and realistic expectations.

CHD 205 PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN (3T) 3 credits
This course is designed to give students practice in lesson and unit planning, writing behavioral objectives, and evaluating activities taught to young children. Emphasis is placed on identifying basic aspects of cognitive development and how children learn. Upon completion, students should be able to plan and implement developmentally appropriate curriculum and instructional practices based on knowledge of individual differences and the curriculum goals and content.

CHD 206 CHILDREN'S HEALTH AND SAFETY (3T) 3 credits
This course introduces basic health, nutrition and safety management practices for young children. Emphasis is placed on setting up and maintaining a safe, healthy environment for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases. Upon completion, students should be able to prepare a healthy, safe environment, plan nutritious meals and snacks, and recommend referrals, if necessary.

CHD 207 ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS (3T) 3 credits
This course includes appropriate administrative policies and procedures relevant to preschool programs. topics include local, state and federal regulations; budget planning; record keeping; personnel policies and parent involvement. Upon completion, students should be able to identify elements of a sound business plan, develop familiarity with basic record-keeping techniques, and identify elements of a developmentally appropriate program.

CHD 209 INFANT AND TODDLER EDUCATION PROGRAMS (2-3T, 0-2E) 3 credits
This course focuses on child development from infancy to thirty months of age with emphasis on planning programs using developmentally appropriate material. Emphasis is placed on positive ways to support an infant's social, emotional, physical and intellectual development. Upon completion, 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 (2T, 2E) 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 young, exceptional children.

CHD 214 FAMILIES AND COMMUNITIES (3T) 3 credits
This course will provide students information about how to work with diverse families and communities. Students will be introduced to family and community settings, their important relationship to children, and the pressing needs of today's society. Students will study techniques for developing these important relationships and effective communication skills.

CHD 215 SUPERVISED PRACTICAL EXPERIENCES IN EARLY CHILDHOOD EDUCATION (6E) 3 credits
PREREQUISITE: Permission of instructor
This course provides a minimum of 90 hours of hands-on, supervised experience in an approved program for young children. Emphasis is placed on performance of daily duties, which are assessed by the college instructor and the cooperating teacher. Upon completion, students should be able to demonstrate competency in a child-care setting.

CHD 220 PARENTING SKILLS (1-3T) 1-3 credits
This course will focus on important issues in parenting education, beginning with prenatal concerns and continuing through childhood years. Particular emphasis will be placed on appropriate positive discipline methods.

CHD 230 INTRODUCTION TO SCHOOL-AGE PROGRAMS (2-3T, 0-2E) 1-3 credits
This course will introduce and discuss the unique aspects of quality school-age programs and the roles of the adult staff. Topics will include a brief view of child development, positive guidance techniques, administrative considerations, beginning program planning, and adaptations for a variety of program settings. Upon completion, students should be able to understand the staff's role, create and modify unique program settings, use positive guidance, and implement a quality program.

CHD 231 SCHOOL-AGE PROGRAMMING (2-3T, 0-2E) 1-3 credits
This course focuses on the specialized variety of needs for a quality school-age program. Topics will include program planning, and material considerations for a variety of quiet/active indoor/outdoor activities, health/safety/nutrition needs, parent and community information and involvement. Upon completion, the student should be able to select a variety of age-appropriate activities, implement a safe, healthy, quality program, and effectively communicate with parents and the community.

***Courses required in the Child Development Associate (CDA) Certification for employees currently employed within the industries.**

COMPUTER INFORMATION SYSTEMS (CIS)

CIS 130 INTRODUCTION TO INFORMATION SYSTEMS (3T) 3 credits
This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming and societal issues. Topics include computer hardware, communication technologies and program development using computers to execute software packages and/or to write simple programs. Upon completion, students should be able to describe and use the major components of selected computer software and hardware.

CIS 146 MICROCOMPUTER APPLICATIONS (3T) 3 credits
This course is an introduction to the most common software applications of microcomputers and includes "hands-on" use of microcomputers and some of the major commercial software. These software packages should include typical features of office suites, such as word processing, spreadsheets, database systems, and other features found in current software packages. Upon completion, students will understand common applications and be able to utilize selected features of these packages.

CIS 147 ADVANCED MICRO APPLICATIONS (3T) 3 credits
PREREQUISITE: CIS 146, Microcomputer Applications
This course is a continuation of CIS 146 in which students utilize the advanced features or topics of office suite software. Advanced features of spreadsheets and database packages are generally incorporated into the course and are to be applied to situations found in society and business. Upon completion, the student should be able to apply the advanced features of selected software appropriately.

CIS 196 COMMERCIAL SOFTWARE APPLICATIONS (1-3T) 1-3 credits
This is a "hands-on" introduction to software packages, languages, and utility programs currently in use, with the course being able to be repeated for credit for each different topic being covered. Emphasis is placed on the purpose, capabilities and utilization of each package, language or program. Upon completion, students will be able to use the features selected for the application covered.

A. MS Windows Operating Systems
B. MS Word for Windows
C. MS Excel for Windows
D. PowerPoint for Windows
E. Access for Windows
L. Introduction to the Internet
U. Computer Literacy for Senior Adults
V. Advanced Computer Literacy for Senior Adults

CIS 197T INTRODUCTION TO WEB PAGES 3 credits
This course introduces students to basics of navigating the World Wide Web and coding simple web pages using an authoring tool such as Front Page.

CIS 197U WORD — MOUS PREP (CORE) 3 Credits
This course is specifically designed to prepare students to take the Microsoft Office User Specialist (MOUS) certification exam in MS Word (core level). Topics emphasized are MOUS exam objectives and test-taking skills. The students will demonstrate mastery of core level word processing skills through hands-on, performance-based lab exercises. Practice test software will provide immediate feedback on areas where additional practice is needed. Calhoun is an authorized Microsoft testing center.

CIS 197V WORD — MOUS PREP (EXPERT) 3 Credits
This course is designed to prepare students to take the Microsoft Office User Specialist (MOUS) certification exam in MS Word (expert level). Topics emphasized are MOUS exam objectives and test-taking skills. The students will demonstrate mastery of expert level word processing skills through hands-on, performance-based lab exercises. Practice test software will provide immediate feedback on areas where additional practice is needed. Calhoun is an authorized Microsoft testing center.

CIS 197W ACCESS -MOUS PREP 3 Credits
This course is designed to prepare students to take the Microsoft Office User Specialist (MOUS) certification exam in Access. Topics emphasized are MOUS exam objectives and test-taking skills. The students will demonstrate mastery of Access database skills through hands-on, performance-based lab exercises. Practice test software will provide immediate feedback on areas where additional practice is needed. Calhoun is an authorized Microsoft testing center.

CIS 197X EXCEL — MOUS PREP (CORE) 3 Credits
This course is designed to prepare students to take the Microsoft Office User Specialist (MOUS) certification exam in Excel (core level). Topics emphasized are MOUS exam objectives and test-taking skills. The students will demonstrate mastery of Excel spreadsheet core skills through hands-on, performance-based lab exercises. Practice test software will provide immediate feedback on areas where additional practice is needed. Calhoun is an authorized Microsoft testing center.

CIS 197Y EXCEL — MOUS PREP (EXPERT) 3 Credits
This course is designed to prepare students to take the Microsoft Office User Specialist (MOUS) certification exam in Excel (expert level). Topics emphasized are MOUS exam objectives and test-taking skills. The students will demonstrate mastery of advanced Excel spreadsheet skills through hands-on, performance-based lab exercises. Practice test software will provide immediate feedback on areas where additional practice is needed. Calhoun is an authorized Microsoft testing center.

CIS 197Z POWERPOINT—MOUS PREP 3 Credits
This course is designed to prepare students to take the Microsoft Office User Specialist (MOUS) certification exam in PowerPoint. Topics emphasized are MOUS exam objectives and test-taking skills. The students will demonstrate mastery of PowerPoint presentation skills through hands-on, performance-based lab exercises. Practice test software will provide immediate feedback on areas where additional practice is needed. Calhoun is an authorized Microsoft testing center.

CIS 197AA OUTLOOK—MOUS PREP 3 Credits
This course is designed to prepare students to take the Microsoft Office User Specialist (MOUS) certification exam in Outlook. Topics emphasized are MOUS exam objectives and test-taking skills. The students will demonstrate mastery of Outlook's integrated mail and scheduling skills through hands-on, performance-based tab exercises. Practice test software wilt provide immediate feedback on areas where additional practice is needed. Calhoun is an authorized Microsoft testing center.

CIS 198 WEB PAGE DEVELOPMENT (3T) 3 Credits
This course is an introduction to Web page development techniques. Topics in this course include HTML, scripting languages and commercial software packages used in the development of Web pages. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of Web page development projects and appropriate tests.

CIS 211 BASIC PROGRAMMING (3T) 3 credits
This course introduces fundamental concepts of the BASIC Programming language. This course includes file processing, internal sorts, and data structures. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 212 VISUAL BASIC (3T) 3 credits
This course places emphasis on BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics in such areas as advanced file handling techniques, simulation, and other selected areas. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 213 ADVANCED VISUAL BASIC
(Formerly CIS 295) (3T) 3 credits
PREREQUISITE: CIS 212
This course is a continuation of CIS 212, Visual BASIC. It is designed to enhance student skills in Visual BASIC, with an emphasis on understanding techniques and procedures for developing projects using an object oriented language.

CIS 222 DATABASE MANAGEMENT SYSTEMS (3T) 3 credits
This course will discuss database system architectures, concentrating on Structured Query Language (SQL). It will teach students how to design, normalize and use database using SQL, and to link these to the Web. Students will design and build a database-enabled Web site. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of projects and appropriate tests.

Course Descriptions

CIS 251 **C++ PROGRAMMING (3T) 3 credits**
This course is an introduction to the C++ programming language. This course is intended as a first course in problem-solving and program design. Topics covered include program style, algorithm and data structuring, and modularization. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 252 **ADVANCED C++ PROGRAMMING (3T) 3 credits**
PREREQUISITE: CIS 251
This course is an advanced object-oriented programming course and covers advanced program development techniques and concepts in the context of an object-oriented language. Subject matter includes object-oriented analysis, encapsulation, inheritance, polymorphism (operator and function overloading), information hiding, abstract data types, reuse, dynamic memory allocation, and file manipulation. Upon completion, students should be able to develop a hierarchical class structure necessary to the implementation of an object-oriented software system.

CIS 253 **VISUAL C++ PROGRAMMING (3T) 3 credits**
PREREQUISITE: CIS 252
This course is a continuation of the CIS 252 course in C++ Programming. Students will be able to develop windows-based programs that will include the basics of dialog boxes, menus, text boxes, buttons, check boxes, list boxes and controls associated with a Windows program. Students will be able to use the visual tools, Wizards, editors and resources in Visual C++ as well as test containers, class libraries, and debugging techniques.

CIS 255 **JAVA PROGRAMMING (3T) 3 credits**
This course is an introduction to the Java programming language. Topics in this course include object-oriented programming constructs, Web page applet development, class definitions, threads, events and exceptions. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 261 **COBOL PROGRAMMING (3T) 3 credits**
This course is an introduction to the COBOL programming language. Included are structured programming techniques, report preparation, arithmetic operations, conditional statements, group totals, and table processing. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 262 **ADVANCED COBOL PROGRAMMING (3T) 3 credits**
PREREQUISITE: CIS 261
This course consists of development, completion, testing, and execution of complex problems in COBOL using various data file structures. A structured approach will be implemented as a methodological system. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 278 **COMPUTER OPERATING SYSTEMS (3T) 3 credits**
PREREQUISITE: Any advanced programming course.
This course is an introduction to the functions of computer operating systems for mainframe and microcomputers. Topics include operating system components, and the operation of computer systems. Operating systems covered may include Unix, Linux, or Windows NT. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of operating system projects.

CIS 281 **SYSTEMS ANALYSIS AND DESIGN (3T) 3 credits**
PREREQUISITE: Any advanced programming course
This course is a study of contemporary theory and system analysis and design. Emphasis is placed on investigating, analyzing, designing, implementing, and documenting computer systems. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 285 **OBJECT ORIENTED PROGRAMMING (3T) 3 credits**
PREREQUISITE: CIS 255
This course is an advanced object-oriented programming course and covers advanced program development techniques and concepts in the context of an object-oriented language, such as C++ or Java. Subject matter includes object-oriented analysis and design, encapsulation, inheritance, polymorphism (operator and function overloading), information hiding, abstract data types, reuse, dynamic memory allocation, and file manipulation. Upon completion, students should be able to develop a hierarchical class structure necessary to the implementation of an object-oriented software system.

CIS 288 **MICROCOMPUTER NETWORKING (3T) 3 credits**
This course is an introduction to networking and data communications with an emphasis on microcomputers. Topics covered in the course include LAN design and use, different LAN topologies and protocols. An introduction to Novell Netware and the Internet are included.

CIS 293 **SPECIAL TOPICS (3T) 3 credits**
PREREQUISITE: Permission of Department Chair
This course is designed to cover topics related to the Internet. Topics may vary based on the different developments in regard to the Internet.

CIS 299 **DIRECTED STUDIES IN COMPUTER SCIENCE (1-3T) 1-3 credits**
PREREQUISITE: Permission of instructor
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, the student will be able to demonstrate knowledge of the topics as specified by the instructor.

COSMETOLOGY INSTRUCTOR TRAINING (CIT)

CIT 211 TEACHING & CURRICULUM DEVELOPMENT (3T) 3 credits
PREREQUISITE: Licensed managing cosmetologist; 1 year experience
This course focuses on the principles of teaching, teaching maturity, personality conduct, and the development of cosmetology curriculum. Emphasis is placed on teacher roles, teaching styles, teacher challenges, aspects of curriculum development, and designing individual courses. Upon completion, the student should be able to describe the role of teacher, identify means of motivating students, develop a course outline, and develop lesson plans.

CIT 212 TEACHER MENTORSHIP (9M) 3 credits
FORMERLY: COS 261
PREREQUISITE: Licensed managing cosmetologist; 1 year experience
This course is designed to provide the practice through working with a cosmetology instructor in a mentoring relationship. Emphasis is placed on communication, student assessment, and assisting students in the lab. Upon completion, the student should be able to communicate with students, develop a course of study, and apply appropriate teaching methods.

CIT 213 LESSON PLAN DEVELOPMENT (3T) 3 credits
FORMERLY: COS 231 and COS 241
COREQUISITE: CIT 211, 212, or Permission of instructor
PREREQUISITE: Licensed managing cosmetologist; 1 year experience
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 (9M) 3 credits
PREREQUISITE: Licensed managing cosmetologist; 1 year 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 (3T) 3 credits
COREQUISITE: CIT 223 or Permission of instructor
PREREQUISITE: Licensed managing cosmetologist; 1 year experience
This course focuses on visual and audio aids and materials. Emphasis is placed on the use and characteristics of instructional aids. Upon completion, the student should be able to prepare teaching aids and determine their most effective use.

CIT 223 INSTRUCTIONAL MATERIALS AND METHODS APPLICATIONS (9M) 3 credits
FORMERLY: COS 291
COREQUISITE: CIT 222 or Permission of instructor
PREREQUISITE: Licensed managing cosmetologist; 1 year experience
This course is designed to provide practice in preparing and using visual and audio aids and materials. Emphasis is placed on the preparation and use of different categories of instructional aids. Upon completion, the student should be able to prepare and effectively present different types of aids for use with a four-step lesson plan.

COMPUTER NUMERICAL CONTROL (CNC)

CNC 111 INTRODUCTION TO COMPUTER NUMERICAL CONTROL (1T, 2E) 2 credits
PREREQUISITE: MTT 101 and MTT 104
This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

CNC 112 COMPUTER NUMERIC CONTROL TURNING (6E) 3 credits
PREREQUISITE: MTT 214
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.

CNC 113 COMPUTER NUMERIC CONTROL MILLING (6E) 3 credits
PREREQUISITE: MTT 215
This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

CNC 115 BASIC MATH FOR COMPUTERIZED NUMERICAL CONTROL (1T, 2E) 2 credits
PREREQUISITE: CNC 111
This course introduces the application of basic types and uses of compound angles. Emphasis is placed on problem solving by tilting and rotating adjacent angles to resolve an unknown compound angle. Upon completion, students should be able to set up and develop compound angles on parts using problem-solving techniques.

CNC 181 **SPECIAL TOPICS IN COMPUTERIZED NUMERICAL CONTROL (6M)** **3 credits**
PREREQUISITE: Permission of Instructor
This course provides specialized instruction in various areas related to CNC. Emphasis is placed on meeting students' needs.

CNC 211 **COMPUTER NUMERICAL CONTROL (2T)** **2 credits**
PREREQUISITE: CNC 111 and CNC 112 and CNC 113
This course provides concentrated study in advanced programming techniques for working with modern CNC machine tools. Topics include custom macros and subroutines, canned cycles, and automatic machining cycles currently employed by the machine tool industry. Upon completion, students should be able to program advanced CNC functions while conserving machine memory.

CNC 212 **ADVANCED COMPUTER NUMERICAL CONTROL TURNING (1T, 3M)** **2 credits**
PREREQUISITE: MTT 214
This course covers advanced methods in setup and operation of CNC turning 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 turning centers.

CNC 213 **ADVANCED COMPUTER NUMERICAL CONTROL MILLING (1T, 3M)** **2 credits**
PREREQUISITE: MTT 215
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.

CNC 222 **COMPUTER NUMERICAL CONTROL GRAPHICS: TURNING (1T, 4E)** **3 credits**
PREREQUISITE: MTT 215
This course introduces Computer Numerical Control graphics programming and concepts for turning center applications. Emphasis is placed on the interaction of menus to develop a shape file in a graphics CAM system and to develop tool path geometry and part geometry. Upon completion, students should be able to develop a job plan using CAM software, include machine selection, tool selection, operational sequence, speed, feed and cutting depth.

CNC 223 **COMPUTER NUMERICAL CONTROL GRAPHICS PROGRAMMING: MILLING (1T, 4E)** **3 credits**
PREREQUISITE: MTT 215
This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAM software to create a multi-axis CNC program.

CNC 230 **COMPUTER NUMERICAL CONTROL SPECIAL PROJECTS (3M)** **3 credits**
PREREQUISITE: Permission of Instructor
This course is designed to allow students to work in the lab with limited supervision. The student is to enhance his/her proficiency levels on various CNC machine tools. Upon completion, students are expected to plan, execute, and present results of advanced CNC products.

COSMETOLOGY (COS)

COS 111 **COSMETOLOGY SCIENCE AND ART (3T)** **3 credits**
FORMERLY: COS 101
COREQUISITE: COS 112 or Permission of instructor
In this course, students are provided a study of personal and professional image, ethical conduct, sanitation, hairstyling, 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 and write procedures for skills identified in this course.

COS 112 **COSMETOLOGY SCIENCE AND ART LAB (9M)** **3 credits**
FORMERLY: COS 110
COREQUISITE: 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, hairstyling, manicuring, and pedicuring. Upon completion, the student should be able to perform safety and sanitary precautions, shampooing, hair shaping, hairstyling, and nail care procedures.

COS 113 **CHEMICAL METHODOLOGY (1T, 2E, 3M)** **3 credits**
FORMERLY: COS 102
COREQUISITE: COS 114 or COS 115, 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, the student 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 the disorders.

COS 114 **CHEMICAL METHODOLOGY LAB (9M)** **3 credits**
FORMERLY: COS 120
COREQUISITE: COS 113 or Permission of instructor
In this course, students are provided the practical experience of permanent waving, chemical relaxing, and hair analysis. Topics include permanent waving, chemical relaxing, soft curl, and scalp and hair analysis. Upon completion, the students should be able to analyze the scalp and hair and perform these chemical services using safety and sanitary precautions.

COS 121 COLORIMETRY (3T) 3 credits
FORMERLY: COS 102
COREQUISITE: 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, the student should be able to identify all phases of hair coloring and the effects of the hair.

COS 122 COLORIMETRY APPLICATIONS (9M) 3 credits
FORMERLY: COS 120
COREQUISITE: COS 121 or Permission of instructor
In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test 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 123 COSMETOLOGY SALON PRACTICES (9M) 3 credits
FORMERLY: COS 140
This course is designed to allow students to practice all phases of cosmetology in a salon setting. Emphasis is placed on professionalism, receptionist duties, hairstyling, hair shaping, chemical, and nail and skin services for clients. Upon completion, the student should be able to demonstrate professionalism and the procedures of cosmetology in a salon setting.

COS 124 INTRODUCTION TO SALON MANAGEMENT (3T) 3 credits
FORMERLY: COS 104
In this course, students will develop entry-level management skills for the beauty industry. Topics include job-seeking, leader and entrepreneurship development, business principles, business laws, insurance, marketing, and technology issues in the workplace. Upon completion, the student should be able to list job-seeking and management skills and the technology that is available for use in the salon.

COS 131 ESTHETICS (3T) 3 credits
FORMERLY: COS 103
COREQUISITE: 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 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, and hair removal. Upon completion, the student 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 ESTHETICS APPLICATIONS (9M) 3 credits
FORMERLY: COS 130
COREQUISITE: COS 131 or Permission of instructor
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, and hair removal. 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.

COS 143 HAIR DESIGNS (1T, 2E, 3M) 3 credits
FORMERLY: COS 105
This course focuses on the theory and practice of hair design. Topics include creating styles using basic and advanced techniques of back combing, up sweeps, and braiding. Upon completion, the student should be able to demonstrate the techniques and procedures for hair designing.

COS 146 HAIR ADDITIONS (2T, 2E, 3M) 4 credits
FORMERLY: COS 104
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 hair and synthetic hair.

COS 151 NAIL CARE (3T) 3 credits
FORMERLY: COS 105 and COS 106
COREQUISITE: COS 152 or Permission of instructor
This course focuses on all aspects of nail care. Topics include salon conduct, professional ethics, sanitation, nail structure, manicuring, pedicuring, nail disorders, and anatomy and physiology of the arm and hand. Upon completion, the student should be able to demonstrate professional conduct, recognize nail disorders and diseases, and identify the procedures for sanitation and nail care services.

COS 152 NAIL CARE APPLICATIONS (9M) 3 credits
FORMERLY: COS 150 and COS 160
COREQUISITE: 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, the student should be able to perform nail care procedures.

COS 153 NAIL ART (3T) 3 credits
FORMERLY: COS 107
COREQUISITE: COS 154 or Permission of instructor
This course focuses on advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, the student should be able to identify the different types of sculptured nails and recognize the different techniques of nail art.

COS 154 NAIL ART APPLICATIONS (9M) 3 credits
FORMERLY: COS 170
COREQUISITE: 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, the student should be able to perform the procedures for nail sculpturing and nail art.

The following labs are designed for students in need of additional lab hours or services in preparation for licensure exams. The labs will be directed by instructors according to the student's area of specialty and may be taken during the course of the program as needed.

COS 160 IMAGE PROJECTION (9M) 3 credits
FORMERLY: COS 180
This course includes the study of professionalism, personal development, and ethics related to skin care. Topics include practical applications for hygiene, care of the feet and nails, and human relations. Upon completion, the student will be able to project visual poise and demonstrate professionalism needed in customer service.

COS 161 SPECIAL TOPICS IN COSMETOLOGY (1T) 1 credit
FORMERLY: COS 297 OL
PREREQUSITE: Permission of instructor
This course is designed to survey current trends and developing technology for the cosmetology profession. Emphasis is placed on, but is not limited to, dependability, attitude, professional judgment, emerging trends, new styling techniques, and practical cosmetology skills. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

COS 162 SPECIAL TOPICS IN COSMETOLOGY (2T) 2 credits
FORMERLY: COS 296OL
PREREQUISITE: Permission of instructor
This course is designed to survey current trends and developing technology for the cosmetology profession. Emphasis is placed on, but is not limited to, dependability, attitude, professional judgment, emerging trends, new styling techniques, and practical cosmetology skills. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

COS 163 FACIAL TREATMENTS (3T) 3 credits
FORMERLY: COS 191
This course includes all phases of facial treatments in the study of skin care. Topics include treatments for oily, dry, and special skin applications. Upon completion, students will be able to apply facial treatments according to skin type.

COS 164 FACIAL MACHINE (9M) 3 credits
FORMERLY: COS 202
This is a course designed to provide practical experience using the vapor and facial machine with hydraulic chair. Topics include the uses of electricity and safety practices, machines and apparatus, use of the magnifying lamp, and light therapy. Upon completion, the student will be able to demonstrate an understanding of electrical safety and skills in the use of facial machines.

COS 165 RELATED SUBJECTS-ESTHETICIANS (9M) 3 credits
FORMERLY: COS 203
This course includes subjects related to the methods for removing unwanted hair. This course includes such topics as electrolysis information and definitions, safety methods of permanent hair removal, the practice of removal of superfluous hair, and the use of depilatories. Upon completion of this course, students will be able to apply depilatories and practice all safety precautions.

COS 166 COLOR PSYCHOLOGY – COORDINATION (9M) 3 credits
FORMERLY: COS 204
This skin care course is designed for the make-up artistry requirements to be a professional make-up artist. Topics in this course include art make-up techniques for all skin types, sanitation of application tools and color tonality as it relates to make-up. Upon completion of this course, students will be able to apply make-up after determining correct skin tones, skin types and facial shapes, and design personalized make-up techniques for clients.

COS 168 BACTERIOLOGY AND SANITATION (3T) 3 credits
FORMERLY: COS 181
In this skin care course, emphasis is placed on the decontamination, infection control and safety practiced in the esthetics facility. Topics covered include demonstration of sanitation, sterilization methods and bacterial prevention. Upon completion, the student will be able to properly sanitize facial implements and identify non-reusable items.

COS 169 SKIN FUNCTIONS (9M) 3 credits
FORMERLY: COS 190
This course introduces skin functions and disorders. Topics include practical application for skin disorder treatments, dermabrasion, and skin refining. Upon completion of this course, students will be able to demonstrate procedures for acne, facials, and masks for deeper layers and wrinkles.

COS 190 INTERNSHIP IN COSMETOLOGY (5-15M) 1-3 credits
FORMERLY: COS 141 AND COS 161
PREREQUISITE: Permission of instructor
This course is designed to provide exposure to cosmetology practices in non-employment situations. Emphasis is on dependability, attitude, professional judgment, and practical cosmetology skills. Upon completion, the student should have gained skills necessary for entry-level employment.

COS 191 CO-OP (5-15M) 1-3 credits
FORMERLY: COS 151 and COS 171
PREREQUISITE: Permission of instructor
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

CRIMINAL JUSTICE (CRJ)

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

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

CRJ 130 INTRODUCTION TO LAW AND JUDICIAL PROCESS (3T) 3 credits
This course provides an introduction to the basic elements of substantive and procedural law and the stages in the judicial process. It includes an overview of state and federal court structure.

CRJ 140 CRIMINAL LAW AND PROCEDURE (3T) 3 credits
This course examines both substantive and procedural law. The legal elements of various crimes are discussed, with attention to the Alabama Code. Areas of criminal procedure essential to the criminal justice professional are covered.

CRJ 146 CRIMINAL EVIDENCE (3T) 3 credits
This course considers the origins of the law of evidence and current rules of evidence. Types of evidence, their definitions and uses are covered, as well as the functions of the court regarding evidence.

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

CRJ 157 COMMUNITY BASED CORRECTIONS (3T) 3 credits
This course examines various forms of community corrections and alternative sentences. Probation, parole, halfway houses, work release, community service, electronic monitoring and camps are among the programs considered.

CRJ 160 INTRODUCTION TO SECURITY (3T) 3 credits
This course looks at the operation, organization and problems in providing safety and security to business enterprises. Private, retail and industrial security are covered.

CRJ 161 INTRODUCTION TO PHYSICAL SECURITY (3T) 3 credits
This course provides an overview of the protection of people, property, and facilities through the use of security forces, systems, and procedures.

CRJ 162 SECURITY RISK MANAGEMENT (3T) 3 credits
This course deals with the identification of assets, threats, and vulnerabilities, and the development of countermeasures.

CRJ 163 SECURITY MANAGEMENT (3T) 3 credits
This course introduces the student to sound security management theories, principles, budgeting, communications, and education.

CRJ 164 INTERNATIONAL SECURITY (3T) 3 credits
This course provides an understanding of the security implications of international programs, commercial sales, the interrelationship of the information disclosure and technology transfer, the International Traffic in Arms Regulations, and the Export Administration Regulations.

CRJ 166 PRIVATE AND RETAIL SECURITY (3T) 3 credits
This course surveys the legal foundations, regulations, training, and other issues in private security. Typical offenses, laws, and law enforcement strategies common in the field are covered. Methods of loss prevention are examined.

CRJ 208 INTRODUCTION TO CRIMINOLOGY (3T) 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. The study includes criminal personalities, principles of prevention, control and treatment.

CRJ 209 JUVENILE DELINQUENCY (3T) 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.

CRJ 216 POLICE ORGANIZATION AND ADMINISTRATION (3T) 3 credits
This course examines the principles of organization and administration of law enforcement agencies. Theories of management, budgeting, and various personnel issues are covered.

CRJ 220 CRIMINAL INVESTIGATION (3T) 3 credits
This course explores the theory and scope of criminal investigation. The duties and responsibilities of the investigator are included. The techniques and strategies used in investigation are emphasized.

CRJ 230 CRIMINALISTICS (3T) 3 credits
This course surveys the different techniques of scientific investigation. Emphasis is given to ballistics, photography, fingerprints, DNA, trace evidence, body flu-

ids, casts and the like.

CRJ 256 CORRECTIONAL REHABILITATION (3T) 3 credits
This course surveys the different methods used in the rehabilitation of public offenders. Topics include individual and group counseling, education, recreation, religion, drug treatment, and vocational programs.

CRJ 280 INTERNSHIP IN CRIMINAL JUSTICE (1-3T) 1-3 credits
PREREQUISITE: Permission of instructor
This course involves practical experience with a criminal justice agency under faculty supervision. Permission of the instructor is required. This course may be repeated with the approval of the department head.

CRJ 290 SELECTED TOPICS - SEMINAR IN CRIMINAL JUSTICE (1-3T) 1-3 credits
This course involves reading, research, writing, and discussion of selected subjects relating to criminal justice. Various contemporary problems in criminal justice are analyzed. This course may be repeated with approval of the department head.

DENTAL ASSISTING (DNT)

DNT 100 INTRODUCTION TO DENTAL ASSISTING (2T) 2 credits
PREREQUISITE: Admission to the Dental Assisting Program and Permission of instructor
COREQUISITE: DNT 101, DNT 102, DNT 103, DNT 104, PSY 200
This course is designed to provide an introduction to dentistry and the history of dentistry, dental equipment, dental auxiliaries, psychology application to dentistry, personal and certification requirements, legal and ethical considerations, and work ethics and communication skills. Emphasis is placed on the Alabama Dental Practice Act and OSHA Standards. Upon completion, students should be able to discuss basic aspects of dentistry.

DNT 101 PRE-CLINICAL PROCEDURES I (2T, 3S) 3 credits
FORMERLY: DNT 101 and 102
PREREQUISITE: Admission to the Dental Assisting Program and Permission of instructor
COREQUISITES: DNT 100, DNT 102, DNT 103, DNT 104, PSY 200
This course is designed to introduce chairside assisting including concepts of four-handed dentistry, sterilization techniques, dental instruments, anesthesia, and operative dentistry. Emphasis will be placed on preparation of the student for clinical dental assisting. Upon completion, the student should be able to perform dental assisting skills in a clinical setting.

DNT 102 DENTAL MATERIALS (2T, 3S) 3 credits
FORMERLY: DNT 116
PREREQUISITE: Admission to the Dental Assisting Program and Permission of instructor
COREQUISITES: DNT 100, DNT 101, DNT 103, DNT 104, PSY 200
This course is designed to study the characteristics, manipulation, and application of dental materials ordinarily used in the dental office. Students will be given intra and extra-oral technical tasks to perform. Upon completion, students should be able to take and pour alginate impressions, trim study models, construct custom trays and temporary crowns, prepare and place restorative material, and manipulate cements and impression materials.

DNT 103 ANATOMY AND PHYSIOLOGY FOR DENTAL ASSISTING (3T) 3 credits
FORMERLY: DNT 186 and BIO 141
PREREQUISITE: Admission to Dental Assisting Program and Permission of instructor
COREQUISITE: DNT 100, DNT 101, DNT 102, DNT 104, PSY 200
This course is designed to study dental anatomy and the structure of the head and neck with a basic understanding of body structure and function. Emphasis will be placed on tooth and root morphology, and embryological and histological correlations will provide a foundation essential to an understanding of dental health. Upon completion, students should be able to discuss and identify the basic structure and function of the human body specifically the head, neck, and dentition.

DNT 104 BASIC SCIENCES FOR DENTAL ASSISTING (2T) 2 credits
FORMERLY: DNT 187 and BIO 142
PREREQUISITE: Admission to Dental Assisting Program and Permission of instructor
COREQUISITE: DNT 100, DNT 101, DNT 102, DNT 103, PSY 200
This course is designed to study basic microbiology, pathology, pharmacology, and medical emergencies. Emphasis is placed on the correlation of these sciences to the practice of dentistry. Upon completion, students should be able to apply basic science to the dental field.

DNT 111 CLINICAL PRACTICE I (1T, 12C) 5 credits
FORMERLY: DNT 173
PREREQUISITE: Admission to Dental Assisting Program or Permission of instructor
COREQUISITE: DNT 112, DNT 113, DNT 116, DNT 124, MTH 100 or 112 or 116, SPH 107
This course is designed to allow the student the opportunity for clinical observation and practical work experience in clinical settings under the supervision of a licensed dentist. Emphasis will be placed on the basic skills of chairside assisting. Upon completion, students should be able to demonstrate basic skills in the area of chairside assisting.

DNT 112 DENTAL RADIOLOGY (2T, 3S) 3 credits
FORMERLY: DNT 131 and DNT 132
PREREQUISITE: Admission to Dental Assisting Program or Permission of instructor
COREQUISITE: DNT 111, DNT 113, DNT 116, DNT 124, MTH 100 or 112 or 116, SPH 107
This course is designed to cover the essential knowledge of radiographic technique for the practice of dentistry. Students will be taught to produce diagnostically acceptable intra and extra-oral radiographs with emphasis being placed on x-ray properties, generation of x-rays, film processing, infection control, quality assurance, intraoral radiographic technique and image characteristics. Upon completion, students should be able to expose, process, and mount radiographs for diagnostic purposes under the direct supervision of a licensed dentist.

DNT 113 DENTAL HEALTH EDUCATION
(2T) 2 credits
FORMERLY: DNT 146
PREREQUISITE: Admission to Dental Assisting Program and Permission of instructor
COREQUISITE: DNT 111, DNT 112, DNT 116, DNT 124, MTH 100 or MTH 112 or MTH 116, SPH 107
This course is designed to introduce the student to the basic principles of nutrition, preventive dentistry, and dental health education. Emphasis will be placed on philosophy of preventive dentistry including: oral hygiene, patient motivation and management, and methods of oral health education. Upon completion, students should be able to apply the basic principles of nutrition and preventive dentistry.

DNT 116 PRECLINICAL PROCEDURES II
(2T) 2 credits
FORMERLY: DNT 102
PREREQUISITE: DNT 101 Pre-Clinical Procedures I and permission of the instructor
COREQUISITE: DNT 111, DNT 112, DNT 113, DNT 124, SPH 107 and MTH 100 or MTH 112 or MTH 116
This course is a continuation of Pre-Clinical Procedures I. Emphasis is placed on dental specialties. Upon completion, the student should be able to discuss and identify dental specialty procedures and instrumentation.

DNT 121 DENTAL OFFICE PROCEDURES
(4T) 4 credits
FORMERLY: DNT 156
PREREQUISITE: Admission to Dental Assisting Program and Permission of instructor
COREQUISITE: DNT 122, DNT 123, ENG 101
This course is designed to address basic dental office procedures including appointment and recall systems, financial records, accounting procedures, insurance claims, filing systems, purchasing and inventory of supplies and equipment, and the utilization of computers to perform business office procedures. Emphasis is placed on the duties of a dental receptionist. Upon completion, students should be able to demonstrate efficiently in practice management.

DNT 122 CLINICAL PRACTICE II
(12C) 4 credits
FORMERLY: DNT 174
PREREQUISITE: Admission to Dental Assisting Program and Permission of instructor
COREQUISITE: DNT 121, DNT 123, ENG 101
This course is designed to provide the student the opportunity to develop advanced dental assisting skills in chairside dental assisting procedures, radiology, receptionist duties, team work, and communication skills. Emphasis will be placed on clinical procedures. Upon completion, students should be able to demonstrate proficiency in the area of chairside assisting.

DNT 123 DENTAL ASSISTING SEMINAR
(4T) 4 credits
FORMERLY: DNT 196
PREREQUISITE: Admission to Dental Assisting Program and Permission of instructor
COREQUISITE: DNT 121 and DNT 122, ENG 101
This course is designed to discuss and evaluate the students' clinical experiences and the resume and interview process. Emphasis will be placed on new technology in dental practices as related to dental assisting and the certification exam review. Upon completion, students should be able to successfully complete the Dental Assisting National Board Examination to become a Certified Dental Assistant.

DNT 124 CLINICALLY APPLIED INFECTION CONTROL AND OSHA STANDARDS (3C) 1 credit
PREREQUISITE: DNT 111 or Permission of instructor
COREQUISITE: DNT 111, DNT 112, DNT 113, DNT 116, SPH 107, MTH 100 or 112 or 116
This course is designed for the integration of previously acquired knowledge of OSHA Standards and Infection Control in a clinical setting. Emphasis will be placed on clinical application of Infection Control and Compliance of OSHA Standards as it relates to dental chairside assisting. Upon completion, students should be able to demonstrate skills in the area of Infection Control and OSHA Guidelines.

DNT 134 CLINIC/CO-OP (5 I) 1 credit
PREREQUISITE: DNT 122 or Permission of instructor
This course is designed to enable the student who has completed the Certificate Program to gain hands-on experience at a work-site or by performing job-related activities. Emphasis will be placed on chairside assisting skills. Successful completion of student cognitive, psychomotor or affective domain competencies are required in this course.

DNT 135 CLINICAL/CO-OP (10 I) 2 credits
PREREQUISITE: DNT 122 or Permission of instructor
This course is designed to enable the student who has completed the Certificate Program to gain hands-on experience at a work-site or by performing job-related activities. Successful completion of student cognitive, psychomotor or affective domain competencies are required in this course.

DNT 136 CLINICAL/CO-OP (15 l) 3 credits
PREREQUISITE: DNT 122 or Permission of instructor
This course is designed to enable the student who has completed the Certificate Program to gain hands-on experience at a work-site or by performing job-related activities. Successful completion of student cognitive, psychomotor or affective domain competencies are required in this course.

DNT 137 CLINICAL/CO-OP (20 l) 4 credits
PREREQUISITE: DNT 122 or Permission of instructor
This course is designed to enable the student who has completed the Certificate Program to gain hands-on experience at a work-site or by performing job-related activities. Successful completion of student cognitive, psychomotor or affective domain competencies are required in this course.

DNT 139 DIRECTED STUDIES IN DENTAL ASSISTING (1T) 1 credit
PREREQUISITE: Permission of instructor
This course is designed to study specific areas of dentistry as chosen by the student and faculty member. Emphasis will be placed on the research and critique of a specific dental topic. Upon completion, students should be able to deliver a written and oral presentation on the chosen topic.

DNT 140 DIRECTED STUDIES IN DENTAL ASSISTING (2T) 2 credits
PREREQUISITE: Permission of instructor
This course is designed to study specific areas of dentistry as chosen by the student and faculty member. Emphasis will be placed on the research and critique of a specific dental topic. Upon completion, students should be able to deliver a written and oral presentation on the chosen topic.

DNT 141 DIRECTED STUDIES IN DENTAL ASSISTING (3T) 3 credits
PREREQUISITE: Permission of instructor
This course is designed to study specific areas of dentistry as chosen by the student and faculty member. Emphasis will be placed on the research and critique of a specific dental topic. Upon completion, students should be able to deliver a written and oral presentation on the chosen topic.

DNT 296 SPECIAL TOPICS IN DENTISTRY (1T) 1 credit
PREREQUISITE: Permission of instructor
This course is designed to address special topics in dentistry according to the criteria approved for continuing education by the code of Alabama. Emphasis is placed on chairside dental assisting, Infection Control/OSHA, treatment of special needs/medically compromised patients, oral pathology basic sciences, dental materials, medical emergencies, and ethics and jurisprudence. Upon completion, the student should be able to discuss the special topic addressed in the symposium as it relates to dentistry.

DNT 297 SPECIAL TOPICS IN DENTISTRY (2T) 2 credits
PREREQUISITE: Permission of instructor
This course is designed to address special topics in dentistry according to the criteria approved for continuing education by the code of Alabama. Emphasis is placed on chairside dental assisting, Infection Control/OSHA, treatment of special needs/medically compromised patients, oral pathology basic sciences, dental materials, medical emergencies, and ethics and jurisprudence. Upon completion, the student should be able to discuss the special topic addressed in the symposium as it relates to dentistry.

DNT 298 SPECIAL TOPICS IN DENTISTRY (3T) 3 credits
PREREQUISITE: Permission of instructor
This course is designed to address special topics in dentistry according to the criteria approved for continuing education by the code of Alabama. Emphasis is placed on chairside dental assisting, Infection Control/OSHA, treatment of special needs/medically compromised patients, oral pathology basic sciences, dental materials, medical emergencies, and ethics and jurisprudence. Upon completion, the student should be able to discuss the special topic addressed in the symposium as it relates to dentistry.

DESIGN DRAFTING TECHNOLOGY (DDT)

DDT 103 INTRODUCTION TO COMPUTER AIDED DRAFTING (2T, 3M) 3 credits
FORMERLY: DDT 152
This course provides an introduction to basic Computer-Aided Design and Drafting (CAD) functions and techniques using "hands-on" applications. Topics include terminology, hardware, basic DOS and Windows functions, file manipulation, and basic CAD software applications in producing softcopy and hardcopy. Upon completion, students should be able to identify and select CAD hardware, employ basic DOS and Windows functions, handle basic text and drawing files, and produce acceptable hardcopy on a CAD system.

DDT 111 FUNDAMENTALS OF DRAFTING AND DESIGN TECHNOLOGY (1T, 2E, 3M) 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. Upon completion, students should develop and use safe work habits, identify and properly use common drafting tools and equipment, construct geometric figures, and sketch basic orthographic views of objects.

DDT 112 INTRODUCTORY TECHNICAL DRAWING
(1T, 2E, 3M) 3 credits
PREREQUISITE: DDT 111, DDT 103, DDT 114
This course covers drawing reproduction and orthographic projection and sectioning. Emphasis will be placed on the theory as well as the mechanics of orthographic projection and shape description, the relationship of orthographic planes and views, the views and their space dimensions, the application of the various types of sections, and drawing reproduction. Upon completion, students should have an understanding of orthographic projection and be able to identify orthographic planes, produce orthographic views of objects, and apply the various sectioning techniques and methods and reproduce drawings.

DDT 114 INDUSTRIAL BLUEPRINT READING
(3T) 3 credits
This course provides students with basic blueprint reading for various industrial applications. Topics include orthographic projection, dimensions and tolerances, symbols, industrial application, scales and notes. This course may be tailored to meet a specific industry need.

DDT 115 BLUEPRINT READING FOR MACHINISTS
(3T) 3 credits
FORMERLY: DDT 151
This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the machine trades. Topics include multiview projection, pictorial drawings, dimensions and notes, lines and symbols, and sketching. Upon completion, students should be able to interpret blueprint drawings used in the machine trades.

DDT 116 BLUEPRINT READING FOR
CONSTRUCTION (3T) 3 credits
FORMERLY: DDT 150
This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the construction trades. Topics include multiview projection, dimensions and notes, lines and symbols, sketching, foundation plans, site plans, elevations, sections, details, schedules, electrical plans and specifications. Upon completion, students should be able to interpret blueprint drawings used in the construction trades.

DDT 119 ADVANCED ELECTRONIC DRAFTING
(1T, 2E, 3M) 3 credits
FORMERLY: DDT 229
PREREQUISITE: DDT 122 and DDT 123
This course introduces drafting and design techniques dealing with production of electronic equipment for consumer, commercial, and military applications. Emphasis is placed on schematic drawings, connection or wiring diagrams, industrial electronic diagrams, ladder schematics, flow block diagrams, and documentation types and techniques related to the power delivery industry. Upon completion, students should be able to prepare documentation specified by ANSI standards and be familiar with the techniques of composition and the unique symbols and practices of industry.

DDT 121 INTERMEDIATE TECHNICAL DRAWING
(1T, 2E, 3M) 3 credits
PREREQUISITE: DDT 112 and DDT 103
This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include auxiliary views, basic space geometry, pictorial drawings, and basic charts and graphs. Upon completion, students should be able to project and develop auxiliary views, locate and specify points, lines, and planes in space, develop axonometric, oblique, and perspective drawings and draw basic charts and graphs.

DDT 122 ADVANCED TECHNICAL DRAWING
(1T, 2E, 3M) 3 credits
PREREQUISITE: DDT 112 AND DDT 103
This course covers the methods of providing size description and manufacturing information for production drawings. Emphasis will be placed on accepted dimensioning and tolerancing practices including Geometric Dimensioning and Tolerancing for both the Customary English System and the ISO System. Upon completion, students should be able to apply dimensions, tolerances, and notes to drawings to acceptable standards, including Geometric Dimensioning and Tolerancing, and produce drawings using and specifying common threads and various fasteners, including welding methods.

DDT 123 INTERMEDIATE CAD (2T, 2E, 3M) 4 credits
FORMERLY: DDT 153
PREREQUISITE: DDT 103
This course covers intermediate-level concepts and applications of CAD design and drafting. Emphasis will be placed on intermediate-level features, commands, and applications of CAD software. Upon completion, students should be able to develop and use external references and paper space, apply higher-level block creation techniques and usage, including attributes, and apply basic-level customization techniques to CAD software.

DDT 131 MACHINE DRAFTING BASICS
(1T, 2E, 3M) 3 credits
FORMERLY: DDT 228
PREREQUISITE: DDT 122 and DDT 123
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, layout, and produce industrial-type working drawings, including the application of title blocks, parts lists, assemblies, details, dimensions, and engineering controls.

DDT 132 ARCHITECTURAL DRAFTING
(1T, 2E, 3M) 3 credits
PREREQUISITE: DDT 122 and DDT 123
This course in architectural design and drafting introduces basic terminology, concepts and principles of

architectural design and drawing. Topics include design considerations, lettering, terminology, site plans, and construction drawings. Upon completion, students should be able to draw, dimension, and specify basic residential architectural construction drawings.

DDT 150 THEORY OF RESIDENTIAL DRAWING AND DESIGN (3T) 3 credits
PREREQUISITE: Permission of instructor
This course provides the theory of residential drawing and design. Topics include architectural styles, house design, site and space planning, climate, drawing requirements, construction materials and process, terminology, and specific types of drawings required to complete a full set of construction documents. Introductory, intermediate, and advanced topics are covered. Emphasis is placed on an understanding of the various requirements essential to the field of residential drawing and design.

DDT 155 DRAWING FOR RESIDENTIAL CONSTRUCTION (4M) 4 credits
PREREQUISITE: Permission of instructor
This course is a direct applications lab to the topics covered within DDT 150. Emphasis is placed upon the production of quality construction documents.

DDT 211 INTERMEDIATE MACHINE DRAFTING (1T, 2E, 3M) 3 credits
PREREQUISITE: DDT 131
This second course in machine drafting and design provides more advanced instruction in the largest specialty area of drafting. Topics include applications of previously developed skills in the organization and development of more complex working drawings, use of vendor catalogs and the Machinery's Handbook for developing specifications, and use of standardized abbreviations in working drawings.

DDT 212 INTERMEDIATE ARCHITECTURAL DRAFTING (1T, 2E, 3M) 3 credits
FORMERLY: DDT 234
PREREQUISITE: DDT 211
This second course in architectural design and drafting continues with more advanced and detailed architectural plans. Topics include floor construction and detailing; foundation, wall, and roof construction and detailing; use of standards manuals; perspective drawings; electrical plans; plumbing plans; and building materials, with emphasis on residential and some light commercial applications. Upon completion, students should be able to draw and specify advanced-level plans including various architectural details.

DDT 213 CIVIL DRAFTING, PLAT MAPS (1T, 2E, 3M) 3 credits
FORMERLY: DDT 230
PREREQUISITE: DDT 122 AND DDT 123
This course introduces the drafting practices, symbols, conventions, and standards utilized in civil engineering contract documents. Topics include site planning, land surveying, topographic surveys, along with civil terminology. Upon completion, students should be able to draw accurate plat maps giving legal descriptions of land parcels, draw simple site plans, and identify and use proper symbols and conventions on civil engineering drawings.

DDT 224 STRUCTURAL CONCRETE DRAFTING (1T, 2E, 3M) 3 credits
PREREQUISITE: DDT 122 and DDT 123 (formerly DDT 153)
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, roof, and wall framing plans using the A.I.S.C. Manual and incorporating safety practices.

DDT 225 STRUCTURAL STEEL DRAFTING (1T, 2E, 3M) 3 credits
PREREQUISITE: DDT 122 AND DDT 123
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 233 SOLIDS MODELING (2T, 2E) 3 credits
PREREQUISITE: DDT 103 and DDT 111
This course provides instruction in 3D capabilities of CAD software. Emphasis is placed on 3D wire-frame, surface and solids modeling along with the development of 2D detail drawings from 3D models. Upon completion, students should be able to generate 3D surface and solid models and 2D orthographic production drawings from created solid models.

DDT 235 SPECIALIZED CAD
(2T, 2E, 3M) 4 credits
PREREQUISITE: DDT 113 OR Permission of instructor
This course introduces alternative CAD application software and alternative platforms, and can serve as a means of introducing third party programs that work in conjunction with a specific CAD application. Topics include various Graphical User Interfaces (GUI's) and how to navigate them, as well as how to use a third party application to make working in a specific CAD package easier and more productive. Upon completion, students should be able to use more than one CAD software package to produce hardcopy and use third party software to make certain tasks easier with a specific CAD program.

DDT 236 DESIGN PROJECT (1T, 2E, 3M) 3 credits
PREREQUISITE: DDT 122 and DDT 123
This course is designed for advanced students who aspire to more advanced and specialized skills in one certain drafting area. Emphasis will be placed on the student's ability to apply the principles learned in previous drafting classes in one special area, as approved by the instructor. The required project, as well as how the work is to be accomplished, must be agreed upon by the instructor and the student. Upon completion, students will further reinforce previously learned concepts by applying engineering principles and controls to a personal design project.

DDT 237 CURRENT TOPICS IN CAD
(1T, 2E, 3M) 3 credits
FORMERLY: DDT 155
PREREQUISITE: DDT 123
This course serves to introduce changing technology and current CAD subjects and software and the computing hardware needed to utilize new products. Topics include current trends in how industries use CAD applications, new developments, improvements and progressions within specific CAD applications as well as the necessary hardware. Upon completion, students should be able to use more updated software in a specific CAD application and be more aware of improvements in CAD software and how to apply advancing technology in improving their CAD proficiency.

DDT 239 INDEPENDENT STUDIES (2-8E) 1-4 credits
PREREQUISITE: DDT 122 and DDT 123
This course provides practical application of prior attained skills and experiences as selected by the instructor for the individual student. Emphasis is placed on applying knowledge from prior courses toward the solution of individual drafting and design problems. With completion of this course, the student will demonstrate the application of previously attained skills and knowledge in the solution of typical drafting applications and problems.

ECONOMICS (ECO)

ECO 130 CONSUMER ECONOMICS (3T) 3 credits
This course explores the application of general economic principles and practices concerning personal consuming, saving, and investing. It also stresses the relationship of sound personal financial management with successful career goals. Topics covered will include: consumerism, income and family financial planning, insurance, and investments.

ECO 231 PRINCIPLES OF MACROECONOMICS
(3T) 3 credits
FORMERLY: Principles of Economics I
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
(3T) 3 credits
PREREQUISITE: ECO 231
FORMERLY: Principles of Economics II
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.

EDUCATION

EDU 100 EXPLORING TEACHING AS A
PROFESSION (1T, 2E) 2 credits
This course provides students with an opportunity to explore teaching as a career. The role of the teacher, the benefits of teaching, and the steps to becoming a teacher are some of the topics that will be explored. Students will be exposed to examples of good teaching and self-assess their personal and professional qualities.

ELECTRONIC ENGINEERING TECHNOLOGY (EET)

EET 101 DC THEORY (3T) 3 credits
COREQUISITE: MTH 112
An introduction to DC Circuit analysis. Topics include voltage, current and power in series, parallel, series-parallel and bridge circuits, node and mesh circuits, superposition and Thevenin's theorems, inductors, capacitors, R-L, R-C time constants. Upon completion of this course and EET 102, students should be able to calculate all parameters in DC circuitry, construct equivalent circuits, and describe circuit behavior.

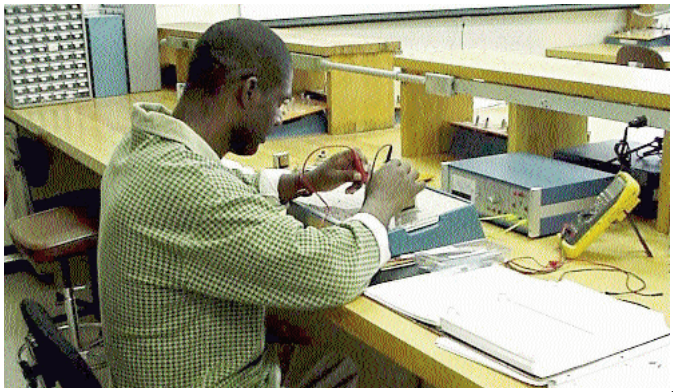
EET 102 **DC LABORATORY (1T, 3M)** **2 credits**
COREQUISITE: EET 101
Companion to EET 101. Topics include circuit construction, measurement of voltage, current, relative voltages, component identification, DC meters, schematic reading, circuit construction, and parameter measurements. Upon completion of this course and EET 101, students should be able to calculate all parameters in DC circuitry, construct equivalent circuits, and describe circuit behavior.

EET 151 **AC THEORY (3T)** **3 credits**
PREREQUISITE: EET 101 AND EET 102)
COREQUISITE: MTH 113
An introduction to AC circuit analysis. Topics include AC waveforms: amplitude, phase, frequency and period; reactance, phasors; filters: R-L and R-C; resonance; AC circuit analysis; power factors, delta circuits, WYE circuits; rectifier circuits; and power supplies. Upon completion of this course and EET 152, students should be able to calculate all parameters in AC circuits, describe behavior and use AC instruments.

EET 152 **AC LABORATORY (1T, 3M)** **2 credits**
PREREQUISITE: EET 101 AND EET 102
COREQUISITE: EET 151
Companion to EET 151. Topics include use of oscilloscopes, function generators, frequency counters, circuit construction, measurements, and use of circuits. Upon completion of this course and EET 151, a student will be able to construct circuitry and perform all necessary AC measurements.

EET 161 **SOLID STATE THEORY (3T)** **3 credits**
PREREQUISITE: EET 151 AND EET 152
An introduction to solid-state devices and circuits. Topics include solid-state devices: diodes, transistors, FETS, SCR's, TRIACS, LED's UITS, and the basic circuits that use these devices: amplifiers, power control and switching circuits. Upon completion of this course and EET 162, students should be able to describe the operation of various devices and the circuits using these devices, and calculate all parameters.

EET 162 **SOLID STATE LABORATORY (3M)** **1 credit**
PREREQUISITE: EET 151 AND EET 152
COREQUISITE: EET 161
Companion to EET 161. Topics include circuit operation and measurements using various solid-state devices. Upon completion of this course and EET 161, students should be able to construct circuits using various solid-state devices to amplify signals, control power, perform switching operations, etc.



EET 186 **MICROPROCESSOR BASICS (3T)** **3 credits**
An introduction to the organization and interconnection of microprocess 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, a student will be able to program a simple microprocessor system.

EET 208 **FIBER OPTICS (3T)** **3 credits**
PREREQUISITE: EET 225
This course covers basic fiber optic transmissions principles including optical devices and light propagation through glass fibers. Connectors and splicing fibers are integrated, along with data transmission measurement.

EET 210 **DIGITAL BASICS (3T)** **3 credits**
PREREQUISITE: EET 161 AND EET 162
This course is an introduction to digital logic and circuits. Topics include Boolean Algebra, basic logic gates, characteristics of simple TTL, IC's, shift registers, and flip-flops. Upon completion of this course and EET 211, students should be able to construct a circuit from Boolean expression, and alter a circuit design for use with a particular type of gate.

EET 211 **DIGITAL BASICS LABORATORY (3M)** **1 credit**
PREREQUISITE: EET 161 AND EET 162
COREQUISITE: EET 210
Companion to EET 210. Topics include logic gates, circuit construction, measurements of states, counters, timers, Divide-By-N circuits and shift-registers. Upon completion of this course and EET 210, a student should be able to describe operations of circuitry, and construct and demonstrate operation of circuits.

EET 225 **ELECTRONICS COMMUNICATIONS (3T)** **3 credits**
PREREQUISITE: EET 161, EET 162
A study of electronic circuits used for communication. Topics include amplitude modulation, frequency modulation, single-sideband operation, and performance measurements. Upon completion of this course, a student will be able to analyze and operate a simple communications system.

ELECTRICAL TECHNOLOGY (ELT)

ELT 101 **DC PRINCIPLES OF ELECTRICITY (2T, 3M)** **3 credits**
FORMERLY: ELT 111
PREREQUISITE: MTH 098 or Permission of instructor
This course is a study of basic atomic structure, electron flow, Ohm's Law, electrical power and conductors and insulators. Topics include atomic theory, series and parallel circuits, complex circuits, magnetism and electromagnetism. Upon completion, students should be able to solve DC electrical quantity problems and use voltmeters, ohm meters, and amp meters.

ELT 102 AC PRINCIPLES OF ELECTRICITY
(2T, 3M) 3 credits
FORMERLY: ELT 121
PREREQUISITE: ELT 101, MTH 098 or Permission of instructor
This course is a study of alternating current and its measurements, circuit analysis, resistive, inductive and capacitive circuits, vectors, AC power and AC test equipment. Emphasis is placed on sinewave generation and valves, circuit construction and analysis and test equipment. Upon completion, students should be able to construct AC circuits and use AC test equipment.

ELT 105 DC AND AC ELECTRICITY
(4T, 6M) 6 credits
COREQUISITE: MTH 092
This course is a study of basic atomic structure, electron flow, Ohm's Law, electrical power, conductors and insulators, alternating current and its measurements, circuit analysis, resistive, inductive and capacitive circuits, vectors, AC power and AC test equipment. Topics include atomic theory, series and parallel circuits, complex circuits, magnetism and electromagnetism, sinewave generation and valves, and circuit construction and analysis. Upon completion, students should be able to solve DC electrical quantity problems, use voltmeters, ohm meters and amp meters, and be able to construct AC circuits and use AC test equipment.

ELT 111 RESIDENTIAL WIRING METHODS I
(2T, 3M) 3 credits
FORMERLY: ELT 132
PREREQUISITE: MTH 098, ELT 105 or Permission of instructor
This course introduces the student to residential wiring practices and methods, use of hand and power tools, electrical safety, the NEC requirements and residential blueprint interpretations. Topics include standard residential wiring procedures and practices, grounding NEC requirements, wiring diagrams and wiring layouts. Upon completion, students should be able to read blueprints, understand code requirements, and wire lights and switches.

ELT 112 ADVANCED RESIDENTIAL WIRING METHODS
(2T, 3M) 3 credits
FORMERLY: ELT 132
PREREQUISITE: ELT 111, MTH 098, ELT 105
This course provides the student with information on how to interpret electrical residential blueprints, wiring diagrams, layouts and will teach them to wire many different residential circuits in accordance with the National Electric Code. Emphasis is placed on applying the National Electric Code, actual wiring of panels, service and branch circuits. Upon completion, students should be able to interpret and wire most aspects of a residential application to code.

ELT 113 RESIDENTIAL WIRING (4T, 6M) 6 credits
PREREQUISITE: ELT 105 or Permission of instructor
This course is a study of residential wiring practices and methods and introduces the student to the use of hand and power tools, electrical safety, the NEC requirements, and how to interpret electrical residential blueprints, wiring diagrams, and layouts. Students will also learn to wire many different residential circuits in accordance with the National Electric Code. Topics include standard residential wiring procedures and practices, grounding NEC requirements, wiring diagrams and wiring layouts. Emphasis will also be placed on applying the National Electric Code, actual wiring of panels, service and branch circuits. Upon completion, students should be able to read blueprints, understand code requirements, wire lights and switches, and be able to interpret and wire most aspects of a residential application to code.

ELT 120 MOTORS (4T, 6M) 6 credits
PREREQUISITE: ELT 105 or Permission of instructor
This course covers the theory and operation of single and three phase AC and DC motors. Emphasis is placed on the various types of single and three phase motors, wiring diagrams, starting devices, field wiring, troubleshooting AC and DC motors and using test equipment. Upon completion, students should be able to explain, wire and troubleshoot most all types of AC and DC motors.

ELT 121 BASIC AC/DC MACHINES (2T, 3M) 3 credits
FORMERLY: ELT 130
PREREQUISITE: ELT 105, MTH 098
This course covers the theory and operation of single and three phase AC motors and the labs will reinforce this knowledge. Emphasis is placed on the various types of single and three phase motors, wiring diagrams, starting devices, and practical application in the lab. Upon completion, students should be able to explain, wire and troubleshoot most single and three phase AC motors.

ELT 122 ADVANCED AC AND DC MACHINES
(2T, 3M) 3 credits
FORMERLY: ELT 130
PREREQUISITE: MTH 098, ELT 121 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 most all types of AC and DC electric motors.

ELT 131 COMMERCIAL/INDUSTRIAL
WIRING I (2T, 3M) 3 credits
PREREQUISITE: MTH 098, ELT 102 or Permission of instructor
This course teaches the student the principles and applications of commercial and industrial wiring. Emphasis is placed on blueprint symbols, hand and power tools, electrical safety, calculations and the NEC code requirements as applied to commercial and industrial wiring. Upon completion, students should be able to read electrical plans, understand electrical symbols, calculate electrical loads for commercial

industrial applications and interpret the NEC code requirements.

ELT 132 COMMERCIAL/INDUSTRIAL WIRING II (2T, 3M) 3 credits
FORMERLY: ELT 131
PREREQUISITE: MTH 098, ELT 131 or Permission of instructor
This course is a continuation of ELT 131 and includes the study of branch circuits, installation requirements for services, feeders and special equipment considerations including the NEC code requirements. Emphasis is placed on load calculations, conductors, service sizing, installation requirements, NEC code requirements, transformers, lighting, HVAC and special equipment considerations. Upon completion, students should be able to size complete electrical commercial/industrial systems and understand the NEC requirements for each system.

ELT 133 COMMERCIAL/INDUSTRIAL WIRING (4T, 6M) 6 credits
PREREQUISITE: ELT 105 or Permission of instructor
This course teaches the students the principles and applications of commercial and industrial wiring, including the study of branch circuits, installation requirements for services, feeders and special equipment considerations including the NEC requirements. Emphasis is placed on blueprint symbols, hand and power tools, electrical safety, calculations, NEC code requirements, load calculations, conductors, service sizing, installation requirements, transformers, lighting, HVAC and special equipment consideration. Upon completion, students should be able to read electrical symbols, calculate electrical loads for commercial industrial applications and interpret the NEC code requirements.

ELT 206 OSHA SAFETY STANDARDS (3T) 3 credits
This course focuses on OSHA safety standards related to the job site. Emphasis is placed on overall safety practices, construction site safety practices and safety procedures required by federal and state laws. Upon completion, students should be able to apply OSHA safety standards.

ELT 210 MOTOR CONTROLS (4T, 6M) 6 credits
PREREQUISITE: ELT 105 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 electronic starting devices. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using push-button stations, and understand complex motor control diagrams.

ELT 211 MOTOR CONTROLS I (2T, 3M) 3 credits
FORMERLY: ELT 201
PREREQUISITE: ELT 105 or Permission of instructor
This course introduces the use of motor control symbols, magnetic motor starters, running overload protection, push-button stations and sizing of magnetic motor starters and overload protection. Topics include sizing magnetic starters and overload protection and the use of push-button stations, ladder diagrams and magnetic motor starters in control of electric motors. Upon completion, students should be able to understand the operation of magnetic motor starters, overload protection and interpret ladder diagrams using push-button stations.

ELT 212 MOTOR CONTROLS II (2T, 3M) 3 credits
FORMERLY: ELT 202
PREREQUISITE: ELT 211 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, the students should be able to understand and interpret the more complex motor control diagrams and understand the different starting techniques of electrical motors.

ELT 214 HYDRAULICS (2T, 3M) 3 credits
FORMERLY: INT 101
This course is the study of fluid power systems including the theory and function of devices that pressurize, direct, and control fluid power systems. Lab will reinforce the principles and characteristics of hydraulic systems. Emphasis is placed on setting up and operating hydraulic trainers in the correct manner with the aid of hydraulic prints. Upon completion, students should be able to explain and operate a typical hydraulic system.

ELT 215 PNEUMATICS (2T, 3M) 3 credits
FORMERLY: INT 102
This course is the study of compressed air power systems and the theory and function of devices that pressurize, direct and control air systems. Labs will reinforce the principles and characteristics of pneumatic systems. Emphasis is placed on setting up and operating pneumatic trainers in the correct manner with the aid of pneumatic prints. Upon completion, students should be able to explain and operate a typical pneumatic system.

ELT 217 TRANSFORMERS (2T, 3M) 3 credits
PREREQUISITE: ELT 105
This course is designed to train the student in the theory of operation, various connections, troubleshooting, and repair of single phase as well as three phase transformers. KVA load calculations and applications will also be covered in the class. Upon completion, the student should be able to perform calculations relating to transformers, make proper Delta and WYE connections, and understand the basic polarity and voltage test for each application.

ELT 218 HYDRAULICS AND PNEUMATICS
(4T, 6M) 6 credits
PREREQUISITE: Permission of instructor
This course is the study of fluid power systems including the theory and function of devices that pressurize, direct and control fluid power systems and a study of compressed air power systems and the theory and function of devices that pressurize, direct and control air systems. Emphasis is placed on setting up and operating hydraulic and pneumatic trainers in the correct manner with the aid of hydraulic and pneumatic prints. Upon completion, students should be able to explain and operate a typical hydraulic and pneumatic system.

ELT 221 ELECTRONICS FOR ELECTRICIANS I
(2T, 3M) 3 credits
FORMERLY: ELT 221
PREREQUISITE: ELT 105 or Permission of instructor
This course introduces students to the basic principles of solid state electronic equipment as found in many electrical and motor control circuits. Emphasis is placed on fundamental concepts of diodes, transistors, FET's and MOSFETs as they are used in electrical control circuits. Upon completion, students should understand the basic operation of solid state components and be able to perform basic troubleshooting tasks.

ELT 222 ADVANCED ELECTRONICS FOR ELECTRICIANS (2T, 3M) 3 Credits
CO-REQUISITE: ELT 221
This course covers additional solid state devices as they apply to controlling industrial machinery and devices including motor operating equipment. Topics include a group of devices known as thyristors and solid state relays, oscillators, timers, and the operational amplifier. Upon completion, students should be able to better understand the operation of state-of-the-art electronically controlled electrical power systems and perform basic troubleshooting of electronic controls.

ELT 230 PROGRAMMABLE CONTROLS
(4T, 6M) 6 credits
PREREQUISITE: ELT 105 or Permission of instructor
This state-of-the-art course includes the fundamental principles of programmable logic controls (PLCs) including hardware, programming and program design. Emphasis is placed on hardwiring associated with PLC, different options available with most PLCs, 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 PLCs and troubleshoot the system.

ELT 231 PROGRAMMABLE CONTROLS I
(2T, 3M) 3 credits
FORMERLY: ELT 222
PREREQUISITE: ELT 105 or Permission of instructor
This state-of-the-art course includes the fundamental principles of programmable logic controls (PLCs) including hardware and programming. Emphasis is placed on hardwiring associated with PLC, different options available with most PLCs and basic ladder logic programming. Upon completion, students should be able to develop programs, load programs into PLCs and troubleshoot the system.

ELT 232 PROGRAMMABLE CONTROLS II
(2T, 3M) 3 credits
FORMERLY: ELT 262
PREREQUISITE: ELT 231 or Permission of instructor
This state-of-the-art course focuses on PLC hardware, programming and program design. Emphasis is placed on 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 PLCs and troubleshoot the system.

ELT 241 NATIONAL ELECTRIC CODE
(3T) 3 credits
FORMERLY: ELT 135
PREREQUISITE: ELT 105 or Permission of instructor
This course introduces students to the National Electric Code. Emphasis is placed on locating and interpreting needed information within the NEC code manual. Upon completion, students should be able to locate code requirements for a specific electrical installation.

EMERGENCY MEDICAL PARAMEDIC (EMP)

EMP 189 APPLIED ANATOMY AND PHYSIOLOGY FOR THE PARAMEDIC (4T) 4 credits
PREREQUISITE: Admission to the EMT-Paramedic Program.
This course introduces human anatomy and physiology and includes concepts related to basic chemistry; fluid, electrolyte, and acid-base balance; functions of cells, tissues, organs, and systems; pathophysiology; and associated medical terminology. Emphasis is placed on applying content to signs, symptoms, and treatments; and situations commonly seen by paramedics. Upon course completion, students should be able to demonstrate a basic understanding of the structure and function of the human body.

EMP 191 PARAMEDIC PREPARATORY (2T) 2 credits
PREREQUISITE: Admission to the EMT-Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s).
NOTE: HPS-110, Introduction to Health Care, may be substituted for this course.
This course introduces issues related to the practice of prehospital advanced life support as a career, with a focus on issues common to all health care professions. Content areas include: paramedic roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical-legal-ethical issues, therapeutic communications, and medical terminology. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 192 PARAMEDIC OPERATIONS (2T, 2E) 3 credits
PREREQUISITE: Admission to the EMT-Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s).
This course focuses on the operational knowledge and skills needed for safe and effective patient care within the paramedic's scope of practice. Content areas include: pathophysiology, life span development, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, crime scene awareness, and Alabama EMS laws and rules. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 193 PATIENT ASSESSMENT AND MANAGEMENT (2T, 2E) 3 credits
PREREQUISITE: Admission to the EMT-Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s).
This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and to communicate assessment findings and patient care verbally and in writing. Content areas include: airway management, history taking, techniques of the physical examination, patient assessment, clinical decision making, communications, documentation, and assessment based management. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 194 PARAMEDIC GENERAL PHARMACOLOGY (1T, 2E) 2 credits
PREREQUISITE: Admission to the EMT-Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s).
NOTE: HPS-104, General Pharmacology for the Health Sciences, may be substituted for this course.
This course introduces basic pharmacological agents and concepts, with an emphasis on drug classifications and the knowledge and skills required for safe, effective medication administration. Content areas include: general principles of pharmacology and pharmacologic pathophysiology; venous and intraosseous access techniques, the metric and apothecary system; computation of dosage and solution problems, administration of pharmacologic agents; and nasogastric tube placement. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 195 ADVANCED TRAUMA MANAGEMENT A (2T, 2E, 9P3) 6 credits
PREREQUISITE: Admission to the EMT-Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s), approved for clinical studies.
NOTE: The combination of EMP-196, Advanced Trauma Management-B, and EMP-197, Clinical Competencies-I will substitute for this course.
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to: trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries; burns; and head, facial, spinal, thoracic, abdominal, and musculosketal trauma. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment, trauma management, advanced airway management, I.V./I.O. initiation and medication administration. Upon course completion, students will have demonstrated competency in those respective components of the National Standard

Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 196 ADVANCED TRAUMA MANAGEMENT B (2T, 2E) 3 credits
PREREQUISITE: Admission to the EMT-Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s).
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to: trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries; burns; and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 197 PARAMEDIC CLINICAL COMPETENCIES I (9P3) 3 credits
PREREQUISITE: Admission to the EMT-Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s), approved for clinical studies.
This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment, trauma management, advanced airway management, I.V./I.O. initiation and medication administration. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 198 MEDICAL PATIENT MANAGEMENT I (2T, 2E) 3 credits
PREREQUISITE: Admission to the EMT-Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s).
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation treatment plans for specific medical conditions. Content areas include: pulmonology, neurology, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 199 CARDIOVASCULAR ELECTROPHYSIOLOGY (2T, 2E) 3 credits
PREREQUISITE: Admission to the EMT-Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s).
This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. Content areas include: cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and prehospital 12-lead electrocardiogram monitoring and interpretation. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 200 MEDICAL PATIENT MANAGEMENT IIA (2T, 2E, 9P3) 6 credits
PREREQUISITE: Admission to the EMT-Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s), approved for clinical studies.
NOTE: The combination of EMP-201, Medical Patient Management-IIB, and EMP-202, Clinical Competencies-II will substitute for this course.
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: endocrinology, allergies and anaphylaxis, behavioral/psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. In the clinical setting, theory and skills are applied to a variety of medical situations across the life span of the patient, with a focus on communication with and management of cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 201 MEDICAL PATIENT MANAGEMENT IIB (2T, 2E) 3 credits
PREREQUISITE: Admission to the EMT-Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s).
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: endocrinology, allergies and anaphylaxis, behavioral/psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. Students integrate and reinforce the didactic and skills laboratory components of their education by performing basic and advanced life support assessments and skills on a variety of patient presentations and complaints in the clinical setting. Upon

course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 202 PARAMEDIC CLINICAL COMPETENCIES II (9P3) 3 credits
PREREQUISITE: Admission to the EMT-Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s), approved for clinical studies.
This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of medical situations across the life span of the patient, with a focus on communication with and management of cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 203 CARDIOVASCULAR PATIENT MANAGEMENT (2T, 2E) 3 credits
PREREQUISITE: Admission to the EMT-Paramedic Program, EMP-199.
COREQUISITE: Approved anatomy and physiology course(s).
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include: assessment of the cardiovascular patient, pathophysiology of cardiovascular disease and techniques of management including appropriate pharmacologic agents and electrical therapy. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 204 TRANSITION TO PARAMEDIC PRACTICE (2T, 2E) 3 credits
PREREQUISITE: Admission to the EMT-Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s).
This course is designed to meet additional state and local educational requirements for paramedic practice. Content may include: prehospital protocols, transfer medications, topics in critical care and transport, systems presentation, and/or national standard certification courses as dictated by local needs or state requirement. Upon course completion, students should have met all ancillary educational requirements set forth by the Alabama Department of Public Health and local employers.

EMP 205 PARAMEDIC TERMINAL COMPETENCIES (1T, 2E) 2 credits
PREREQUISITE: Admission to the EMT-Paramedic Program, approved anatomy and physiology course(s).
This course is designed to review the National Standard Curriculum for the EMT-Paramedic and to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, computer simulation and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination.

EMP 206 PARAMEDIC FIELD PRECEPTORSHIP (1T, 15P3) 6 credits
PREREQUISITE: Admission to the EMT-Paramedic Program, approved anatomy and physiology course(s), approved for clinical studies.
This course provides field experiences in the prehospital setting with advanced life support EMS units. Under the direct supervision of a field preceptor, students synthesize cognitive knowledge and skills developed in the skills laboratory and hospital clinical to provide safe and effective patient care in the prehospital environment. Upon course completion, students should have refined and validated their patient care practices to provide safe and effective patient care over a broad spectrum of patient situations and complaints.

EMP 207 Paramedic Team Leader Preceptorship (3P3) 1 credit
PREREQUISITE: Admission to the EMT-Paramedic Program, approved anatomy and physiology course(s), approved for clinical studies.
This course is designed to evaluate students' ability to integrate didactic, psychomotor skills, clinical, and field internship instruction to serve as a competent entry-level paramedic. This final evaluative (rather than instructional) course focuses on students' professional attributes and integrative competence in clinical decision-making and team leadership in the prehospital setting. Upon course completion, students should have demonstrated adequate knowledge and skills, professional attitudes and attributes, clinical decision-making and team leadership abilities to effectively function as a competent entry-level paramedic.

EMERGENCY MEDICAL SERVICES (EMS)

EMS 100 CARDIOPULMONARY RESUSCITATION I (1T) 1 credit
PREREQUISITE: As required by program.
This course provides students with concepts as related to areas of basic life support to include coronary artery disease, prudent heart living, symptoms of heart attack, adult one-and-two rescuer CPR, first aid for choking, pediatric basic life support, airway adjuncts, EMS system entry access, automated exter-

nal defibrillation (AED), and special situations for CPR. Upon course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for each condition. Students successfully completing this course will receive appropriate documentation of course completion.

EMS 101 CARDIOPULMONARY RESUSCITATION II (1T) 1 credit
PREREQUISITE: EMS 100 and/or as required by program.
This course provides students with a review of concepts learned in EMS-100. In addition, the course provides the student with theory and application of airway adjuncts as utilized with airway obstruction and maintenance as well as respiratory and cardiac arrest. Assessment and management of acute ischemic stroke will also be included. Upon course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for these conditions. Students successfully completing this course will receive appropriate documentation of course completion.

EMS 102 MEDICO-LEGAL ASPECTS OF EMERGENCY CARE (1T) 1 credit
PREREQUISITE: As required by program.
This course is designed for students planning to enter a health sciences profession. The course introduces students to classification of laws, the Alabama Medical Practice Act, the Alabama Good Samaritan Act, state legislation affecting health related professionals, the concept of "standard of care", medical liability, and areas of potential medical liability and protection. Upon course completion, students should have an understanding of laws relating to patient care, areas of potential liability, and medical liability protection for health professionals.

EMS 103 FIRST AID (1T) 1 credit
PREREQUISITE: Current training in CPR and/or as required by program.
This course introduces students to initial first aid care. Topics include scene safety, universal precautions, activation of the EMS system, assessment, airway/breathing/circulation, shock/injuries/bleeding, medical emergencies, and altered level of consciousness. Upon course completion, students should have knowledge to manage various emergencies requiring first aid techniques.

EMS 104 FIRST AID FOR STUDENTS OF HEALTH RELATED PROFESSIONS (1T) 1 credit
PREREQUISITE: Current training in CPR and/or as required by program.
This course is designed for students who plan to enter a health related profession and provides educational concepts related to first aid for various health disciplines. The course includes instruction in the emergency administration of oxygen, use of airway adjuncts, medication administration techniques, equipment for mechanical breathing, suctioning techniques, and automated external defibrillation (AED). Upon course completion, students should have the ability to recognize emergency situations requiring immediate action and appropriately manage these situations.

EMS 105 FIRST RESPONDER (3T) 3 credits
PREREQUISITE: As required by program.
This course provides theory in emergency procedures as contained in the current National Standard Training Curriculum (NSTC) for the First Responder. The course is an introduction to the emergency medical services system and provides fundamentals for students to improve the quality of emergency care provided as the first person to an emergency scene until emergency medical services arrive. Completion of specific student competencies, as outlined in the current NSTC for the First Responder, are required for successful course completion.

EMS 106 MEDICAL TERMINOLOGY FOR HEALTH PROFESSIONS (2T) 2 credits
PREREQUISITE: As required by program.
This course provides students with a survey of words, terms, and descriptions commonly used in health related professions. The course includes spelling, pronunciation, and meaning of prefixes, suffixes, roots, and terms. Students may have the opportunity to utilize computer assisted instruction for learning various medical terms. Upon course completion, students should have the knowledge to associate a variety of medical terms with their meaning and utilize medical terms to effectively communicate with other health professionals.

EMS 107 EMERGENCY VEHICLE OPERATOR AMBULANCE (1T) 1 credit
PREREQUISITE: Must present a valid driver's license as required by program.
The Emergency Vehicle Operator Course - Ambulance provides the student with training as contained in the current National Standard Training Curriculum (NSTC) for the Emergency Vehicle Operator Course (EVOC) Ambulance. The course provides the knowledge and skill practice necessary for individuals to learn how to safely operate all types of ambulances. Topics include introduction to the NSTC for ambulance operators; legal aspects of ambulance operation; communication and reporting; roles and responsibilities; ambulance types and operation; ambulance inspection, maintenance, and repair; navigation and route planning; basic maneuvers and normal operating situations; operations in emergency mode and unusual situations, special considerations in safety; and the run. Completion of specific student competencies, utilizing NSTC guidelines, are required for successful completion of this course. NOTE: To qualify for licensure status as an ambulance driver in the State of Alabama, students must successfully complete this course and meet additional requirements as required by the Alabama Department of Public Health.

Course Descriptions

EMS 108 DIRECTED STUDIES IN EMS – I (1T) 1 credit
PREREQUISITE: As required by program.
This course offers independent study or computer assisted instruction under faculty supervision and/or theory in an EMS subject relevant to the student's interest and need. Specific cognitive competencies required by the student are defined in writing at the first class period.

EMS 109 DIRECTED STUDIES IN EMS – II (1T) 1 credit
PREREQUISITE: As required by program.
This course offers independent study or computer assisted instruction under faculty supervision and/or theory in an EMS subject relevant to the student's interest and need. Specific cognitive competencies required by the student are defined in writing at the first class period.

EMS 110 DIRECTED STUDIES IN EMS – III (1T) 1 credit
PREREQUISITE: As required by program.
This course offers independent study or computer assisted instruction under faculty supervision and/or theory in an EMS subject relevant to the student's interest and need. Specific cognitive competencies required by the student are defined in writing at the first class period.

EMS 111 DIRECTED STUDIES IN EMS – IV (1T) 1 credit
PREREQUISITE: As required by program.
This course offers independent study or computer assisted instruction under faculty supervision and/or theory in an EMS subject relevant to the student's interest and need. Specific cognitive competencies required by the student are defined in writing at the first class period.

EMS 112 DIRECTED STUDIES IN EMS – V (1T) 1 credit
PREREQUISITE: As required by program.
This course offers independent study or computer assisted instruction under faculty supervision and/or theory in an EMS subject relevant to the student's interest and need. Specific cognitive competencies required by the student are defined in writing at the first class period.

EMS 113 INFECTION CONTROL FOR HEALTH PROFESSIONS (1T) 1 credit
PREREQUISITE: As required by program.
This course is designed for students planning to enter a health related field of study or public service occupations. The course focuses on the sources of communicable diseases and describes methods for prevention of transmission of bloodborne and airborne pathogens. Topics include prevention; universal precautions (body-substance isolation) and asepsis; immunization; exposure control; disposal; labeling; transmission; exposure determination; post-exposure reporting; and an exposure control plan. The course is taught following current guidelines set forth by the Occupational Safety and Health Administration (OSHA). Upon course completion, students should be able to participate in the clinical setting, identify potential sources of bloodborne and airborne pathogens, and use appropriate universal precautions.

EMS 114 INFECTION CONTROL REFRESHER (1T) 1 credit
PREREQUISITE: EMS 113 and/or as required by program.
This course is designed as a refresher for students in health related fields of study who have completed material contained in EMS 113. The course provides students with updated information as related to managing potential bloodborne and airborne pathogens. The course is taught following current guidelines set forth by the Occupational Safety and Health Administration (OSHA). Upon course completion, students should be able to participate in the clinical setting, identify potential sources of bloodborne and airborne pathogens, and use appropriate universal precautions.

EMS 115 SPECIAL SKILLS FOR HEALTH RELATED PROFESSIONS (1T) 1 credit
PREREQUISITE: Students enrolled in a health related professions program and/or as required by program.
This course is designed for students enrolled in a health related professions program. The course provides students with concepts related to peripheral venous anatomy and venipuncture techniques. Upon course completion, students should be able to identify veins of the extremities and perform basic venipuncture techniques of the upper extremities.

EMS 120 VEHICLE EXTRICATION (2T) 2 credits
PREREQUISITE: As required by program.
This course provides students with theory in the development of concepts related to the removal of persons from damaged vehicles. Topics include gaining access, stabilization, packaging, patient removal, and basic hazardous situations. Upon course completion, students should be able to effectively extricate a person from a wrecked vehicle.

EMS 121 VEHICLE RESCUE (2T, 3S) 3 credits
PREREQUISITE: EMS 120 and/or as required by program.
This course is a continuation of EMS 120 and provides students with concepts and skills related to patient management and hazards encountered during vehicle rescue operations. Topics include mechanisms of trauma, patient injuries, assessment, management, extrication tools; and potential hazards to include faulty air bags, loaded hydraulic bumper systems, and patient restraints. Upon course completion, students should be able to identify different areas of vehicle damage and associate this damage with specific patient injuries; and keep the scene safe by recognizing potential hazards encountered during the rescue of patients from vehicles.

EMS 122 STRUCTURAL EXTRICATION (2T) 2 credits
PREREQUISITE: As required by program.
This course provides students with theory in the development of concepts related to extrication of persons from a variety of structures from one to three stories. Topics include packaging, removal of patients trapped in buildings, and hazards of structural extrication. Upon course completion, students should be

able to identify hazards and have the knowledge to package and remove patients from a three-story building.

EMS 123 STRUCTURAL RESCUE (2T, 3S) 3 credits
PREREQUISITE: EMS 122 and/or as required by program.
This course is a continuation of EMS 122 and provides students with concepts and skills related to structural rescue in multilevel buildings. Topics include structural materials, structural damage, commercial and residential construction, toxic combustibles, rescuer safety, self-contained breathing apparatus, and types of rescue tools. Upon course completion, students should have an understanding of how buildings are constructed, different types of structural rescue, and the safest way to approach the rescue of persons trapped in a structure.

EMS 124 SEARCH & WILDERNESS RESCUE (3T) 3 credits
PREREQUISITE: As required by program.
This course provides students with concepts related to searching for persons in a remote or isolated area. Topics include organization of a rescue; communications and incident command; missing person history, questionnaire, and checklist; planning to include finances, personnel, technical specialists, topographic maps, medical units, supplies, documentation, and search and rescue logs. Upon course completion, students should be familiar with how to plan and conduct a search and wilderness rescue.

EMS 125 HIGH ANGLE RESCUE – I (2T) 2 credits
PREREQUISITE: As required by program.
This course provides students with theory in the introduction to high angle rescue techniques. Topics include the high angle environment; equipment and protection, care and use of rope and related equipment; knots, rappelling, and ascending techniques; and introduction to rescue techniques. Upon course completion, students should have an understanding in the basic techniques of high angle rescue.

EMS 126 HIGH ANGLE RESCUE – II (2T) 2 credits
PREREQUISITE: EMS 125 and/or as required by program.
This course is a continuation and review of EMS 125 and provides students with theory in rescue techniques utilized in rope rescue. Topics include one person rescue techniques, slope evacuation, high angle lowering, hauling systems, high lines, and evacuation operations. Upon course completion, students should have an understanding of how to approach a high angle rescue, utilizing various rigging techniques .

EMS 127 HIGH ANGLE RESCUE – III (2T, 3S) 3 credits
PREREQUISITE: EMS 126 and/or as required by program.
This course is a continuation and review of EMS 126 and provides students with demonstration and hands on practice of high angle rescue. The course incorporates all material contained in EMS 125 and EMS 126 and allows students the opportunity to utilize their knowledge to perform high angle rescue. Upon course completion, students should be familiar with how to plan and conduct a safe high angle rescue by participation in a simulated field exercise in high angle rescue.

EMS 128 CAVE RESCUE – I (2T) 2 credits
PREREQUISITE: EMS 125 and/or as required by program.
This course provides students with theory and demonstration in planning and conducting a cave rescue. Topics include organization and incident command; assessment and management of unstable environments; cave search teams; medical personnel; and rigging. Upon course completion, students should be familiar with the basic concepts and potential dangers of cave rescue.

EMS 129 CAVE RESCUE – II (2T, 3S) 3 credits
PREREQUISITE: EMS 128 and/or as required by program.
This course is a continuation and review of EMS 128 and provides students with demonstration and hands on practice of cave rescue. Topics include cave types and dangers; lighting; confined space and water hazards; and conducting a rescue. Upon course completion, students should be familiar with how to plan and conduct a safe cave rescue by participation in a simulated field exercise in cave rescue.

EMS 130 INDUSTRIAL EXTRICATION (2T) 2 credits
PREREQUISITE: As required by program.
This course provides students with concepts related to extrication of persons from a variety of industrial accidents. Topics include confined space, artificial anchors, accident cause, toxic materials, air content, and mechanics of industrial equipment. Upon course completion, students should have a basic understanding of the types of extrication techniques and hazards involved with industrial extrication.

EMS 131 INDUSTRIAL RESCUE (2T, 3S) 3 credits
PREREQUISITE: EMS 130 and/or as required by program.
This course is a continuation and review of EMS 130 and provides students with demonstration and hands on practice of industrial rescue. Topics include local industry types and equipment, approach to a successful rescue, dangers with compression injuries, and overcoming hazards. Upon course completion, students should be familiar with how to plan and conduct a safe industrial rescue by participation in a simulated field exercise in industrial rescue.

EMS 132 AGRICULTURAL EXTRICATION (2T) 2 credits
PREREQUISITE: As required by program.
This course provides students with concepts related to extrication of persons from a variety of agricultural accidents. Topics include confined space, accident cause, toxic materials, and types of agricultural equipment. Upon course completion, students should have a basic understanding of the types of extrication techniques and hazards involved with agricultural extrication.

EMS 133 AGRICULTURAL RESCUE (2T, 3S) 3 credits
PREREQUISITE: EMS 132 and/or as required by program.
This course is a continuation and review of EMS 132 and provides students with demonstration and hands on practice of agricultural rescue. Topics include local agricultural equipment, components and operation; approach to a successful rescue; dangers with compression injuries; federal laws related to the restricted use of pesticides; and overcoming hazards. Upon course completion, students should be familiar with how to plan and conduct a safe agricultural rescue by participation in a simulated field exercise in agricultural rescue.

EMS 134 WATER EXTRICATION (2T) 2 credits
PREREQUISITE: As required by program.
This course provides students with concepts related to extrication of persons from water accidents where they are located on the water's surface. Topics include pathophysiology of near drowning, affects from extreme temperatures, and basic assessment and management techniques of water extrication. Upon course completion, students should have a basic understanding of how to remove persons from the water's surface from accidents occurring in the water.

EMS 135 SURFACE WATER RESCUE (2T, 3S) 3 credits
PREREQUISITE: EMS 134 and/or as required by program.
This course is a continuation and review of EMS 134 and provides students with demonstration and hands on practice of surface water rescue. Topics include water rescue equipment types and use, rescuer safety, resources, the approach to a successful rescue, and overcoming hazards. Upon course completion, students should be familiar with how to plan and conduct a safe surface water rescue by participation in a simulated field exercise in a surface water rescue.

EMS 140 EMT PREPARATORY AND PREHOSPITAL EMS OPERATIONS (1T, 2E) 2 credits
PREREQUISITE: Admission to the Basic EMT program
This course is one of four courses (EMS 140, 141, 142, 143) required for successful completion of the EMT-Basic Program according to the current National Standard Curriculum for the EMT-Basic. Content areas include introduction to emergency medical care; the well-being of the EMT-Basic; medical/legal and ethical issues; the human body; baseline vitals and SAMPLE history; lifting and moving; airway management; ambulance operations; gaining access; an overview of hazardous materials, incident management systems, mass casualty situations, and triage; and state and local EMS rules and regulations. Computer use in simulated scenarios is also included in the course. Successful completion of student cognitive, psychomotor, and affective domain competencies is required in this course.

EMS 141 EMT PATIENT ASSESSMENT & TRAUMA RELATED INJURIES (2T, 2E) 3 credits
PREREQUISITE: Admission to the Basic EMT Program
This course is one of four courses (EMS 140, 141, 142, 143) required for successful completion of the EMT-Basic Program according to the current National Standard Curriculum for the EMT-Basic. Content areas include scene size-up; initial assessment; focused history and physical exam; medical and trauma; detailed physical exam; on-going assessment; communications; documentation; bleeding and shock; soft tissue injuries; musculoskeletal care; and injuries to the head and spine. Computer use in simulated scenarios is also included in the course. Successful completion of student cognitive, psychomotor, and affective domain competencies is required in this course.

EMS 142 EMT MEDICAL EMERGENCIES AND PEDIATRIC CARE (2T, 2E) 3 credits
PREREQUISITE: Admission to the EMT-Basic Program
This course is one of four courses (EMS 140, 141, 142, 143) required for successful completion of the EMT-Basic Program according to the current National Standard Curriculum for the EMT-Basic. Content areas include general pharmacology; respiratory emergencies; cardiovascular emergencies; diabetic emergencies (including the use of a digital glucometer)/altered mental status; allergic reactions; poisoning/overdose emergencies; environmental emergencies; behavioral emergencies; obstetrics; and infants/children. Computer use in simulated scenarios will also be included in the course. Successful completion of student cognitive, psychomotor, and affective domain competencies is required in this course.

EMS 143 EMT BASIC CLINICAL COMPETENCIES (3P3) 1 credit
PREREQUISITE: Admission to the EMT-Basic Program.
This course is one of four courses (EMS 140, 141, 142, 143) required for successful completion of the EMT-Basic Program according to the current National

Standard Curriculum for the EMT-Basic. It provides students with clinical education experiences to enhance knowledge and skills learned in the EMT-Basic Program. Successful completion of student cognitive, psychomotor, and affective domain competencies is required in this course.

EMS 144 EMT BASIC SPECIALIZED EXPERIENCES (3P3) 1 credit
PREREQUISITE: Admission to the EMT-Basic level of training or current Alabama licensure as an EMT-Basic.
This course provides students with clinical training in specialized areas such as E-911 dispatch, physician offices, and/or mental health centers to enhance knowledge and skills learned in the EMT-Basic training. Specific skills objectives are evaluated, including patient assessment and management, and students are required to complete patient care summaries and other written work. This course is optional for completing requirements for the EMT-Basic level of training.

EMS 145 EMERGENCY DEPARTMENT PRECEPTORSHIP (1T, 3P3) 2 credits
PREREQUISITE: Admission to the EMT-Basic level of training or current Alabama licensure as an EMT-Basic.
This course provides students with clinical experiences in the emergency department to enhance knowledge and skills learned in the EMT-Basic training. Specific skills objectives, including patient assessment and management, are evaluated and students are required to complete patient care summaries and other written work. This course is optional for completing requirements for the EMT-Basic level of training.

EMS 150 EMT-BASIC REFRESHER (2T) 2 credits
PREREQUISITE: Completion of a NSTC course for EMT-Basic and/or as required by program.
This course provides students with theory in review of the current National Standard Training Curriculum (NSTC) for the EMT-Basic. It also serves as a transition or bridge course when a new national curriculum is adopted. This course contains specific content areas as defined by the NSTC. Students are required to complete specific competencies, as outlined by the NSTC, for successful course completion.

EMS 151 BASIC TRAUMA MANAGEMENT (1T) 1 credit
PREREQUISITE: Completion of a NSTC course for EMT-Basic and/or as required by program.
This course provides students with theory in techniques of basic trauma management. Content areas include general assessment, injuries to the head-neck-face-spine-thorax-abdomen-pelvis-genitalia-extremities. The course is taught in accordance with national standards and requires students to complete specific competencies for successful completion.

EMS 152 DEFIBRILLATION (1T) 1 credit
PREREQUISITE: Current Alabama licensure as a EMT-Basic and/or as required by program.
This course provides students with theory as contained in the National Standard Training Curriculum (NSTC) for EMT-Defibrillation. Content areas include basic cardiac anatomy, electrocardiogram principles, rhythm recognition, monitoring techniques, and defibrillation procedures. Upon course completion, students should have an understanding of when and how to perform cardiac defibrillation.

EMS 153 EMS DISPATCHER (3T) 3 credits
PREREQUISITE: As required by program.
This course provides students with theory as contained in the National Training Curriculum (NSTC) for EMS Dispatcher. This course is designed to prepare EMS dispatcher personnel to operate a telecommunication base station for the purpose of receiving requests for emergency medical services and allocating community resources in response to such requests. Upon course completion, students should have an understanding of emergency medical services dispatch procedures and be able to effectively receive a call and dispatch appropriate personnel, utilizing a scenario in a simulated situation.

EMS 154 BASIC PEDIATRIC EMS PROVIDER (1T) 1 credit
PREREQUISITE: EMT-Basic and/or as required by program.
This course provides students with theory in basic emergency care of the pediatric patient. Content areas include the child and family; general pediatric assessment; pediatric respiratory emergencies; pediatric CPR; primary and secondary trauma management; pediatric orthopedic injuries; burn management; child abuse; pediatric medical, neurological, and toxicological emergencies; the infant; sleep apnea and sudden infant death syndrome; and crisis/stress management. Upon course completion, students should be able to provide basic emergency care to infants and children.

EMS 170 RADIATION BIOLOGY & SAFETY (1T) 1 credit
PREREQUISITE: As required by program.
This course provides students with concepts in basic radiation biology. Topics include radiation biology and genetics, dosimetry, radiation safety, and instruments to measure radiation exposure. Upon course completion, students should have an understanding of radiation and the effects of radiation exposure to the human body.

EMS 171 HAZARDOUS MATERIALS AWARENESS AND OPERATIONS (2T) 2 credits
PREREQUISITE: As required by program.
This course provides students with theory in hazardous materials incident awareness and initial operational response. Topics include hazardous materials terms and definitions; recognition of hazardous materials; incident risks and risk assessment; use of protective equipment; basic control, containment, and/or confinement; basic decontamination procedures; and hazardous materials incident standard operating procedures. Upon course completion, students should have basic understanding of hazardous materials incidents and the initial response required by the first personnel responding to such an incident.

EMS 172 HAZARDOUS MATERIALS TECHNICIAN – I (2T) 2 credits
PREREQUISITE: EMS 171.
This course provides students with theory in hazardous materials incident response and is a continuation of EMS 171. Topics include an appropriate emergency response plan; classification and verification of known and unknown materials through use of survey instruments and equipment; utilization of specialized chemical protective equipment, hazard and risk assessment techniques; advanced control, containment, and/or confinement; implementation of decontamination procedures; and understanding termination procedures. Upon course completion, students should be able to effectively respond to and manage a hazardous materials incident.

EMS 173 HAZARDOUS MATERIALS TECHNICIAN – II (2T) 2 credits
PREREQUISITE: EMS 172.
This course provides students with theory in hazardous materials incident response specialization and is a continuation of EMS 172. Topics include specific knowledge of various hazardous materials; federal, state, and local requirements regarding the development of a site safety and control plan; and chemical, radiological, and toxicological terminology and behavior. Upon course completion, students should be familiar with requirement for managing a hazardous materials incident.

EMS 174 INCIDENT COMMAND AND EMERGENCY RESPONSE (1T, 3S) 2 credits
PREREQUISITE: EMS 173.
This course provides students with theory, demonstration, and practical application in incident command. Topics include incident analysis, command sequence, sizing up the situation, action planning, establishing command, and organization. Upon course completion, students should be able to plan, direct, and control the scene of a hazardous material incident.

EMS 175 RADIOLOGICAL RESPONSE (2T) 2 credits
PREREQUISITE: As required by program.
This course provides students with concepts related to radiation. Topics include radiation physics, radiation biology, radiological monitoring, and radiological response procedures. Upon course completion, students should have an understanding of how radiation exposure affects the human body and know procedures related to radiological exposure response.

EMS 190 EMT-INTERMEDIATE REFRESHER (2T) 2 credits
PREREQUISITE: Completion of a NSTC course for the EMT-Intermediate.
This course provides students with a review of material contained in the National Standard Training Curriculum (NSTC) for the EMT-Intermediate. It also serves as a transition or bridge course when a new national curriculum is adopted. This course contains specific content areas as defined by the NSTC and the Alabama Department of Public Health. Students are required to complete specific competencies according to the NSTC for successful course completion.

EMS 208 DIVER RESCUE BASIC SCUBA (2T) 2 credits
PREREQUISITE: As required by program.
This course provides students with concepts in basic watermanship. Topics include surface rescue, cardiopulmonary resuscitation, basic scuba techniques, and an orientation to public safety diving. Upon course completion, students should have an understanding of basic watermanship. All dive curricula are taught in accordance with the certifying agency. Note: Special equipment and certification/activity fee required.

EMS 209 DIVE RESCUE – ADVANCED SCUBA (2T) 2 credits
PREREQUISITE: EMS 208 and/or as required by program.
This course provides students with concepts in advanced scuba techniques. Topics include natural and compass navigation, night diving, search and light salvage diving, deep diving, diving in a hazardous environment, and preservation of recovered evidence. Upon course completion, students should have an understanding of dive navigation and recovery. All dive curricula are taught in accordance with the certifying agency. Note: Special equipment and certification/activity fee required.

EMS 210 DIVE RESCUE (2T) 2 credits
PREREQUISITE: EMS 209 and/or as required by program.
This course provides students with concepts in the rescue of a diver. Topics include dive first aid, response and rescue of the panicked diver, unconscious diver, rescue breathing in the water, operational limited visibility diving, and use of search patterns. Upon course completion, students should have an understanding of the effective approach in the rescue of a diver. All dive curricula are taught in accordance with the certifying agency. Note: Special equipment and certification/activity fee required.

EMS 211 DIVE RESCUE MASTER SCUBA (2T 3S) 3 credits
PREREQUISITE: EMS 210 and/or as required by program.
This course provides students with theory and practical application in dive rescue. Topics include scuba equipment care and maintenance; search and salvage; night diving; deep diving; research diving; and special response team diving. Upon course completion, students should be able to perform basic procedures associated with dive rescue. All dive curricula are taught in accordance with the certifying agency. Note: Special equipment and certification/activity fee required.

EMS 212 DIVE RESCUE DIVEMASTER (2T 3S) 3 credits
PREREQUISITE: EMS 211 and/or as required by program.
This course provides students with theory and practical application advanced watermanship. Topics include advanced scuba techniques, diver training

procedures, dive physics and physiology, dive site management procedures, evidence preservation, interviewing witnesses, and designing search maps. Upon course completion, students should be able to design a search map and correctly locate and manage a designated dive site. All dive curricula are taught in accordance with the certifying agency. Note: Special equipment and certification/activity fee required.

EMS 213 DIVER RESCUE ASSISTANT INSTRUCTOR (2T, 3S) 3 credits
PREREQUISITE: EMS 212 and/or as required by program.
This course provides students with theory, demonstration and practical application in dive education. Topics include educational principles, techniques of classroom instruction, techniques of confined water instruction, evaluation in the open water setting, and standards and practices of the diving industry. Upon course completion, students should have the knowledge and skills to become an assistant dive rescue instructor. All dive curricula are taught in accordance with the certifying agency. Note: Special equipment and certification/activity fee required.

EMS 214 UNDERWATER INVESTIGATOR (1T) 1 credit
PREREQUISITE: EMS 210 and/or as required by program.
This course provides students with concepts related to underwater investigation. Topics include methods and techniques of search; special equipment needs; evidence handling; documentation; and preparation for presentation of evidence. Upon course completion, students should be able to prepare and present evidence of an underwater investigation. All dive curricula are taught in accordance with the certifying agency. Note: Special equipment and certification/activity fee required.

EMS 215 ENRICHED AIR DIVER (1T, 3S) 2 credits
PREREQUISITE: EMS 209 and/or as required by program.
This course provides students with theory, demonstration, and practical application in the use of enriched air. Topics include special diving circumstances with enriched air, principles of gases, calculation of equivalent air depths (EADs), determining oxygen toxicity exposure, principles of mixing gases, oxygen analyzer techniques, and special procedures used in diving enriched air nitrox (EAN) in the public safety diving environment. Upon course completion, students should be familiar with the use and hazards of enriched air diving. All dive curricula are taught in accordance with the certifying agency. Note: Special equipment and certification/activity fee required.

EMS 216 HAZARDOUS ENVIRONMENT DIVING (1T) 1 credit
PREREQUISITE: EMS 210 and/or as required by program.
This course provides students with concepts related to diving in hazardous environments. Topics include special equipment needs, hazard analysis, techniques of decontamination, and procedures for determining equipment for special hazards. Upon course completion, students should be familiar with the special needs involved in hazardous environment diving. All dive curricula are taught in accordance with the certifying agency. Note: Special equipment and certification/activity fee required.

EMS 217 DIVE RESCUE INSTRUCTOR (2T, 2E) 3 credits
PREREQUISITE: EMS 212, 213 and/or as required by program.
This course provides students with theory, demonstration, and practical application in instructional techniques for diving. Topics include classroom presentation techniques, confined water instruction techniques, open water instruction techniques, open water evaluation techniques, and policies, standards, and procedures of certifying agencies. Upon course completion, students should be able to effectively present a variety of topics related to diving and demonstrate dive proficiency. All dive curricula are taught in accordance with the certifying agency. Note: Special equipment and certification/activity fee required.

EMS 218 SUPERVISED STUDIES IN EMS – I (1T) 1 credit
PREREQUISITE: As required by program.
This course offers various topics of interest and need in emergency medical services. The course is conducted and completed under faculty supervision and includes required student cognitive competencies. Upon course completion, students should have a greater understanding of their assigned course topic.

EMS 219 SUPERVISED STUDIES IN EMS – II (1T) 1 credit
PREREQUISITE: As required by program.
This course offers various topics of interest and need in emergency medical services. The course is conducted and completed under faculty supervision and includes required student cognitive competencies. Upon course completion, students should have a greater understanding of their assigned course topic.

EMS 220 DIVER MEDICAL TECHNICIAN – I (2T) 2 credit
PREREQUISITE: Successful completion of EMT-Paramedic and/or as required by program.
This course provides students with concepts related to diving history. Topics include the history of diving and hyperbaric medicine, introduction to the offshore environment, and hyperbaric chambers. Upon course completion, students should have an understanding of dive history and hyperbaric medicine.

EMS 230 MANAGEMENT IN EMERGENCY MEDICAL SERVICES (3T) 3 credits
PREREQUISITE: As required by program.
This course provides students with concepts in the design and management of an emergency medical services organizational unit. Topics include discussion into the issues and challenges surrounding EMS, EMS systems design, resources, EMS councils, problem solving, supervision, medical control, legal issues, financial management, and EMS training. Upon course completion, students should have an understanding of management issues as related to emergency medical services.

EMS 231 EMS LEADERSHIP TECHNIQUES (3T) 3 credits
PREREQUISITE: As required by program.
This course provides students with concepts related to emergency medical services leadership. Topics include values and personal styles in leadership, conflict management, work motivation, group dynamics, and organizational behavior. Upon course completion, students should be able to demonstrate appropriate EMS leadership techniques.

EMS 232 COMPUTERS IN EMS (3T) 3 credits
PREREQUISITE: As required by program.
This course provides students with concepts as related to the use of computers in emergency medical services. Topics include microcomputers as used in EMS, software applications to include word processing, spread sheets, database systems, electronic filing systems, general accounting procedures, professional development, and patient documentation. Upon course completion, students should have an understanding of how computers are utilized in emergency medical services.

EMS 233 MEDIA AND EMS MARKETING (3T) 3 credits
PREREQUISITE: As required by program.
This course provides students with concepts related to EMS marketing. Topics include the communication cycle, nonverbal communication procedures, preparing oral presentations, public speaking skills, communications during crisis situations, marketing EMS, and various forms of media related to EMS. Upon course completion, students should be able to describe ways marketing and media are used for emergency medical services.

EMS 234 DECISION MAKING AND PROBLEM SOLVING IN EMS (3T) 3 credits
PREREQUISITE: As required by program.
This course provides students with concepts relating to problem solving and decision making. Topics include decision making in the emergency and non-emergency setting, group dynamics and group think phenomenon. Upon course completion, students should be able to begin to use critical thinking skills to solve problems and make appropriate decisions.

EMS 235 EMS FINANCE AND COST ACCOUNTING (3T) 3 credits
PREREQUISITE: As required by program.
This course provides students with concepts related to emergency medical services finance. Topics include the budget process, creative financing strategies, accounting procedures, and basic grantsmanship. Upon course completion, students should be able to develop a budget, utilize accounting procedures, and present creative financing strategies.

EMS 236 HUMAN RESOURCE MANAGEMENT IN EMS (3T) 3 credits
PREREQUISITE: As required by program.
This course provides students with concepts as related to human resource management in emergency medical services. Topics include supervision, organization, human relations, grievances, training, and labor law. Upon course completion, students should be able to describe effective ways to deal with labor disputes, grievances, and human resource training.

EMS 237 LEGAL REQUIREMENTS FOR EMS (3T) 3 credits
PREREQUISITE: As required by program.
This course provides students with concepts relating to business and corporate law. Topics include tort proceedings in emergency medical services; implications of a law suit; types of professional liability coverage; and federal, state, and local reporting/compliance requirements for emergency medical services. Upon course completion, students should have an understanding of the laws and requirements affecting EMS.

EMS 238 QUALITY ASSURANCE IN EMS (3T) 3 credits
PREREQUISITE: As required by program.
This course provides students with concepts related to ensuring quality patient care in emergency medical services. Topics include fundamental principles of EMS medical control and accountability, performance, and evaluation. Upon completion, students should have a knowledge of how an effective quality assurance plan in emergency medical services is implemented.

EMS 239 PRECEPTORSHIP IN EMS MANAGEMENT (9P3) 3 credits
PREREQUISITE: As required by program.
This course provides students with field experiences in emergency medical services management. Students are assigned to an EMS service and work under the direct supervision of the chief operating officer, completing various assigned administrative tasks throughout the preceptorship. Upon course completion, students should have an understanding of the various areas and tasks involved in managing an emergency medical services agency.

EMS 264 PARAMEDIC REGISTRY REVIEW (2T, 2E) 3 credits
PREREQUISITE: Completion of a NSTC course for the Paramedic and/or as required by program.
This course provides students with theory and practical application in preparation for the National Registry Paramedic examination. The course includes a review of knowledge and skill objectives as contained in the National Standard Training Curriculum for the Paramedic. Students successfully completing this course are required to attain specific cognitive, psychomotor, and affective domain competencies.

EMS 265 PARAMEDIC REFRESHER (3T) 3 credits
PREREQUISITE: Completion of a NSTC course for the Paramedic and/or as required by program.
This course provides students with a review of material contained in the current National Standard Training Curriculum (NSTC) for the Paramedic. It also serves as a transition or bridge course when a new national curriculum is adopted. This course contains specific content areas as defined by the NSTC. Students are required to complete specific competencies for successful course completion.

EMS 266 ADVANCED CV LIFE SUPPORT PROVIDER (1T) 1 credit
PREREQUISITE: As required by program.
The Advanced Cardiovascular Life Support Provider Course provides students with concepts related to advanced cardiovascular life support. Content areas include acute myocardial infarction, stroke, cardiovascular pharmacology, electrophysiology, various rhythm disturbances, and techniques of management of cardiovascular emergencies. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

EMS 267 BASIC TRAUMA LIFE SUPPORT PROVIDER (1T) 1 credit
PREREQUISITE: LPN, R.N., Intermediate EMT, Paramedic, and/or As required by program.
This course provides students with theory and demonstration in advanced trauma care and management. Content areas include mechanism of trauma, trauma assessment, airway -breathing-circulation management, trauma to various portions of the body, multiple system trauma, and load-and-go situations. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

EMS 269 PEDIATRIC MEDICAL LIFE SUPPORT PROVIDER (1T) 1 credit
PREREQUISITE: LPN, R.N., Intermediate EMT, Paramedic, and/or as required by program.
This course provides students with theory and simulated case studies in pediatric care. Content areas include recognition of pediatric pre-arrest conditions; shock; basic life support; oxygenation and airway control; newborn resuscitation; essentials in pediatric resuscitation; dysrhythmia recognition and management; vascular access; and use of medications. This course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

EMS 270 ADVANCED NEONATAL LIFE SUPPORT PROVIDER (1T) 1 credit
PREREQUISITE: R.N., Paramedic, and/or as required by program.
This course provides students with theory and demonstration in advanced neonatal care. Content areas include physiology of a newborn; causes of arrest in the neonate; initial steps in the resuscitation to include thermal management, positioning, suctioning, and tactile stimulation; use of resuscitation equipment and procedures for resuscitation; chest compressions and special considerations; anatomy of the neonates airway and endotracheal intubation; and resuscitation medications. The course is taught in accordance with national standards and requires specific student competencies for successful course completion.

EMS 274 PRE-HOSPITAL 12 LEAD EKG (1T) 1 credit
PREREQUISITE: As required by program.
This course is designed for EMT-Intermediates and Paramedics to introduce them to the importance of decreasing "door to treatment" time for acute myocardial infarction patients by transmitting a 12-Lead EKG before arrival at a medical facility. Topics include the prehospital evaluation program; prehospital cardiac evaluation assessment; components of 12-Lead recognition in an acute myocardial infarction; acquiring and transmitting the 12-Lead EKG; chest pain protocols; and practice sessions in 12-Lead EKG recognition with suspected myocardial infarction. Completion of student competencies are required for successful course completion.

EMS 277 PEDIATRIC TRAUMA MANAGEMENT PROVIDER (1T) 1 credit
PREREQUISITE: EMS 267 and/or as required by program.
This course provides students with theory and demonstration in advanced trauma management for the pediatric patient. Content areas include mechanism of injury, trauma assessment and management, airway-breathing-circulation management, and management of the pediatric patient with pre-existing medical conditions. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

EMS 280 BASIC LIFE SUPPORT INSTRUCTOR (1T) 1 credit
PREREQUISITE: Successful completion, within the past 12 months, of all areas of basic life support training (CPR).
This course provides students with concepts as related to areas of basic life support instruction. Topics include history, concepts, and systems of emergency cardiac care; cardiopulmonary physiology, dysfunction, and actions for survival; introduction to the performance of CPR; foreign body airway obstruction management; pediatric basic life support; special techniques/resuscitation situations, pitfalls, and complications; teaching and learning in basic life support; teaching strategies; and basic provider course organizations. Student will also successfully participate in practice teaching of a cardiopulmonary resuscitation (CPR) class prior to course completion. Students successfully completing this course will receive appropriate documentation of course completion.

EMS 281 ADVANCED CV LIFE SUPPORT INSTRUCTOR (1T) 1 credit
PREREQUISITE: EMS 266 and/or as required by program.
This course provides the student with theory and practice in the techniques of teaching advanced cardiovascular life support (ACLS). The course is taught in accordance with national standards. Students will also successfully participate in practice teaching of an ACLS provider course prior to course completion. Students successfully completing this course will receive appropriate documentation of course completion.

EMS 282 BASIC TRAUMA LIFE SUPPORT
INSTRUCTOR (1T) 1 credit
PREREQUISITE: EMS 267 and/or as required by program.
This course provides students with theory and practice in the techniques of teaching Basic Trauma Life Support (BTLS). The course is taught to provide instructor training in trauma care and management in accordance with national standards. Students will also successfully participate in practice teaching of a BTLS provider course prior to course completion. Students successfully completing this course will receive appropriate documentation of course completion.

EMS 284 PEDIATRIC MEDICAL LIFE SUPPORT
INSTRUCTOR (1T) 1 credit
PREREQUISITE: EMS 269 and/or as required by program.
This course provides students theory and practice in teaching pediatric medical life support. Topics include recognition of pediatric pre-arrest conditions; shock; basic life support; oxygenation and airway control; newborn resuscitation; essentials in pediatric resuscitation; dysrhythmia recognition and management; vascular access; pediatric trauma; and use of medications. This course is taught in accordance with national standards. Students will also successfully participate in practice teaching of a pediatric medical life support provider course prior to course completion. Students successfully completing this course will receive appropriate documentation of course completion.

EMS 285 ADVANCED NEONATAL LIFE SUPPORT
INSTRUCTOR (1T) 1 credit
PREREQUISITE: EMS 270 and/or as required by program.
This course provides students with theory and practice in teaching advanced neonatal life support. Topics include physiology of a newborn; causes of arrest in the neonate; initial steps in the resuscitation to include thermal management, positioning, suctioning, and tactile stimulation; use of resuscitation equipment and procedures for resuscitation; chest compressions and special considerations; anatomy of the neonates airway and endotracheal intubation; and resuscitation medications. This course focuses on only the neonate and not pediatrics in general. This course is taught in accordance with national standards. Students will also successfully participate in practice teaching of a neonatal advanced life support provider course prior to course completion. Students successfully completing this course will receive appropriate documentation of course completion.

ENGLISH (COM)

COM 100 INTRODUCTORY TECHNICAL ENGLISH I
(3T) 3 credits
FORMERLY: ENG 100
PREREQUISITE: Appropriate Placement Score
This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. (Course will not apply in any degree program.)

COM 103 INTRODUCTORY TECHNICAL ENGLISH II
(3T) 3 credits
PREREQUISITE: Grade of "C" or better in COM 100 or appropriate placement score.
This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and developing interpersonal communication skills with employees and the public with substantial focus on occupational performance requirements and industry standards. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. (Course will not apply in any degree program.)

ENGLISH (ENG)

ENG 092 BASIC ENGLISH I (3T) 3 credits
FORMERLY: ENG 091
This course is a review of basic writing skills and basic grammar. Emphasis is placed on the composing process of sentences and paragraphs in standard American written English. Students will demonstrate these skills chiefly through the writing of well-developed, multi-sentence paragraphs.

ENG 093 BASIC ENGLISH II (3T) 3 credits
FORMERLY: ENG 092
PREREQUISITE: A grade of "C" or better in ENG 092 (Formerly ENG 091) or satisfactory placement score
This course is a review of composition skills and grammar. Emphasis is placed on coherence and the use of a variety of sentence structures in the composing process and on standard American written English usage. Students will demonstrate these skills chiefly through the writing of paragraph blocks and short essays.

ENG 101 ENGLISH COMPOSITION I (3T) 3 credits
PREREQUISITE: Grade of "C" or better in ENG 093 (Formerly ENG 092) or satisfactory ACT, SAT, or placement score
English Composition I provides instruction and practice in the writing of at least six (6) extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English

Composition I may include instruction and practice in library usage.

ENG 102 ENGLISH COMPOSITION II (3T) 3 credits
PREREQUISITE: A grade of "C" or better in ENG 101 or equivalent
English Composition II provides instruction and practice in the writing of six (6) formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage.

ENG 130 TECHNICAL REPORT WRITING
(3T) 3 credits
PREREQUISITE: A grade of "C" or better in ENG 101 or equivalent
This course provides instruction in the production of technical and/or scientific reports. Emphasis is placed on research, objectivity, organization, composition, documentation, and presentation of the report. Students will demonstrate the ability to produce a written technical or scientific report by following the prescribed process and format.

ENG 251 AMERICAN LITERATURE I (3T) 3 credits
PREREQUISITE: A grade of "C" or better in ENG 102 or equivalent
This course is a survey of American literature from its inception to the middle of the nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

ENG 252 AMERICAN LITERATURE II
(3T) 3 credits
PREREQUISITE: A grade of "C" or better in ENG 102 or equivalent
This course is a survey of American literature from the middle of the nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written composition, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

ENG 261 ENGLISH LITERATURE I
(3T) 3 credits
PREREQUISITE: A grade of "C" or better in ENG 102 or equivalent
This course is a survey of English literature from the Anglo-Saxon period to the Romantic Age. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

ENG 262 ENGLISH LITERATURE II
(3T) 3 credits
PREREQUISITE: A grade of "C" or better in ENG 102 or equivalent
This course is a survey of English literature from the Romantic Age to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

ENG 271 WORLD LITERATURE I (3T) 3 credits
PREREQUISITE: A grade of "C" or better in ENG 102 or equivalent
This course is a study of selected literary masterpieces from Homer to the Renaissance. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

ENG 272 WORLD LITERATURE II
(3T) 3 credits
PREREQUISITE: A grade of "C" or better in ENG 102 or equivalent
This course is a study of selected literary masterpieces from the Renaissance to the present. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

ENG 297 AFRICAN AMERICAN LITERATURE
(3T) 3 credits
PREREQUISITE: A grade of "C" or better in ENG 102 or equivalent
This course is a study of literature produced 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.

ENGLISH AS A SECOND LANGUAGE ALABAMA LANGUAGE INSTITUTE (ALI)

ALI 030 **COMPOSITION I (3T)** **3 credits**
This course is the beginner course in writing for non-native English speakers. This course provides instruction in basic sentence patterns and progresses through fully developed essays. Upon completion, students will demonstrate improvement in use of standard written English.

ALI 040 **READING AND VOCABULARY I (3T)** **3 credits**
This course is the beginning reading and comprehension course for non-native English speakers. This course provides instruction in a variety of technical, literary and recreational readings. Upon completion, students will demonstrate improvement in English and reading and comprehension.

ALI 050 **CONVERSATIONAL ENGLISH I (3T)** **3 credits**
This course is the beginner course in oral communication for non-native English speakers. This course provides instruction in practice dialogues and grammatical exercises as well as free conversation. Upon completion, students will demonstrate improvement in oral communication skills.

FIRE SERVICES MANAGEMENT (FSC)

FSC 101 **INTRODUCTION TO THE FIRE SERVICE (3T)** **3 credits**
This course is a survey of the philosophy and history of fire protection, loss of property and life by fire, review of municipal fire defenses, and the organization and function of federal, state, county, city, and private fire protection.

FSC 200 **FIRE COMBAT TACTICS AND STRATEGY (3T)** **3 credits**
This course is a review of fire chemistry, equipment and manpower, basic fire fighting tactics and strategy, methods of attack and preplanning fire problems.

FSC 210 **BUILDING CONSTRUCTION FOR THE FIRE SERVICE (3T)** **3 credits**
This course highlights and assesses the problems and hazards to fire personnel when a building is attacked by fire or is under stress from other factors dealing with collapse.

FSC 240 **FIRE CAUSE DETERMINATION (3T)** **3 credits**
This course covers the burning characteristics of combustibles, interpretation of clues, burn patterns leading to points of origin, identification of incendiary indications, sources of ignition and ignited materials, and preservation of fire science evidence.

FSC 292 **ELEMENTS OF SUPERVISION/FIRE SERVICE SUPERVISION (3T)** **3 credits**
This course covers the responsibility of supervisors, organization, human relations, grievance training, rating, promotion, quality-quantity control, and management-employee relations.

FRENCH (FRN)

FRN 101 **INTRODUCTORY FRENCH I (4T)** **4 credits**
FORMERLY: FRN 103
This course provides an introduction to French. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas.

FRN 102 **INTRODUCTORY FRENCH II (4T)** **4 credits**
FORMERLY: FRN 104 and FRN 105
PREREQUISITE: FRN 101 (Formerly FRN 103) or equivalent.
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas.

FRN 201 **INTERMEDIATE FRENCH I (3T)** **3 credits**
FORMERLY: FRN 203
PREREQUISITE: FRN 102 (Formerly FRN 104 and 105) or equivalent
This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

FRN 202 **INTERMEDIATE FRENCH II (3T)** **3 credits**
FORMERLY: FRN 204
PREREQUISITE: FRN 201 (Formerly FRN 203) or equivalent
This continuation course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

GEOGRAPHIC INFORMATION SYSTEM TECH (GIS)

GIS 101 **INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY**
(2T) 2 credits
This is an introductory GIS course focusing on maps, map analysis, and an introduction to computers. Emphasis is placed on raster GIS capabilities, data acquisition, spatial databases, and using GIS and GIS trends. Upon completion, students will demonstrate the ability to us GIS in spatial analysis, output, graphics output design issues, modes of user/GIS interaction, generating complex products and GIS for archives.

GEOGRAPHY (GEO)

GEO 100 **WORLD REGIONAL GEOGRAPHY**
(3T) 3 credits
This course surveys various countries and major regions of the world with respect to location and landscape, world importance and political status, population, type of economy, external and internal organization and relations, problems and potentials.

GEO 101 **PRINCIPLES OF PHYSICAL GEOGRAPHY I**
(3T, 2E) 4 credits
Physical Geography I is the first in a two-part sequence including topics such as weather and climate relative to the earth and relationships between the earth and sun. Laboratory is required. (Natural Science course)

GEO 102 **PRINCIPLES OF PHYSICAL GEOGRAPHY II**
(3T, 2E) 4 credits
Physical Geography II is the second in a two-part sequence including topics such as landforms, landscapes, soil and vegetation of the earth. Laboratory is required. (Natural Science course)

GEO 200 **GEOGRAPHY OF NORTH AMERICA**
(3T) 3 credits
PREREQUISITE: GEO 100
This course is a survey of the geography of the United States and Canada with special emphasis on land usage, mineral resources, industrial development, and social and economic adaptation of man and the natural environment.

GEO 201 **PRINCIPLES OF HUMAN GEOGRAPHY**
(3T) 3 credits
PREREQUISITE: GEO 100
This course surveys the science of location, with emphasis on human activities as it relates to agricultural and industrial activities, and cities as market and production centers. Emphasis will be placed on human networks.

GEO 220 **PRINCIPLES OF PHYSICAL GEOGRAPHY**
(3T) 3 credits
This course is an introduction to natural features of the earth. It concentrates on weather, climate, soil, and vegetation associations, on landforms and on the forces that have been active in shaping the earth's surface.

GERMAN (GRN)

GRN 101 **INTRODUCTORY GERMAN I (4T) 4 credits**
FORMERLY: GRN 103
This course provides an introduction to German. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of German-speaking areas.

GRN 102 **INTRODUCTORY GERMAN II**
(4T) 4 credits
FORMERLY: GRN 104
PREREQUISITE: GRN 101 (Formerly GRN 103) or equivalent
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of German-speaking areas.

GRN 201 **INTERMEDIATE GERMAN I (3T) 3 credits**
FORMERLY: GRN 203
PREREQUISITE: GRN 102 (Formerly GRN 104) or equivalent
This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

GRN 202 **INTERMEDIATE GERMAN II**
(3T) 3 credits
FORMERLY: GRN 204
PREREQUISITE: GRN 201 (Formerly GRN 203) or equivalent
This continuation course includes a review and further development of communication skills. Topics include readings in literary, historical and/or cultural texts.

HEALTH EDUCATION (HED)

HED 221 **PERSONAL HEALTH (3T) 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.

HED 222 **COMMUNITY HEALTH (3T) 3 credits**
This course introduces principles and practices of community health. It includes drug use and abuse, communicable diseases, cardiovascular diseases, cancer, consumer health, health organization, and environmental concerns.

HED 226 **WELLNESS (1-3T) 1- 3 credits**
This course provides health-related education to those individuals seeking advancement in the area of personal wellness. This course has 5 major components: (1) fitness and health assessment, (2) physical work capacity, (3) education, (4) reassessment and (5) retesting.

HED 230 **SAFETY AND FIRST AID (3T)** **3 credits**
HED 230 is divided into two parts. The first part concerns itself with the development of a safety education program within an organization (i.e. school, office, shop, etc.). The second part deals with physical injuries, emergency care, and treatment of those injuries. CPR certification and Standard Red Cross cards are given upon successful completion of American Red Cross requirements.

HED 231 **FIRST AID (3T)** **3 credits**
This course provides instruction to the immediate, temporary care which should be given to the victims of accidents and sudden illnesses. It also includes standard and advanced requirements of the American Red Cross and/or the American Heart Association. CPR training also is included.

HED 277 **CPR RECERTIFICATION (1T)** **1 credit**
In this course, instruction and review of up-dated information concerning cardio-pulmonary resuscitation (CPR) is presented. The student must satisfactorily execute skills needed to meet requirements for recertification in Basic Cardiac Life Support (BCLS) as required by the American Heart Association.

HISTORY (HIS)

HIS 101 **WESTERN CIVILIZATION I**
(3T) **3 credits**
This course is a survey of social, intellectual, economic, and political developments which have molded the modern western world. The course covers the ancient and medieval periods and concludes in the era of the Renaissance and Reformation.

HIS 102 **WESTERN CIVILIZATION II**
(3T) **3 credits**
This course is a continuation of HIS 101; it surveys development of the modern western world from the era of the Renaissance and Reformation to the present.

HIS 111 **TECHNOLOGY AND CIVILIZATION I**
(3T) **3 credits**
This course introduces the interaction between technology and culture in World History from prehistoric times to 1750. While the course provides a basic survey of World History, primary emphasis is placed on technological change and its consequences.

HIS 112 **TECHNOLOGY AND CIVILIZATION II**
(3T) **3 credits**
This course is a continuation of HIS 111. It surveys technology and culture in World History from 1750 to the present. The course provides a basic survey of modern world history. The course places primary emphasis on technological change and its consequences.

HIS 121 **WORLD HISTORY I (3T)** **3 credits**
This course surveys social, intellectual, economic, and political developments which have molded the modern world. Focus is on both non-western and western civilizations from the prehistoric to the early modern era.

HIS 122 **WORLD HISTORY II (3T)** **3 credits**
This course is a continuation of HIS 121; it covers world history, both western and non-western, from the early modern era to the present.

HIS 201 **UNITED STATES HISTORY I (3T)** **3 credits**
This course surveys United States history during colonial, Revolutionary, early national, and antebellum periods. It concludes with the Civil War and Reconstruction.

HIS 202 **UNITED STATES HISTORY II (3T)** **3 credits**
This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present.

HIS 216 **HISTORY OF WORLD RELIGIONS (3T)** **3 credits**
This course presents a comparison of the major religions of the world from an historical perspective. Emphasis is placed on the origin, development, and social influence of Christianity, Judaism, Islam, Hinduism, Buddhism, and others.

HIS 220 **CONTEMPORARY STUDIES (3T)** **3 credits**
This course provides a survey of contemporary problems and issues within an historical context. Topics might include nationalism, the rise of Islam as a powerful influence in the post-Cold War environment, environmental issues, and the impact of colonialism on modern, Third World society.

HIS 256 **AFRICAN-AMERICAN HISTORY**
(3T) **3 credits**
This course focuses on the experience of African-American people in the Western Hemisphere, particularly in the United States. It surveys the period from the African origins of the slave trade during the period of exploration and colonization to the present. The course presents a comparison between the African experience in the United States and in Mexico and South America.

HIS 260 **ALABAMA HISTORY (3T)** **3 credits**
This course surveys development of the state of Alabama from its prehistoric times to the present. The course presents material on the discovery, exploration, colonization, territorial period, antebellum Alabama, Reconstruction, and modern history.

HIS 299 **DIRECTED STUDIES IN HISTORY**
(1-3T) **1-3 credits**
This course affords students opportunities to study selected topics of an historical nature either as part of class or on an individual basis.

HEALTH SCIENCE (HPS)

HPS 100 SAFETY ISSUES FOR CLINICAL PRACTICE (1T) 1 credit
PREREQUISITE: ENG 101, SPH 107, PSY 200, MTH 100 or MTH 112 or MTH 116 (FOR NUR STUDENTS; ONLY) or Permission of instructor
COREQUISITE: BIO 201, PSY 210, NUR 110, NUR 131, NUR 241 (FOR NUR STUDENTS ONLY)
This course focuses on microbial and physical safety for clinical practice. Emphasis is placed on guidelines established by the Occupational Safety and Health Administration (OSHA) and the Alabama State Department of Public Health: topics include prevention of transmission of blood-borne and air-borne pathogens as well as prevention of injuries during clinical practice. Upon completion of this course, the student should be able to participate in the clinical setting implementing measures which will prevent injuries and using appropriate universal precautions.

HPS 105 MEDICAL TERMINOLOGY (2T, 2E) 3 credits
PREREQUISITE: As required by program
This course is an application for the language of medicine. Emphasis is placed on terminology associated with health care, spelling, pronunciation, and meanings associated with prefixes, suffixes, and roots as they relate to anatomical body systems. Upon completion of this course, the student should be able to correctly abbreviate medical terms and appropriately use medical terminology in verbal and written communication.

HPS 113 SPANISH FOR HEALTH CARE PROFESSIONALS (3T) 3 credits
This course provides an introduction to Spanish with a focus on the basic communication skills and vocabulary needed by health professionals when a non-English speaking Hispanic enters a health care setting. Topics include soliciting identification information, history taking, performance of physical exam and giving instructions on general care and follow-up.

HPS 114 BASIC PHARMACOLOGY (2T) 2 credits
PREREQUISITE: As required by program
This course is an introduction to basic pharmacology. Content includes classifications, indications, contraindications, desired effects, and side effects of medications used during diagnostic procedures and the prevention and treatment of common illnesses. Upon completion of the course, the student should be able to relate basic pharmacological concepts to the maintenance of health.

INTERDISCIPLINARY STUDIES (IDS)

IDS 114 INTERDISCIPLINARY SEMINAR: CURRENT TOPICS IN HUMAN CONCERNS (1-2T) 1-2 credits
PREREQUISITE: Permission of the instructor.
This course is a seminar/discussion course designed to provide an opportunity for the student to conduct an in-depth investigation of selected topics. The particular topic selected will include issues from two or more disciplines and is determined by faculty and student interest. Classroom experiences emphasize and help develop skills in organizing and presenting information as well as explaining and defending ideas and conclusions. An oral seminar presentation is required. IDS 114 may be repeated for credit.

INDUSTRIAL ELECTRONICS TECHNOLOGY (ILT)

ILT 103 INTRODUCTION TO INSTRUMENTATION TECHNOLOGY (1T, 6M) 3 credits
PREREQUISITE: ELT 105 or permission of instructor
This course introduces various hand and power tools, basic blueprint reading, basic rigging and basic math that will be used in the electronic, instrumentation and electrical trades. Emphasis is placed on basic hand tool and power tool safety and procedures for selecting, inspecting, using and maintaining these tools. Upon completion, students should be able to identify and use various hand and power tools, read a blueprint and know how to perform basic rigging.

ILT 104 INDUSTRIAL INSTRUMENTATION (3T) 3 credits
PREREQUISITE: ILT 103
COREQUISITE: MTH 104
This course provides a study of instrumentation circuits/systems. Topics include the use of transducers, detectors, actuators, and/or other devices and equipment in industrial applications. Upon completion, the student should be able to apply principles of instrumentation circuits and systems.

ILT 105 INDUSTRIAL INSTRUMENTATION LAB (6M) 2 credits
COREQUESITE: ILT 104
A companion to ILT 104, this lab includes the use of transducers, detectors, actuators, and/or other devices and equipment in industrial application. Upon completion of the course, the student should be able to apply principles of instrumentation circuits and systems.

ILT 108 INTRODUCTION TO INSTRUMENTS AND PROCESS CONTROL (2T, 2E) 3 credits
PREREQUISITE: ILT 104, ILT 105
This course is an introductory study of the control devices and methods used in industry for the control and transmission of information pertaining to process variables. This study includes an introduction to instrumentation and control mathematics. This course also provides instruction in the fundamental concepts of pressure, force, weight, motion, liquid level, fluid flow and temperature.

ILT 109 **INSTRUMENTATION OPERATION AND CALIBRATION (2T, 2E)** **3 credits**
COREQUISITE: ILT 108
This course is an in-depth study of the hardware used to measure and control process variables. The student learns the principles of operating, servicing, maintaining, calibrating and troubleshooting procedures used in mechanical, pneumatic, electronic and digital based industrial transmitters, recorders, controllers, valves and other control devices.

INDUSTRIAL MAINTENANCE TECHNOLOGY (INT)

INT 112 **INDUSTRIAL MAINTENANCE SAFETY PROCEDURES (3T)** **3 credits**
This course is an in-depth study of the health and safety practices required for maintenance of industrial production equipment. Topics include traffic, ladder, electrical, and fire safety, safe work in confined spaces, electrical and mechanical lock-out procedures, emergency procedures, OSHA regulations, MSDS Right-to-Know law, hazardous materials safety, and safety equipment use and care. Upon course completion, students will be able to implement health and safety practices in an industrial setting.

INT 233 **INDUSTRIAL MAINTENANCE METAL WELDING AND CUTTING TECHNIQUES (1T, 6M)** **3 credits**
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 course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment.

LIBRARY SCIENCE (LBS)

LBS 100 **INTRODUCTION TO LIBRARY USE (2T)** **2 credits**
This course provides instruction in the use of the library. Emphasis is placed on the use of the library catalog, periodical indexes, bibliographic sources and general reference materials.

LBS 101 **INTRODUCTION TO LIBRARY USE I (1T)** **1 credit**
This course provides instruction in the use of the library. Emphasis is placed on basic library skills, including use of library catalogs, reference sources, current information sources and indexes.

LBS 102 **INTRODUCTION TO LIBRARY USE II (1T)** **1 credit**
This course builds on basic library skills offered in LBS 101, with particular emphasis on library resources involved in writing the research paper.

MACHINE TOOL TECHNOLOGY (MTT)

MTT 101 **BASIC MACHINING TECHNOLOGY (1T, 4E)** **3 credits**
FORMERLY: MTT 111
PREREQUISITE: MTT 121
This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning and milling.

MTT 102 **INTERMEDIATE MACHINE TECHNOLOGY (1T, 4E)** **3 credits**
FORMERLY: MTT 112
PREREQUISITE: MTT 101
This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning and milling.

MTT 104 **BASIC MACHINING CALCULATIONS (3T)** **3 credits**
PREREQUISITE: MTT 101
This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

MTT 105 **LATHE SET-UP AND OPERATIONS (2T, 8E)** **6 credits**
FORMERLY: MTT 113
PREREQUISITE: MTT 102
This course includes more advanced lathe practices such as taper turning, threading, boring, and set-up procedures. Emphasis is placed on safety procedures and machinist responsibility in the set-up and operation of lathes. Upon completion, students should be able to apply lathe techniques to produce machine tool projects.

MTT 106 **MILLING MACHINE OPERATIONS (2T,8E)** **6 credits**
FORMERLY: MTT 171 and MTT 272
PREREQUISITE: MTT 102, MTT 104
This course provides basic knowledge of milling machines. Emphasis is placed on types of milling machines and their uses, cutting speed, feed calculations and set-up procedures. Upon completion, students should be able to apply milling techniques to produce machine tool projects.

MTT 110 **HANDBOOK FUNCTIONS (3T)** **3 credits**
PREREQUISITE: MTT 104
This course covers the use of the machinist's handbook. Emphasis is placed on formulas, tables, usage

and related information. Upon completion, students should be able to use the handbook in the calculation and setup of machine tools.

MTT 121 BASIC BLUEPRINT READING FOR MACHINISTS (3T) 3 credits
FORMERLY: MTT 101
This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.

MTT 131 INTRODUCTION TO METROLOGY (2T, 2E) 3 credits
FORMERLY: MTT 292
PREREQUISITE: MTT 121, 143
This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments.

MTT 142 ADVANCED MACHINING CALCULATIONS (2T) 2 credits
PREREQUISITE: MTT 104
This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems.

MTT 143 GEOMETRIC DIMENSIONING AND TOLERANCING (2T) 2 credits
FORMERLY: MTT 102
PREREQUISITE: MTT 121
This course serves as an introduction to geometric dimensioning and tolerancing for students who are pursuing careers in manufacturing technology or their related fields. Topics covered include fundamentals of symbols, terms used in applications, positional tolerance-coastal applications, data frame and conversion tables.

MTT 181 SPECIAL TOPICS IN MACHINE TOOL TECHNOLOGY (1T, 3E, 3M) 2 credits
FORMERLY: MTT 299
PREREQUISITE: Permission of instructor
This course is a guided independent study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

MTT 200 INDUSTRIAL PROCESSES (3T) 3 credits
PREREQUISITE: Permission of instructor
This course is the study of industrial processes as they pertain to manufacturing. Emphasis will be placed on classroom study of industrial practices and will be supplemented with field trips to manufacturing facilities. Upon completion, students should have knowledge of industrial practices and application.

MTT 201 ADVANCED MACHINING TECHNOLOGY (2T, 8E) 6 credits
FORMERLY: MTT 282 and MTT 283
PREREQUISITE: MTT 106
This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

MTT 202 MACHINE MAINTENANCE AND REPAIR (3T) 3 credits
PREREQUISITE: Permission of instructor
This course covers preventive maintenance as well as repair of machine tools. Emphasis is placed on safety, disassembly and assembly of lathes, grinders, saws, and milling machines. Upon completion, students should be able to perform machine maintenance and repair of machine tools.

MTT 214 COMPUTER NUMERICAL CONTROL GRAPHICS PROGRAMMING TURNING (3T, 6M) 3 credits
FORMERLY: MTT 261
PREREQUISITE: MTT 105, CNC 111, CNC 115
This course introduces Computer Numerical Control graphics programming and concepts for turning center applications. Emphasis is placed on the interaction of menus to develop a shape file in a graphics CAM system to develop tool path geometry and part geometry. Upon completion, students should be able to develop a job plan using CAM software, include machine selection, tool selection, operational sequence, speed, feed, and cutting depth.

MTT 215 COMPUTER NUMERICAL CONTROL GRAPHICS PROGRAMMING MILLING (1T, 6M) 3 credits
PREREQUISITE: MTT 106, CNC 111, CNC 115
This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be

able to develop a complete job plan using CAM software to create a multi-axis CNC program.

MTT 217 ORIENTATION TO CNC (3T) 3 credits
PREREQUISITE: Permission of instructor
This course introduces the student to the concepts of Computerized Numerical Control as it relates to the modern industrial manufacturing workplace. Emphasis is placed on computer-aided manufacturing, basic computer operations, and the cartesian coordinate system. Upon completion, students should be able to perform basic computer operations and recognize fundamental machining operations.

MTT 242 CNC PROGRAMMING (3T) 3 credits
PREREQUISITE: CNC 111
A study of the theory of transforming blueprints into computer commands when using a computer controlled mill.

MTT 281 SPECIAL TOPICS IN MACHINE TOOL TECHNOLOGY (1T, 3E, 3M) 2 credits
FORMERLY: MTT 191
PREREQUISITE: MTT 102, MTT 106, MTT 121
This course is a guided independent study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

MASS COMMUNICATIONS (MCM)

MCM 100 INTRODUCTION TO MASS COMMUNICATIONS (3T) 3 credits
This course provides the student with general study of mass communications and journalism. This course includes theory, development, regulation, operation, and effects upon society.

MCM 113, 114, 115 STUDENT PUBLICATIONS (2-4E) 1-2 credits each
These courses offer practical experience in journalism skills through working on the staff of the student publications.

MCM 130 NEWS REPORTING (3E) 3 credits
PREREQUISITE: Typing ability.
This course includes instruction and practice in newsgathering and newswriting techniques including methodology, observation, interviews, and use of sources.

MCM 213, 214, 215 STUDENT PUBLICATIONS (2-4E) 1-2 credits each
These courses offer practical experience in journalism skills through working on the staff of the student publications.

MCM 250 MASS COMMUNICATIONS PRACTICUM (3T) 3 credits
This course provides practical experience in media through supervised part or full-time employment with a newspaper, radio, or television station, or public relations/advertising agency.

MATHEMATICS (MAH)

MAH 101 INTRODUCTORY MATHEMATICS I (2T, 2E) 3 credits
FORMERLY: MTH 101
PREREQUISITE: Appropriate placement score
This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include business and industry related arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific occupational areas of study. (Course will not apply in any degree program.)

MAH 102 INTRODUCTORY MATHEMATICS II (2T, 2E) 3 credits
PREREQUISITE: MAH 101 and/or as required by program
This course introduces the concepts of right triangle trigonometry and geometry with emphasis on applications to problem solving in the workplace. Topics include the basic definitions and properties of plane and solid geometry, area and volume, and right triangle trigonometry with substantial hands-on-focus in shop, laboratory, or marketplace settings. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology where appropriate. (Course will not apply in any degree program.)

MAH 105 MATH FOR NURSING (2T, 2E) 3 credits
FORMERLY: MTH 105 or VTM 103
PREREQUISITE: Satisfactory placement score
This course is a comprehensive review of arithmetic with basic algebra and introduces calculations of solutions and systems of measurement to meet the practical nursing program requirement. Topics include a review of basic arithmetic, metric system conversions, ratio and proportion, and conversion among and between the metric, apothecaries, and household unit systems and intravenous infusion rates as well as ethical, cultural, and legal aspects of accurate mathematical skills. Upon completion, students will demonstrate proficiency in calculating drug dosages and IV infusion rates for adults and children.

MATHEMATICS (MTH)

MATHEMATICS COURSE NUMBERS DO NOT NECESSARILY REFLECT THE DIFFICULTY OF THE COURSE.

MTH 080 MATHEMATICS LABORATORY (1T) 1 credit
PREREQUISITE: None
This course is designed to offer supplemental help to students in mathematics. Students work in a laboratory situation under qualified instructors. This course may be repeated as needed. Emphasis is on arithmetic and algebra as determined by the individual need of the students.

MTH 090 BASIC MATHEMATICS (3T) 3 credits
PREREQUISITE: None
This is a developmental course reviewing arithmetical principles and computations designed to help the student's mathematical proficiency for selected curriculum entrance.

MTH 091-MTH 092 DEVELOPMENTAL ALGEBRA I AND II 4 credits each
PREREQUISITE: MTH 090 or appropriate mathematics placement score. (Placement score will determine where student begins in sequence.)
This sequence of developmental courses provides the student with a review of arithmetic and algebraic skills designed to provide sufficient mathematical proficiency necessary for entry into Intermediate College Algebra.

MTH 098 ELEMENTARY ALGEBRA (4T) 4 credits
FORMERLY: MTH 108 Elementary Algebra
PREREQUISITE: MTH 090 (Basic Mathematics) or appropriate mathematics placement score
This course is a review of the fundamental arithmetic and algebra operations. The topics include the numbers of ordinary arithmetic and their properties; integers and rational numbers; the solving of equations; polynomials and factoring; and an introduction to systems of equations and graphs.

MTH 100 INTERMEDIATE COLLEGE ALGEBRA (3T) 3 credits
PREREQUISITE: MTH 092 (Developmental Algebra II) or MTH 098 (Elementary Algebra) or appropriate mathematics placement score
This course provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and relations are introduced and graphed with special emphasis on linear and quadratic functions. This course does not apply toward the general core requirement for mathematics for AS degrees.

MTH 103 INTRODUCTION TO TECHNICAL MATHEMATICS (3T) 3 credits
PREREQUISITE: MTH 092 (Developmental Algebra II) or MTH 098 (Elementary Algebra) or appropriate mathematics placement score
This course is designed for the student in technology needing simple arithmetic, algebraic, and right triangle trigonometric skills.

MTH 104 PLANE TRIGONOMETRY (3T) 3 credits
PREREQUISITE: MTH 100 (Intermediate College Algebra)
This course emphasizes such topics as the solution of triangles, vectors, geometric concepts and complex numbers.

MTH 110 FINITE MATHEMATICS (3T) 3 credits
PREREQUISITE: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a "C" or higher (S if taken as pass/fail) MTH 100 - Intermediate College Algebra
This course is intended to give an overview of topics in finite mathematics together with their applications, and is taken primarily by students who are not majoring in science, engineering, commerce or mathematics (i.e., students who are not required to take Calculus). This course will draw on and significantly enhance the student's arithmetic and algebraic skills. The course includes sets, counting, permutations, combinations, basic probability (including Bayes' Theorem), and introduction to statistics (including work with Binomial Distributions and Normal Distributions), matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method and applications.

MTH 112 PRECALCULUS ALGEBRA (3T) 3 credits
PREREQUISITE: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a "C" or higher (S if taken as pass/fail) MTH 100- Intermediate College Algebra.
This course emphasizes the algebra of functions—including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer's Rule, and mathematical induction.

MTH 113 PRECALCULUS TRIGONOMETRY (3T) 3 credits
FORMERLY: MTH 123 Plane Trigonometry
PREREQUISITE: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a "C" or higher (S if taken as a pass/fail) MTH 112-Precalculus Algebra
This course includes the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar coordinates. Additional topics may include conic sections, sequences, and using matrices to solve linear systems.

MTH 115 PRECALCULUS ALGEBRA & TRIGONOMETRY (4T) 4 credits
FORMERLY: MTH 113 Precalculus with Trigonometry
PREREQUISITE: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II, with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a "C" or higher (S if taken as pass/fail) MTH 100 (Intermediate College Algebra) and receive permission from the department chairperson.
This course is a one-semester combination of Precalculus Algebra and Precalculus Trigonometry intended for superior students. The course covers the following topics: the algebra of functions (including

polynomial, rational, exponential, and logarithmic functions), systems of equations and inequalities, quadratic inequalities, and the binomial theorem, as well as the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations, vectors, complex numbers, DeMoivre's Theorem, and polar coordinates.

MTH 116 MATHEMATICAL APPLICATIONS (3T) 3 credits
PREREQUISITE: MTH 090 (Basic Mathematics) or appropriate mathematics placement score
This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some topics included are integers, percent, interest, ratio and proportion, metric system, probability, linear equations, and problem solving. This is a terminal course designed for students seeking an AAS degree and does not meet the general core requirement for mathematics for AS degrees.

MTH 120 CALCULUS AND ITS APPLICATIONS (3T) 3 credits
FORMERLY: MTH 146 Calculus for Business
PREREQUISITE: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a "C" or higher MTH 112-Precalculus Algebra.
This course is intended to give a broad overview of calculus and is taken primarily by students majoring in Commerce and Business Administration. It includes differentiation and integration of algebraic, exponential, and logarithmic functions and applications to business and economics. The course should include functions of several variables, partial derivatives (including applications), Lagrange Multipliers, L'Hopital's Rule, and multiple integration (including applications).

MTH 125 CALCULUS I (4T) 4 credits
PREREQUISITE: A minimum prerequisite of high school Algebra I, Geometry and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a "C" or higher MTH 113 (Precalculus Trigonometry) or MTH 115 (Precalculus Algebra & Trigonometry).
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.

MTH 126 CALCULUS II (4T) 4 credits
PREREQUISITE: MTH 125 (Calculus I)
This is the second of three courses in the basic calculus sequence. Topics include vectors in the plane and in space, lines and planes in space, applications of integration (such as volume, arc length, work and average value), techniques of integration, infinite series, polar coordinates, and parametric equations.

MTH 227 CALCULUS III (4T) 4 credits
PREREQUISITE: MTH 126 (Calculus II)
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), quadratic surfaces, multiple integration, and vector calculus (including Green's Theorem, Curl and Divergence, surface integrals, and Stokes' Theorem).

MTH 231 MATHEMATICS FOR THE ELEMENTARY TEACHER I (3T) 3 credits
PREREQUISITE: MTH 090 (Basic Mathematics)
This course is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include logic, sets and functions, operations and properties of whole numbers and integers including number theory; use of manipulatives by teachers to demonstrate abstract concepts; and by students while learning these abstract concepts as emphasized in the class. Upon completion, students are required to demonstrate proficiency in each topic studied as well as to learn teaching techniques that are grade level and subject matter appropriate, and test for mathematical proficiency and the learning of teaching concepts.

MTH 232 MATHEMATICS FOR THE ELEMENTARY TEACHER II (3T) 3 credits
PREREQUISITE: MTH 231 (Mathematics for the Elementary Teacher I)
This course is the second of a three-course sequence and is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include numeration skills with fractions, decimals and percentages, elementary concepts of probability and statistics, and analytic geometry concepts associated with linear equations and inequalities. The use of manipulatives and calculators in the teaching and learning process is stressed. Upon completion, students will test for mathematical proficiency and the learning of teaching concepts. Students also will demonstrate an appropriate teaching technique by preparing a lesson and teaching it to the class for their final exam grade.

MTH 237 LINEAR ALGEBRA (3T) 3 credits
FORMERLY: MTH 219 Linear Algebra
PREREQUISITE: MTH 126 (Calculus II)
This course introduces the basic theory of linear equations and matrices, real vector spaces, bases and

dimension, linear transformations and matrices, determinants, eigenvalues and eigenvectors, inner product spaces, and the diagonalization of symmetric matrices. Additional topics may include quadratic forms and the use of matrix methods to solve systems of linear differential equations.

MTH 238 APPLIED DIFFERENTIAL EQUATIONS I
(3T) 3 credits
COREQUISITE: MTH 227 (Calculus III)
An introduction to numerical methods, qualitative behavior of first order differential equations, techniques for solving separable and linear equations analytically, and applications to various models (e.g. populations, motion, chemical mixtures, etc.); techniques for solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters), with emphasis on interpreting the behavior of solutions, and applications to physical models whose governing equations are of higher order; the Laplace transform as a tool for the solution of initial value problems whose inhomogeneous terms are discontinuous.

MTH 265 ELEMENTARY STATISTICS (3T) 3 credits
FORMERLY: MTH 261
PREREQUISITE: MTH 100 (Intermediate College Algebra) or appropriate mathematics placement score
This course provides an introduction to methods of statistics, including the following topics: sampling, frequency distributions, measures of central tendency, graphic representation, reliability, hypothesis testing, confidence intervals, analysis, regression, estimation, and applications. Probability, permutations, combinations, binomial theorem, random variables, and distributions may be included.

MUSIC (MUL) (MUP) (MUS)

MUL 192-193A PIANO ENSEMBLE (2-4E) 1 credit
MUL 292-293A FORMERLY: MUE 132C, 232C
PREREQUISITE: Audition and Permission of instructor
This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Performances are assigned.

MUL 101-02 CLASS PIANO I, II (2E) 1 credit each
FORMERLY: MUS 120, 121, 122, 220, 221, 222
These courses, to be taken in sequence, present fundamentals of keyboard technique 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 playing and a knowledge of music fundamentals.

MUL 111-12 CLASS VOICE I, II, III, IV (2E) 1 credit each
MUL 211-12 FORMERLY: MUS 124, 125, 126, 224, 225, 226
These courses must be taken in sequence. Emphasis is placed on fundamentals of correct breathing, tone production, and diction for students with little or no previous voice training. Literature appropriate for class level is studied. 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. A minimum grade of "C" is required to progress to next level.

MUL 161-63 CLASS FRETTED INSTRUMENTS
I, II, III (2E) 1 credit each
FORMERLY: MUS 141, 142, 143, 241, 242, 243
These courses must be taken in sequence. These courses include basic techniques, chords, scales, fingering, rhythm, strumming, and playing simple melodies. They are designed 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 playing and a knowledge of music fundamentals.

MUL 180-81 CHORALE (2-4E) 1-2 credits
MUL 280-81 FORMERLY: MUE 120A, 220A
PREREQUISITE: Permission of instructor
These courses are selected performing ensembles open to all students. Chorale is required for voice majors and minors. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Performances are assigned.

MUL 182-83 MADRIGAL SINGERS (2-4E) 1-2 credits
MUL 282-83 FORMERLY: MUE 120B, MUE 220B
PREREQUISITE: Permission of instructor and audition
This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. This course is a select a cappella performing ensemble. Enrollment is limited. Performances are assigned.

MUL 184-85 CONNECTION (2-4E) 1-2 credits
MUL 284-85 FORMERLY: MUE 121, 221
PREREQUISITE: Permission of instructor and audition
This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by ensemble. Performances are assigned.

MUL 192-93B GUITAR ENSEMBLE (2-4E) 1-2 credits
MUL 292-93B FORMERLY: MUE 132B, 232B
PREREQUISITE: Permission of instructor
This course provides ensemble experience for guitar students in playing standard literature and arrangements and transcriptions for classical technique. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Performances are assigned. This course is open to all students and is required for guitar majors.

MUL 196-97 JAZZ BAND (2-4E) 1-2 credits

MUL 296-97 **FORMERLY: MUE 131, 231**
PREREQUISITE: Permission of instructor
This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. Performances are assigned.

MUP 101 102, 201 202 **PIANO (1E)** **2 credits**
PREREQUISITE: MUL 101, 102 or Permission of instructor
Individual study, minimum grade of "B" is required to progress to next level.
Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting. At the conclusion of the last semester of study, a sophomore recital is required.

MUP 103 104, 203, 204 **ORGAN (1E)** **2 credits**
Individual study, minimum grade of "B" is required to progress to next level.
Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting. At the conclusion of the last semester of study, a sophomore recital is required.

MUP 111 112, 211 212 **VOICE (1E)** **2 credits**
PREREQUISITE: MUL 111
Individual instruction to include the study of standard literature and technique. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. At the conclusion of the last semester, a sophomore recital is required. A minimum grade of "B" is required to progress to the next level.

MUP 133 134, 233 234 **GUITAR (1E)** **2 credits**
PREREQUISITE: MUL 161, 162
Individual instruction to include the study of standard literature and technique. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. At the conclusion of the last semester, a sophomore recital is required. Minimum grade of "B" is required to progress to the next level.

MUP 141 142, 241 242 **FLUTE (0.5 – 1E)** **1-2 credits**
Individual instruction to include the study of standard literature and technique. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. At the conclusion of the last semester, a sophomore recital is required. Minimum grade of "B" is required to progress to the next level.

MUP 143 144, 243 244 **CLARINET (0.5 – 1E)** **1-2 credits**
Individual instruction to include the study of standard literature and technique. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. At the conclusion of the last semester, a sophomore recital is required. A minimum grade of "B" is required to progress to the next level.

MUP 145 146, 245 246 **CLARINET (0.5 – 1E)** **1-2 credits**
Individual instruction to include the study of standard literature and technique. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. At the conclusion of the last semester, a sophomore recital is required. A minimum grade of "B" is required to progress to the next level.

MUP 151 152, 251 252 **OBOE (0.5 – 1E)** **1-2 credits**
Individual instruction to include the study of standard literature and technique. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. At the conclusion of the last semester, a sophomore recital is required. A minimum grade of "B" is required to progress to the next level.

MUP 153 154, 253, 254 **BASSOON (0.5 – 1E)** **1-2 credits**
Individual instruction to include the study of standard literature and technique. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. At the conclusion of the last semester, a sophomore recital is required. A minimum grade of "B" is required to progress to the next level.

MUP 161 162, 261 262 **TRUMPET (0.5 – 1E)** **1-2 credits**
Individual instruction to include the study of standard literature and technique. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. At the conclusion of the last semester, a sophomore recital is required. A minimum grade of "B" is required to progress to the

next level.

MUP 163, 164, 263, 264 **FRENCH HORN (0.5 – 1E) 1-2 credits**
Individual instruction to include the study of standard literature and technique. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. At the conclusion of the last semester, a sophomore recital is required. A minimum grade of "B" is required to progress to the next level.

MUP 171, 172, 271, 272 **TROMBONE (0.5 – 1E) 1-2 credits**
Individual instruction to include the study of standard literature and technique. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. At the conclusion of the last semester, a sophomore recital is required. A minimum grade of "B" is required to progress to the next level.

MUP 173, 174, 273, 274 **EUPHONIUM (0.5 – 1E) 1-2 credits**
Individual instruction to include the study of standard literature and technique. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. At the conclusion of the last semester, a sophomore recital is required. A minimum grade of "B" is required to progress to the next level.

MUP 175, 176, 275, 276 **TUBA (0.5 – 1E) 1-2 credits**
Individual instruction to include the study of standard literature and technique. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. At the conclusion of the last semester, a sophomore recital is required. A minimum grade of "B" is required to progress to the next level.

MUP 181, 182, 281, 282 **PERCUSSION (0.5-1E) 1-2 credits**
Individual instruction to include the study of standard literature and technique. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. At the conclusion of the last semester, a sophomore recital is required. A minimum grade of "B" is required to progress to the next level.

MUS 101 **MUSIC APPRECIATION (3T) 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 (3) stylistic periods, provide a multi-cultural perspective, and include both vocal and instrumental genres. Upon completion, students should be able to demonstrate a knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music. This course is offered in a telecourse, self-paced and lecture format.

MUS 103 **SURVEY OF POPULAR MUSIC (1-2T) 1-2 credits**
This course provides a study of the origins, development and existing styles of popular music. Topics include ragtime, jazz, rhythm and blues, rock, country, and western, folk and world music. Upon completion, students should be able to demonstrate a knowledge, understanding and an aural perception of the stylistic characteristics of popular music. This course is offered in a self-paced and lecture format.

MUS 105 **READING/LISTENING IN MUSIC APPRECIATION 1 credit**
FORMERLY: MUS 107
This course is an independent study reading and listening course in which the student will become familiar with selected musical works and eras. The student will meet periodically with the instructor to discuss or assess assigned materials.

MUS 110 **BASIC MUSICIANSHIP (3T) 3 credits**
This course is designed to provide rudimentary music knowledge and skills for the student with a limited music background. Topics include a study of notation, rhythm, scales, keys, intervals, chords and basic sight singing and ear training skills. Upon completion, students should be able to read and understand musical scores and demonstrate basic sight singing and ear training skills for rhythm, melody and harmony. Required for music majors or acceptable score on placement test (75%).

MUS 111 **MUSIC THEORY I (3T) 3 credits**
PREREQUISITE: Minimum grade of "C" in MUS 110 or acceptable score on placement test (75%)
COREQUISITE: MUS 113
This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. Upon completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills. Open lab required. Spring; Decatur campus.

MUS 112 **MUSIC THEORY II (3T) 3 credits**
PREREQUISITE: Minimum grade of "C" in MUS 111
COREQUISITE: MUS 114
This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in three- and four- part triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases and periods. Upon comple-

tion, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills. Open lab required. Fall; Decatur campus.

MUS 113 MUSIC THEORY LAB I (1E) 1 credit
PREREQUISITE: MUS 110 or suitable placement score or permission of instructor
COREQUISITE: MUS 111
This course provides the practical application of basic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, simple triads, diatonic stepwise meoldies, basic rhythmic patterns in simple and compound meter and four-part triadic progressions in root position. Upon completion, students should be able to write, sing and play intervals, scales, basic rhythmic patterns, diatonic stepwise melodies, simple triads and short four-part progressions in root position. Spring; Decatur campus.

MUS 114 MUSIC THEORY LAB II (1E) 1 credit
PREREQUISITE: MUS 113
COREQUISITE: MUS 112
This course continues the practical application of diatonic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, scales, diatonic melodies with triadic arpeggiations, more complex rhythmic patterns in simple and compound meter and four-part diatonic progressions in all inversions. Upon completion, students should be able to write, sing and play all intervals, rhythmic patterns employing syncopations and beat divisions, diatonic melodies and four-part progressions. Fall; Decatur campus.

MUS 211 MUSIC THEORY III (3T) 3 credits
PREREQUISITE: Minimum grade of "C" in MUS 112
COREQUISITE: MUS 213
This course introduces the student to the chromatic harmonic practices in the Common Practice Period. Topics include secondary functions, modulatory techniques, and binary and ternary forms. Upon completion, students should be able to demonstrate competence using chromatic harmony through analysis, writing, sight singing, dictation and keyboard skills. Open lab required. Spring; Decatur campus.

MUS 213 MUSIC THEORY LAB III (1E) 1 credit
PREREQUISITE: MUS 114
COREQUISITE: MUS 211
This course provides the practical application of chromatic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include melodies with simple modulations, complex rhythms in simple and compound meter, and secondary function chords. Upon completion, students should be able to write, sing and play modulating melodies, rhythmic patterns with beat subdivisions and four-part chromatic harmony. Spring; Decatur campus.

MUS 251 INTRODUCTION TO CONDUCTING (3T) 3 credits
FORMERLY: MUS 281
PREREQUISITE: MUS 110 or acceptable score on placement test (75%)
This course introduces the fundamentals of conducting choral and/or instrumental ensembles. Topics include a study of simple and compound meters, score reading and techniques for conducting effective rehearsals. Upon completion, students should be able to prepare and conduct a choral and/or instrumental score in a rehearsal or performance setting.

MUS 270 ORGANIZATION OF THE CHURCH MUSIC PROGRAM (2-3T) 2-3 credits
This course is designed to explore administrative models of a comprehensive church music program. Topics include leadership, administrative structure, music personnel, facilities, equipment, vestments, music library, budgeting, planning, vocal and instrumental ensembles and scheduling for a music program. Upon completion, students should be able to demonstrate how to plan, coordinate and administer a comprehensive church music program.

MUS 271 CHURCH MUSIC LITERATURE (2-3T) 2-3 credits
FORMERLY: MUS 272
This course provides an historic survey of traditional church music from the 17th century to the present and introduces contemporary Christian styles. Topics include criteria for choosing appropriate music for graded church choirs at easy, medium and advanced levels of difficulty, and a survey of publishing resources and cataloging systems. Upon completion, students should be able to demonstrate a knowledge and understanding of church music literature.

MUS 272 THE CHILDREN'S CHOIR (2-3T) 2-3 credits
FORMERLY: MUS 276
This course is designed to provide techniques for working with the child's voice in a choral setting. Topics include working with children's voices, rehearsal techniques, selecting literature, vestments and organizing a graded choir program. Upon completion, students should be able to demonstrate how to plan, coordinate and administer a graded choir program in a church.

MUS 290 INTRODUCTION TO COMMERCIAL MUSIC (2-3T) 2-3 credits
This course provides an introduction to the commercial music industry and the types of careers in commercial music. Topics include music publishing, recording, contracts, agents and managers, copyrights, unions, music companies and dealers. Upon completion, students should be able to demonstrate a basic knowledge and understanding of the different components of the commercial music industry and the various career options.

MUS 291 MUSICAL ACOUSTICS

(2-3T) 2-3 credits
FORMERLY: MUS 292
PREREQUISITE: Permission of instructor
This course is designed to acquaint the student with the nature of musical acoustics and the science of sound. Topics include terminology, symbols, the nature and transmission of sound, vibration, frequency, pitch, intervals, harmonies, resonance, consonance and dissonance. Upon completion, students should be able to demonstrate an understanding of the basic skills and concepts through the successful presentation of an individual project in musical acoustics.

MUS 292 SONG WRITING (3T) 3 credits
PREREQUISITE: As required by program
This course provides an introduction to song writing and marketing techniques. Topics include lyric writing, song structures, preparing a lead sheet, notation, rhythmic and melodic dictation, key signatures, basic chord structures, recording, basic copyright laws and publishing. Upon completion, students should be able to compose a song, prepare a lead sheet and demo tape, apply for a copyright and market a song.

MUSIC INDUSTRY COMMUNICATIONS (MIC)

MIC 153 INTRODUCTION TO RECORDING TECHNOLOGY (3T) 3 credits
This course is designed to acquaint the student with basic recording fundamentals. Emphasis is placed on microphone techniques, recording principals, musician and recording engineers code. Upon completion, students should be able to do basic analog recordings.

MIC 201 PUBLISHING FOR THE RECORDING INDUSTRY (3T) 3 credits
This course is an introduction to the operation and functions of publishing in the recording industry.

MIC 250 MASS COMMUNICATIONS PRACTICUM (3T) 3 credits
PREREQUISITE: MIC 153 or instructor approval
This course provides practical experience in media through supervised part- or full-time employment with a newspaper, radio, or television station, recording studio, or public relations/advertising agency. Upon completion, students should be able to receive employment based on demonstration of their skills in their subject area.

MIC 251 RECORDING STUDIO PRODUCTION (3T) 3 credits
PREREQUISITE: MIC 153 or instructor approval
This course is designed to acquaint the student with the functional roles of the commercial recording studio. Emphasis will be placed on studio production projects, and include a study of contracts, managers, agents, recording rights, copyright laws, unions, publishers, and music companies. Upon completion, students should be able to produce studio quality recordings and have an understanding of the music industry.

MIC 253 COMPUTER LITERACY FOR THE MUSICIAN I (3T) 3 credits
This course is designed to teach musicians how to use computers for music writing, ear training, theory, and sequencing. Topics include an introduction to MIDI, sequencing, Master Tracks Pro, Studio 3.1 and 4.0, Cakewalk and Musicator. Upon completion, students should have an understanding of MIDI, Charting and Sequencing on the computer.

MIC 254 COMPUTER LITERACY FOR THE MUSICIAN II (3T) 3 credits
PREREQUISITE: MIC 253 or instructor approval
This course is designed to teach advanced computer sequencing techniques. Emphasis is placed on projects and the use of computer sequencing software and hardware. Students should be able to sequence and perform advanced editing using MIDI.

MIC 255 DIGITAL RECORDING (3T) 3 credits
PREREQUISITE: MIC 253 or instructor approval
This course is designed to teach Digital Recording using harddisk wave recording techniques. Emphasis is placed on projects and the use of Digital Recording software and hardware. Upon completion, students should be able to do recordings on the "Special Audio Engine" and other software with masters of digital quality.

MIC 293 MUSIC NOTATION (3T) 3 credits
PREREQUISITE: MIC 253 or instructor approval
This course is designed to teach students the music program for charting and writing music. Emphasis will be placed on the use of the software program "FINALE". Upon completion, students should be able to chart and write music using industry standards.

NURSING/ADN (NUR)

NUR 110 FUNDAMENTALS OF NURSING
(4T, 3S/3C) 6 credits
PREREQUISITE: Admission to program, permission of instructor.
COREQUISITE: NUR 131, NUR 241, HPS 100
This course presents concepts and theories basic to the art and science of nursing. Emphasis is placed on introduction to problem-solving and the nursing process. The role of the nurse as a member of the discipline of nursing is emphasized. Students are introduced to the concepts of needs, growth and development, safety, communication, teaching-learning, critical thinking, ethical-legal, nursing history, and the program's philosophy of nursing. This course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions. Students will demonstrate a beginning level of competency in performing basic nursing skills for individuals with common health alterations. (Lab/clinical required.)

NUR 131 HEALTH ASSESSMENT
(3S) 1 credit
PREREQUISITE: ENG 101, SPH 107, PSY 200, MTH 100 or MTH 112 or MTH 116
COREQUISITE: BIO 201, PSY 210, HPS 100, NUR 110, NUR 241
This course is designed to provide students the opportunity to learn and practice history taking and physical examination skills with individuals of all ages. The focus is on symptoms analysis along with physical, psychosocial, and growth and development assessment. Students will be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnosis and documenting findings appropriate to nursing. (Lab required).

NUR 201 SPECIALIZED AREA OF STUDY
(1T) 1 credit
PREREQUISITE: Permission of instructor
This course is directed toward the specialized study of theory experiences in a selected area as determined by students, employers, and/or the program. Emphasis is placed on the development of knowledge in an area of interest to the student. The student should be able to meet the objectives of the course as approved by the instructor.

NUR 202 SPECIALIZED AREA OF STUDY
(2T) 2 credits
PREREQUISITE: Permission of instructor
This course is directed toward the specialized study of nursing experiences in a selected area as determined by students, employers, and/or the program. Emphasis is placed on the development of knowledge and skills in an area of interest to the student. The student should be able to meet the theoretical and skill objectives of the course as approved by the instructor.

NUR 204 COMPUTER APPLICATION IN NURSING (1T) 1 credit
PREREQUISITE: Permission of instructor
This course includes concepts related to computer and technology applications in nursing. Emphasis is placed on computer hardware and software utilized in education, research, and health care settings. Students should be able to incorporate computer technology into nursing practice. (Lab required)

NUR 207 DIRECTED STUDY IN NURSING
(1T) 1 credit
PREREQUISITE: Permission of instructor
This course is designed to increase the opportunity for exploring, reading, and reporting on specific theoretical topics related to the field of nursing. Topics must be approved by the instructor. Emphasis is placed on the development of knowledge in an area of interest to the student. The student should be able to meet the objectives of the course as approved by the instructor.

NUR 211 NURSING CONCEPTS FOR MOBILITY STUDENTS (4T, 3C) 5 credits
PREREQUISITE: ENG 101, SPH 107, PSY 200, BIO 201, MTH 100 or MTH 112 or MTH 116, Validation, Permission of instructor, Current Alabama Practical Nursing License
COREQUISITE: PSY 210, BIO 202
This course is designed to assist the licensed practical nurse in transition to the role of the associate degree nurse. The program's philosophy, objectives, and conceptual framework are also introduced. Emphasis is placed on the nursing process, communication, selected theory, and nursing skills and the role of the registered nurse. Upon completion, students should be able to successfully transition into the ADN program. (Clinical required)

NUR 241 BASIC PHARMACOLOGY (3S) 1 credit
PREREQUISITE: ENG 101, SPH 107, PSY 200, MTH 100 or MTH 112 or MTH 116
COREQUISITE: BIO 201, PSY 210, HPS 100, NUR 110, NUR 131
This course introduces the student to basic principles of pharmacology and the skills necessary to safely administer medications. Areas of emphasis include legal implications, pharmacokinetics, pharmacodynamics, calculation of drug dosages, and medication administration. Students will be able to demonstrate accurate dosage calculations, correct medication administration and knowledge of drug classifications. (Lab required).

NUR 242 ADVANCED PHARMACOLOGY
(2T) 2 credits
This course is designed to provide the student comprehensive knowledge of drug classifications and applications of pharmacology. Emphasis is placed on nursing responsibility, accountability, and application of the nursing process regarding drug therapy. The actions, dosages, side effects, adverse reactions are presented for drug prototypes from each classification of drugs. The student will be able to synthesize

knowledge of drug therapy in a variety of settings with individuals across the life span.

NUR 251 ADULT NURSING I (3T, 6C) 5 credits
PREREQUISITE: NUR 110, NUR 241, NUR 131, BIO 201, PSY 210, HPS 100
COREQUISITE: NUR 269, BIO 202
This course provides an opportunity to utilize the provider of care and manager of care roles to meet nursing needs of adults in a variety of settings. Emphasis is placed on the aging process as it applies to normal developmental changes and alterations in health commonly occurring in the adult. Students should be able to apply the nursing process in caring for adults in a variety of settings. (Clinical required)

NUR 265 ADVANCED NURSING I (4T, 6C) 6 credits
PREREQUISITES: NUR 251, NUR 271, BIO 202, PSY 210
COREQUISITE: NUR 266, BIO 220
This course introduces concepts related to the nursing care of adults and children experiencing acute and chronic alterations in health and concepts related to the psychosocial needs of individuals. Emphasis is placed on utilizing the nursing process as a framework for providing and managing nursing care to individuals along the wellness-illness continuum. Students will be able to synthesize knowledge of drug therapy and apply the nursing process to individuals experiencing acute and chronic health alterations in a variety of settings. (Clinical required).

NUR 266 ADVANCED NURSING II (4T, 6C) 6 credits
PREREQUISITE: NUR 265
COREQUISITE: BIO 220
This course provides expanded concepts related to nursing care of adults and children experiencing common complex alterations in health and concepts related to the psychosocial needs of individuals. Emphasis is placed on the nurse's role as a member of a multidisciplinary team and as a manager of care for groups of individuals. Students will be able to synthesize knowledge of drug therapy and provide comprehensive nursing care for groups of individuals with common complex alterations in health in a variety of settings. (Clinical required)

NUR 267 ADVANCED NURSING III (4T, 6C) 6 credits
PREREQUISITE: NUR 266, BIO 220
COREQUISITE: NUR 291, NUR 204, NUR 242, HUMANITIES ELECTIVE
This course provides expanded concepts related to nursing care of adults and children experiencing common complex alterations in health and concepts related to the psychosocial needs of individuals. Emphasis is placed on the nurse's role as a member of a multidisciplinary team and as a manager of care for groups of individuals. Students will be able to synthesize knowledge of drug therapy and provide comprehensive nursing care for groups of individuals with common complex alterations in health in a variety of settings. (Clinical required)

NUR 269 FAMILY CENTERED NURSING (3T, 3S, 6C) 6 credits
PREREQUISITES: NUR 110, NUR 241, NUR 131, HPS 100, BIO 201, PSY 210
COREQUISITES: NUR 251, BIO 202
This course provides a family centered approach to the care of the childbearing and childrearing family. Emphasis is on the normal concepts relating to the antepartal, intrapartal, postpartal, neonatal periods and the concepts of growth and development, health promotion and common alterations in health. The student should be able to manage and provide care to the childbearing and childrearing family in a variety of settings.

NUR 291 TRANSITION INTO NURSING PRACTICE (1-2T, 5-10P) 3 credits
PREREQUISITE: NUR 266
COREQUISITE: NUR 267, NUR 242, NUR 204, Humanities Elective
This course prepares the student for transition into nursing practice. Emphasis is placed on the roles of the professional nurse, concepts of leadership, and management, and trends and issues in health care delivery. The student will apply these concepts in the preceptor experience. (Preceptorship required).

NURSING/PRACTICAL (LPN)

LPN 104 PHARMACOLOGY (2T) 2 credits
PREREQUISITE: Admission to the program.
This course is an introductory course that introduces pharmacological concepts and safety practices involved in the use of medications as therapeutic agents. Content includes selected pharmacological interventions and calculation of dosages and solutions. Emphasis is placed on nursing process. Upon completion, the student should be able to compute dosages and safely prepare and administer medications.

LPN 105 FUNDAMENTALS OF NURSING (3T, 3S, 9C) 6 credits
PREREQUISITE: Admission to the program and permission of instructor.
This course provides an introduction to the basic knowledge and essential skills required in the role of the Practical Nurse. Content includes knowledge related to nursing, legal-ethical, ethnic diversity, health-illness continuum and nursing process. Concepts related to physiological and psychosocial needs of the individual are integrated throughout the content. This course provides the student with opportunities to develop and practice basic skills in the laboratory and apply these skills in the clinical setting. Emphasis is placed on nursing process, basic nursing skills and safety. Laboratory and clinical components are required.

LPN 113 BODY STRUCTURE AND FUNCTION/MEDICAL

TERMINOLOGY (4T) 4 credits
PREREQUISITE: Permission of Instructor
This course is designed to enable the student to acquire a basic knowledge of the normal structure and function of the human body. Major content focuses on the interrelations among the organ systems and the relationship of each organ system to homeostasis. Medical vocabulary/terminology is integrated throughout course content. Upon completion of this course the student should demonstrate a basic knowledge of body systems, their interrelationships and associated medical terminology.

LPN 115 NUTRITION AND DIET THERAPY (1T, 3S) 2 credits
PREREQUISITE: Permission of instructor
This course uses the nursing process to present basic principles of normal nutrition and diet therapy throughout the life cycle. The functions, requirements and deficiency of specific nutrients are identified as well as the modifications for therapeutic diets. Upon completion of this course, the student will demonstrate knowledge of basic nutrition principles and modifications necessary for health maintenance, promotion, and restoration.

LPN 118 MENTAL HEALTH CONCEPTS (2T) 2 credits
PREREQUISTE: As required by program.
This course is designed to provide an overview of psychosocial adaptation and coping concepts used throughout the life span. Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities, and developmental needs. Upon completion of this course, the student will demonstrate the ability to assist clients in maintaining psychosocial integrity through the use of the nursing process.

LPN 120 PHARMACOLOGY (1T, 3C) 2 credits
PREREQUISITE: Permission of instructor
This course is an introduction to pharmacological agents commonly used with recurring pathology. Topics include drug laws, drug classifications, and therapeutic pharmacological interventions. Upon completion of this course, the student will demonstrate knowledge of basic pharmacology agents and the administration of medications.

LPN 121 ADULT HEALTH CONCEPTS I (2T, 3S) 3 credits
PREREQUISITE: LPN 105, LPN 113
COREQUISITE: LPN 161, LPN 136
This course provides the student with principles necessary to meet the needs of the individual throughout the adult lifespan in a safe and ethical manner using the nursing process. The focus of the course is on meeting the needs of individuals with diseases and disorders of the musculoskeletal, integumentary, respiratory, gastrointestinal systems and peri-operative states. Upon completion of this course, the student will demonstrate knowledge necessary to deliver safe and effective nursing care.

LPN 124 FAMILY CENTERED NURSING (4T, 6C) 6 credits
PREREQUISITES: Admission to the program and permission of instructor.
This course is designed to utilize the nursing process to focus on the childbearing and childrearing stages of the family unit. This introductory course focuses on the role of the Practical Nurse in meeting the physiological, psychosocial, cultural and developmental needs of the family during antepartal, intrapartal, postpartal, newborn and childhood. Course content includes aspects of growth and development, health teaching, health promotion and prevention. Nutrition and pharmacology are integrated. Upon completion of this course, the student will demonstrate the knowledge necessary to deliver safe and effective nursing care.

LPN 134 MATERNAL HEALTH NURSING (1T, 3S) 2 credits
PREREQUISITE: LPN 105
COREQUISITE: LPN 172
This course uses the nursing process to focus on the childbearing cycle of the family unit and the role of the nurse in care of mother and newborn and facilitator of adaptation. Course content includes the normal pregnancy and complications; labor and delivery; care of the newborn; post-partum care, and drug therapy. Upon completion of this course, the student will demonstrate knowledge needed to deliver safe and effective nursing care for the family unit in the child-bearing cycle.

LPN 135 CHILD HEALTH NURSING (1T, 3S) 2 credits
PREREQUISITE: LPN 105, LPN 113
COREQUISITE: LPN 162, LPN 141
This course is designed to provide the student with knowledge necessary to meet the physiological, psychosocial, cultural, and developmental needs of the sick or well child from infancy through adolescence in a safe and ethical manner. Course content includes aspects of growth and development, health supervision, prevention and care of the pediatric client. Upon completion of this course, the student will demonstrate knowledge needed to deliver safe and effective care to children.

LPN 136 PHARMACOLOGY (2T) 2 credits
PREREQUISITE: LPN 105, LPN 113
COREQUISITE: LPN 121, LPN 141 and appropriate clinical.
This course provides the student with knowledge of pharmacological agents used to treat disorders related to the corequisite nursing theory course. The nursing process provides the framework for the study of medications, classifications, physiological action, common side effects, appropriate nursing action and criteria for evaluating effectiveness of drug therapy. Upon completion of this course, the student will demonstrate knowledge necessary to safely administer medications.

LPN 141 ADULT HEALTH CONCEPTS III

(2T, 3S) **3 credits**
PREREQUISITE: LPN 105, LPN 113
COREQUISITES: LPN 136, LPN 162
This course provides the student with principles necessary to meet the needs of the individual throughout the adult lifespan in a safe and ethical manner using the nursing process. The focus of the course is on meeting the needs of individuals requiring emergency care and with diseases/disorders of the neurological, sensory, cardiovascular and endocrine systems. Upon completion of this course, the student will demonstrate knowledge necessary to deliver safe and effective nursing care.

LPN 142 ADULT NURSING III (3T, 12C) 7 credits
PREREQUISITES: Admission to the program, LPN 105, LPN 113.
This course provides expanded concepts related to nursing care of adults experiencing alterations in health. Content focuses on the nurse's role in meeting needs of clients experiencing disorders/diseases involving the nervous and sensory, reproductive, endocrine and gastrointestinal systems. Concepts of nutrition, pharmacology and therapeutic communication are integrated. Upon completion, the student should be able to provide comprehensive nursing care in a safe and effective manner.

LPN 145 ROLE TRANSITION (2T) 2 credits
PREREQUISITES: Admission to the program and permission of instructor.
This course is designed to provide the student with the knowledge and skills necessary to make the transition from student to LPN practitioner. Content includes the professional responsibilities of the LPN, leadership skills, quality assurance, fiscal management, professional accountability, resume preparation, job interviewing skills, obtaining/resigning employment, and preparation for the NCLEX-PN. Upon completion of this course the student will demonstrate knowledge and skills necessary for entry into practical nursing.

LPN 152 ADULT NURSING IV (4T, 12C) 8 credits
PREREQUISITES: Admission to the program and LPN 105, LPN 113.
This course is a study in application of the nursing process. It provides the student with the knowledge and skills necessary to meet the needs of individuals experiencing acute and chronic alterations in health throughout the adult life span. Emphasis is placed on utilizing the nursing process as a focus for clients experiencing diseases/disorders involving immune, oncological, musculoskeletal, cardiovascular, respiratory, surgery, fluid and electrolyte disturbances, integumentary and genitourinary systems. Concepts of nutrition, pharmacology and therapeutic communication are integrated. Upon completion, the student will demonstrate knowledge and skills necessary to provide safe and effective care.

LPN 161 APPLIED CLINICAL CONCEPTS (12C) 4 credits
PREREQUISITE: LPN 105
COREQUISITE: LPN 121
This course provides the student with opportunities to apply concepts and principles of client care in a structured environment. Client experiences are individually designed to provide opportunity for application of the nursing process, psychomotor skills, critical thinking, and knowledge of client care for individuals throughout the lifespan. This course provides an optional course for students readmitted out of sequence, students who need remediation, or an elective for students who will seek licensure in other states. Upon completion of this course, the student will demonstrate knowledge and skills necessary to provide safe and effective care to clients utilizing the nursing process.

LPN 162 ADULT CHILD NURSING CLINICAL (9C) 3 credits
PREREQUISITE: LPN 105, LPN 113
COREQUISITES: LPN 141, LPN 135
This course provides the student with opportunities to apply concepts and principles of client care in a structured environment. Client experiences are designed to provide opportunity for application of the nursing process, psychomotor skills, critical thinking, and knowledge of client care for clients through the lifespan. Upon completion of this course, the student will demonstrate knowledge and skills necessary to provide safe and effective care utilizing the nursing process.

LPN 172 MATERNAL HEALTH CLINICAL (6C) 2 credits
PREREQUISITE: LPN 105, LPN 113
COREQUISITE: LPN 134
This course is designed to provide the student with opportunities to apply concepts and principles of maternal health nursing in a structured environment. Clinical experiences are designed to provide opportunity for application of the nursing process, psychomotor skills, critical thinking, and knowledge of client care for the maternal health client. Upon completion of this course, the student will demonstrate knowledge and skills necessary to provide safe and effective care to the family unit in the childbearing cycle.

OFFICE ADMINISTRATION (OAD)

OAD 100 BASIC KEYBOARDING (1-3T) 1-3 credits
This course is designed to enable the student to develop touch keyboarding skills for efficient use of the typewriter or microcomputer through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information. Upon completion, the student should be able to demonstrate proper technique while keying on a typewriter or microcomputer keyboard.

OAD 102 KEYBOARDING SKILL BUILDING (3T) 3 credits
PREREQUISITE: OAD 100 or OAD 101 or equivalent
This course enables students to correct speed and accuracy deficiencies by first identifying the causes of such deficiencies and by providing individualized descriptive practice for correcting the deficiencies.

OAD 101 BEGINNING KEYBOARDING (3T) 3 credits
This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using the typewriter or microcomputer keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memos, letters, reports, and tables.

OAD 103 INTERMEDIATE KEYBOARDING (3T) 3 credits
PREREQUISITE: OAD 101 or Permission of instructor
This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents.

OAD 104 ADVANCED KEYBOARDING (3T) 3 credits
PREREQUISITE: OAD 103 or Permission of instructor
This course is designed to assist the student in continuing to develop speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents using decision-making skills. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of high-quality business documents.

OAD 125 WORD PROCESSING (3T) 3 credits
PREREQUISITE: OAD 101 or Permission of instructor
This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memos, letters and reports.

OAD 126 ADVANCED WORD PROCESSING (3T) 3 credits
PREREQUISITE: OAD 125 or Permission of instructor
This course is designed to increase student 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, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents.

OAD 138 RECORDS/INFORMATION MANAGEMENT (3T) 3 credits
This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures.

OAD 200 MACHINE TRANSCRIPTION (3T) 3 credits
PREREQUISITE: Keyboarding skills recommended
This course is designed to develop marketable skills in transcribing various forms of dictated material through classroom instruction and outside lab. Emphasis is on the use of microcomputers and a commercial word processing package. Upon completion, the student should be able to accurately transcribe documents from dictated recordings.

OAD 217 OFFICE MANAGEMENT (3T) 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, including the importance of office organization, teamwork, workplace ethics, office politics, and conflict-resolution skills. Upon completion, the student should be able to demonstrate use of the tools necessary for effective supervision of people and technology in the modern office.

OAD 230 ELECTRONIC PUBLISHING (3T) 3 credits
This course is designed to introduce the student to the elements and techniques of page design, layout and typography through classroom instruction and outside lab. Emphasis is on the use of current commercial desktop publishing software, graphic tools,

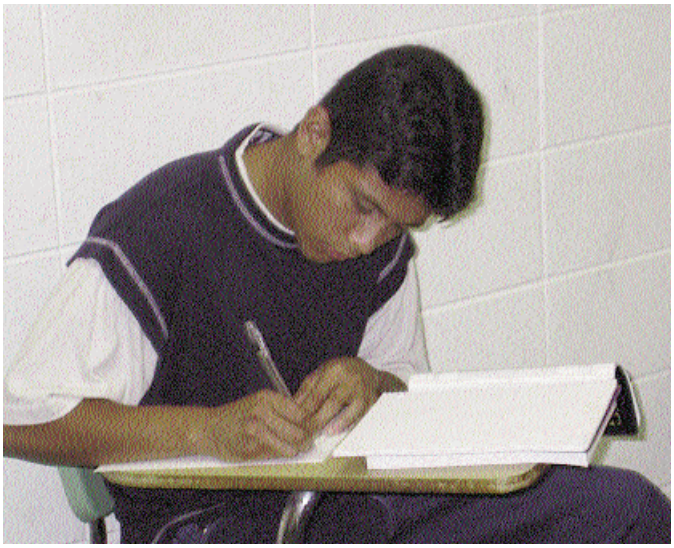
and electronic input/output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents.

OAD 232 THE ELECTRONIC OFFICE (3T) 3 credits
This course is designed to enable the student to develop skill in the use of integrated software through classroom instruction and outside lab. Emphasis is on the use of computerized equipment, software, networking, and communications technology. Upon completion, the student should be able to satisfactorily perform a variety of office tasks using current technology.

OAD 233 TRENDS IN OFFICE TECHNOLOGY (3T) 3 credits
This course is designed to address current trends in office technology through classroom instruction and outside lab. Emphasis is on technology relevant to the office environment such as electronic mail, multimedia interaction, presentation hardware and software, and Internet use. Upon completion, the student should be able to demonstrate an awareness of current technological applications for the modern office.

ORIENTATION (ORI)

ORI 103 ORIENTATION (STUDY SKILLS) (2T) 2 credits
This course helps students develop practical knowledge and skills toward a successful college experience, both academically and personally. Topics include time, management, reading, memory, notes, tests, diversity, thinking, writing, relationships, health, and career planning.



ORIENTATION/TECHNICAL (ORT)

ORT 100 ORIENTATION TO COLLEGE 1(2) 1 credit
This course is designed to introduce the beginning student to college life. It provides that student with information on what the college expects from the student and what the student should expect from the college. The course also addresses student attitudes and goals as well as safety and other issues pertinent for technical students. For non-degree programs only.

PHYSICAL EDUCATION (PED)

PED 100 FUNDAMENTALS OF FITNESS (3T) 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 reviewed as an introduction to such laboratory courses as slimnastics, weight training, and conditioning. This course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities.

PED 101 SLIMNASTICS (Beginning) (2A) * 1 credit
This course provides an individualized approach to physical fitness, wellness, and other health-related factors. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program.

PED 102 SLIMNASTICS (Intermediate) (2A) * 1 credit
This course is an intermediate-level class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems, nutrition, and weight control. Upon completion, students should be able to implement and evaluate an individualized physical fitness program.

PED 103 WEIGHT TRAINING (Beginning) (2A) * 1 credit
This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight-training program.

PED 104 WEIGHT TRAINING (Intermediate) * (2A) 1 credit
This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight-training program.

PED 105 PERSONAL FITNESS *

***Individual and Dual Sport Activity + Rhythms # Team Sport**

(2A) **1 credit**
This course is designed to introduce basic fitness and to improve the student's understanding of wellness. Fitness levels will be improved through aerobics and aerobic activities.

PED 106 **AEROBICS (2A) *** **1 credit**
This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program.

PED 107 **AEROBICS DANCE (Beginning) (2A) +** **1 credit**
This course introduces the fundamentals of step and dance aerobics. Emphasis is placed on basic stepping up, basic choreographed dance patterns, and cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic dance aerobics.

PED 108 **AEROBICS DANCE (Intermediate) (2A) +** **1 credit**
PREREQUISITE: PED 107 or Permission of instructor
This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step and dance patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, students should be able to participate in and design an aerobics routine.

PED 109 **JOGGING (2A) *** **1 credit**
This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities.

PED 118 **GENERAL CONDITIONING (Beginning) (2A)*** **1 credit**
This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness and conditioning programs. Upon completion, students should be able to set up and implement an individualized physical fitness and conditioning program.

PED 119 **GENERAL CONDITIONING ***
(Intermediate) (2A) **1 credit**
PREREQUISITE: PED 118 or Permission of instructor
This course is an intermediate-level fitness and conditioning program class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness and conditioning program.

PED 120 **TECHNIQUES OF DUAL AND INDIVIDUAL ***
SPORTS (2T) **2 credits**
This course introduces the fundamentals of popular dual and individual sports. Emphasis is placed on rules, equipment, and motor skills used in various sports. Upon completion, students should be able to demonstrate knowledge of the sports covered.

PED 121 **BOWLING (Beginning) (2A) *** **1 credit**
This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling.

PED 122 **BOWLING (Intermediate) (2A) *** **1 credit**
PREREQUISITE: PED 121 or Permission of instructor
This course covers more advanced bowling techniques. Emphasis is placed on refining basic skills and performing advanced shots, spins, pace, and strategy. Upon completion, students should be able to participate in competitive bowling.

PED 123 **GOLF (Beginning) (2A) *** **1 credit**
This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf.

PED 124 **GOLF (Intermediate) (2A) *** **1 credit**
PREREQUISITE: PED 123 or Permission of instructor
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 a club selection, trouble shots, and course management. Upon completion, students should be able to demonstrate the knowledge and ability to play a recreational round of golf.

PED 125 **SKATING (2A)** **1 credit**
This course introduces the fundamentals of skating. Emphasis is placed on basic positioning, balance, and form. Upon completion, students should be able to demonstrate skills necessary for recreational skating.

PED 126 **RECREATIONAL GAMES (2A) +** **1 credit**
This course is designed to give an overview of a variety of recreational games and activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime recreational games. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime recreational activities.

PED 127 **ARCHERY (2A) *** **1 credit**
This course introduces basic archery safety and skills. Topics include proper techniques of stance, bracing, drawing, and releasing as well as terminology and scoring. Upon completion, students should be able to participate safely in target archery.

PED 129 **EQUITATION (2A) *** **1 credit**

***Individual and Dual Sport Activity** **+ Rhythms** **# Team Sport**

This course is designed to give advanced riding experiences in a variety of specialized situations. Emphasis is placed on the development of skills such as jumping, rodeo games, and trail riding. Upon completion, students should be able to demonstrate control and management of the horse and perform various riding techniques.

PED 131 BADMINTON (Beginning) (2A) * 1 credit
This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations.

PED 133 TENNIS (Beginning) (2A) * 1 credit
This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis.

PED 134 TENNIS (Intermediate) (2A) * 1 credit
PREREQUISITE: PED 133 or Permission of instructor
This course emphasizes the refinement of playing skills. Topics include the development of fundamentals, learning advanced serves, strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis.

PED 140 SWIMMING (BEGINNING) (2A) 1 credit
This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards.

PED 143 AQUATIC EXERCISE (2A) 1 credit
This course introduces rhythmic aerobic activities and aquatic exercises performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually paced exercise program.

PED 150 TAI CHI (2A) 1 credit
Tai Chi is an ancient martial art form through which the student will improve flexibility, balance, strength, and mental discipline. By learning the slow and elaborate movements of Tai Chi, the student will develop proper breathing and relaxation techniques and enhance joint flexibility. Tai Chi skills are a combination of stretching, isometrics, and isotonic movements in combination with diaphragmatic breathing and postural maintenance.

PED 151 JUDO (BEGINNING) (2A) 1 credit
This course introduces the basic discipline of judo. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of judo.

PED 153 KARATE (BEGINNING) (2A) 1 credit
This course introduces the martial arts using the Japanese Shotokan form. Topics include proper conditioning exercise, book control, proper terminology, historical foundations, and etiquette, relation to karate. Upon completion, students should be able to perform line drill techniques and Kata for various ranks.

PED 155 SELF DEFENSE (2A) 1 credit
This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, student should be able to demonstrate basic self-defense techniques of a physical and non-physical nature.

PED 160 SOCIAL DANCE (2A) + 1 credit
This course introduces the fundamentals of popular social dance. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances.

PED 163 SQUARE DANCING (2A) + 1 credit
This course introduces the terminology and skills necessary to perform square dancing. Topics include working from squared sets-squared circles to squared throughs, right and left throughs, and Dixie Chains. Upon completion, students should be able to perform square dance routines and recognize the calls made for all formations.

PED 171 BASKETBALL (Beginning) (2A) # 1 credit
This course covers the 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 recreational basketball.

PED 172 BASKETBALL (Intermediate) (2A) # 1 credit
PREREQUISITE: PED 171 or Permission of instructor
This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level.

PED 176 VOLLEYBALL (Beginning) (2A) # 1 credit
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball.

PED 177 VOLLEYBALL (Intermediate) (2A) # 1 credit

***Individual and Dual Sport Activity + Rhythms # Team Sport**

PREREQUISITE: PED 176 or Permission of instructor
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 181 BASEBALL (Beginning) (2A) # 1 credit
This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules and basic game strategy. Upon completion, students should be able to participate in recreational baseball.

PED 182 BASEBALL (Intermediate) (2A) # 1 credit
This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.

PED 186 SOFTBALL (Beginning) (2A) # 1 credit
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 participate in recreational softball.

PED 187 SOFTBALL (Intermediate) (2A) # 1 credit
This course presents advanced skills and competitive practice in softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in competitive softball.

PED 200 FOUNDATIONS OF PHYSICAL EDUCATION (3T) 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.

PED 216 SPORTS OFFICIATING (3T) 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 classwork, students will receive at least 3 hours of practical experience in officiating.

PED 226 HIKING (2A) * 1 credit
This course provides instruction on how to equip and care for one's self on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes.

PED 227 ANGLING (2A) * 1 credit
This course introduces the sport of angling. Emphasis is placed on fishing with the use of artificial lures. Upon completion, students should be able to cast and retrieve using baitcaster and spinning reels and identify the various types of artificial lures.

PED 236 CANOEING (2A) * 1 credit
This course provides basic instruction for the beginning canoeist. Emphasis is placed on safe and correct handling of the canoe and rescue skills. Upon completion, students should be able to demonstrate basic canoeing, safe-handling, and self-rescue skills.

PED 245 CYCLING (2A) * 1 credit
This course is designed to promote physical fitness through cycling. Emphasis is placed on selection and maintenance of the bicycle gear shifting, pedaling techniques, safety procedures, and conditioning exercises necessary for cycling. Upon completion, students should be able to demonstrate safe handling of a bicycle for recreational use.

PED 246 CAMPING (2A) * 1 credit
This course is designed to acquaint the beginning camper with outdoor skills. Topics include camping techniques such as cooking and preserving food, safety, and setting up camp. Upon completion, students should be able to set up camp sites in field experiences using proper procedures.

PED 251 VARSITY BASKETBALL I (2A) # 1 credit
PREREQUISITE: Permission of instructor
This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules and basic game strategy. Upon completion, students should be able to participate in competitive basketball.

PED 252 VARSITY BASEBALL I (2A) # 1 credit
PREREQUISITE: Permission of instructor
This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.

PED 254 VARSITY SOFTBALL I (2A) # 1 credit
PREREQUISITE: Permission of instructor
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to play competitive softball.

PED 257 VARSITY CHEERLEADING (2A) # 1 credit
PREREQUISITE: Permission of instructor
This course covers advanced cheerleader techniques. Emphasis is placed on proper techniques, refining skills and developing more advanced stunts. Upon completion, students should be able to perform at a competitive level.

PHOTOGRAPHY AND FILM (PFC)

***Individual and Dual Sport Activity + Rhythms # Team Sport**

Also see ART

PFC 173 **PHOTOGRAPHY I (2T, 2E)** **3 credits**
This course is an introduction to photography. Emphasis is placed on aesthetic as well as technical aspects of photography. Upon completion, student will be able to produce well composed photographs.

PFC 174 **PHOTOGRAPHY II (2T, 2E)** **3 credits**
PREREQUISITE: Permission of instructor
This is a sequence to Photography I and serves as an introductory photography course. Emphasis is placed on aesthetic as well as technical aspects of photography. Upon completion, the student will be able to produce well composed photographs.

PFC 176 **FILMMAKING (6E)** **3 credits**
This course provides a knowledge of the basics of filmmaking. Emphasis is placed on procedure, equipment, editing and sound. Upon completion, students should demonstrate a basic knowledge of filmmaking through critical analysis and film projects.

PFC 177 **COLOR PHOTOGRAPHY (2T, 2E)** **3 credits**
PREREQUISITE: ART 173 or ART 176 or Permission of instructor
This course covers the primary materials and processes of color photography. Emphasis is placed on the correct exposure, processing, creative color usage, and printing of both positive/negative color materials through exploration of films, filters, processes, and color temperature. Upon completion, students should be able to correctly execute the technical controls of color materials and explore the creative possibilities of color photography.

PFC 178 **AUDIO-VISUAL TECHNIQUES**
(1T, 2E) **2 credits**
This course is an exploration of the area of linkage between the visual and auditory senses. Work with sound and recording equipment, projected images and multimedia hardware and software is included. Students will produce finished multimedia pieces.

PFC 187 **PHOTOGRAPHY, FILM, AND MEDIA I**
(1T, 2E) **2 credits**
PREREQUISITE: ART 173 or PFC 177 or Permission of instructor
This course is designed to help the student explore creative approaches to photography, film, and related media. Problems in darkroom techniques, laboratory techniques, and special effects are included. Upon completion, the student should be able to apply these techniques to professional quality finished pieces.

PFC 188 **PHOTOGRAPHY, FILM, AND MEDIA II**
(1T, 2E) **2 credits**
PREREQUISITE: PFC 187 or Permission of instructor
This course is designed to help the student explore creative approaches to photography, film, and related media in greater depth. Problems in darkroom techniques, laboratory techniques, and special effects are included. Upon completion, the student should be able to apply these techniques to professional quality finished pieces.

PFC 258 **PHOTOGRAPHIC AND MEDIA PROBLEMS**
(1T, 2E) **2 credits**
This course deals with special problems in the student's area of interest. Emphasis is placed on design, technique and results. Upon completion, the student will be able to produce professional quality photographs in one particular area of photography.

PFC 273 **STUDIO PHOTOGRAPHY I (2T, 2E)** **3 credits**
This course stresses image-making problems requiring studio or other controlled environment solutions. Lights, props, and related equipment and techniques are utilized. The student will produce quality photographs using studio techniques.

PFC 274 **STUDIO PHOTOGRAPHY II (2T, 2E)** **3 credits**
PREREQUISITE: PFC 273 or Permission of instructor
This course deals with advanced problems requiring studio or other controlled environment solutions. Lights, props, and related equipment and techniques are utilized. The student will produce quality photographs using studio techniques.

PFC 276 **FILMMAKING II (2T, 2E)** **3 credits**
PREREQUISITE: PFC 176 or Permission of instructor
This course is a continuation of the study of film production. Emphasis is on various aspects of filmmaking which may include design, special effects, digital and linear production techniques, and machine control. Upon completion, students should have hands-on experience and an understanding of professional filmmaking.

PFC 277 **FILMMAKING III (2T, 2E)** **3 credits**
PREREQUISITE: PFC 276 or Permission of instructor
This course is a continuation of the study of film production. Emphasis is on various aspects of filmmaking which may include design, special effects, digital and linear production techniques, and machine control. Upon completion, students should have hands-on experience and an understanding of professional filmmaking.

PHILOSOPHY (PHL)

PHL 106 INTRODUCTION TO PHILOSOPHY (3T) 3 credits
The purpose of this course is to familiarize the student with basic concepts of philosophy. Major ideas will be covered in a historical survey from the early Greeks to the modern era. The literary and conceptual approach of the course is balanced with emphasis on approaches to ethical decision-making and problem solving.

PHL 116 LOGIC (3T) 3 credits
This course is designed to help students assess information and arguments. The focus of the course is on logic and reasoning. The student should be able to understand how inferences are drawn, be able to recognize ambiguities and logical and illogical reasoning.

PHL 206 ETHICS AND SOCIETY (3T) 3 credits
This course is a systematic study of ethical systems as they apply to present-day living.

PHL 210 ETHICS AND THE HEALTH SCIENCES (3T) 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 GEOGRAPHY (GEO)

(Courses qualify as Natural Science electives)

GEO 101 PRINCIPLES OF PHYSICAL GEOGRAPHY I (3T, 2E) 4 credits
Physical Geography I is the first in a two-part sequence including topics such as weather and climate relative to the earth and relationships between the earth and sun. Laboratory is required.

GEO 102 PRINCIPLES OF PHYSICAL GEOGRAPHY II (3T, 2E) 4 credits
Physical Geography II is the second in a two-part sequence including topics such as landforms, landscapes, soil and vegetation of the earth. Laboratory is required.

PHYSICAL SCIENCE (PHS)

PHS 111 PHYSICAL SCIENCE (3T, 2E) 4 credits
This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology, and astronomy. Laboratory is required.

PHS 112 PHYSICAL SCIENCE II (3T, 2E) 4 credits
PREREQUISITE: MTH 098 Elementary Algebra
This course provides the non-technical student with an introduction to the basic principles of chemistry and physics. Laboratory is required.

PHS 120 ENVIRONMENTAL SCIENCE (3T, 2E) 4 credits
PHS 120 is an interdisciplinary course intended for non-science majors who desire an introduction to environmental science. The environment will be studied with an emphasis on such topics as air, soil, water, wildlife, forestry, and solid waste pollution. Laboratory will include both field studies and experimentation.

PHS 121 APPLIED PHYSICAL SCIENCE I (3T, 2E) 4 credits
PREREQUISITE: As required by program.
This course introduces the general principles of physics and chemistry. Topics include measurement, motion, Newton's laws of motion, momentum, energy, work, power, heat, thermodynamics, waves, sound, light, electricity, magnetism, and chemical principles. Upon completion, students should be able to demonstrate an understanding of the physical environment and be able to apply the scientific principles to observations experienced.

PHYSICS (PHY)

PHY 201 GENERAL PHYSICS I- TRIG BASED (3T, 2E) 4 credits
FORMERLY: PHY 203
PREREQUISITE: MTH 104 or MTH 113 or Equivalent
This course is designed to cover general physics at a level that assumes previous exposure to college algebra and basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. Laboratory is required.

PHY 202 GENERAL PHYSICS II – TRIG BASED (3T, 2E) 4 credits
FORMERLY: PHY 204 and PHY 205
PREREQUISITE: PHY 201 (Formerly PHY 203)
This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light, optics, electrostatics, circuits, magnetism and modern physics. Laboratory is required.

PHY 205 RECITATION IN PHYSICS I (1T) 1 credit
One hour weekly purely for problem solving.

PHY 206 RECITATION IN PHYSICS II (1T) 1 credit
One hour weekly purely for problem solving.

PHY 213 GENERAL PHYSICS WITH CALCULUS I (3T, 2E) 4 credits
PREREQUISITE: MTH 125 or Permission of instructor
This course provides a calculus-based treatment of the principal subdivisions of classical physics: mechanics and energy. Laboratory is required.

PHY 115 TECHNICAL PHYSICS (3T, 2E) 4 credits

PREREQUISITE: MTH 100
Technical physics is an algebra-based physics course designed to utilize modular concepts to include: motion, forces, 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.

PHY 214 GENERAL PHYSICS WITH CALCULUS II (3T, 2E) 4 credits
PREREQUISITE: PHY 213
This course provides a calculus-based study in classical physics. Topics included are simple harmonic motion, waves, sound, light, optics, electricity and magnetism. Laboratory is required.

PHY 216 RECITATION IN PHYSICS WITH CAL I (1T) 1 credit
One hour weekly purely for problem solving.

PHY 217 RECITATION IN PHYSICS WITH CAL II (1T) 1 credit
One hour weekly purely for problem solving.

PRODUCTIVITY MANAGEMENT AND CONTROL TECHNOLOGY (PMC)

PMC 101 INDUSTRIAL MATHEMATICS I (3T) 3 credits
This course covers the fundamental concepts of math and algebra with applications in technical and industrial settings. Emphasis is placed on number systems, fractions, percent, signed numbers, measurement system, powers and roots, algebra coverage, adding/subtracting simple equations, graphing, equations, exponents, logarithms and use of calculator. Upon completion, students should be able to perform fundamental concepts of math and algebra.

PMC 102 INDUSTRIAL MATHEMATICS II (3T) 3 credits
PREREQUISITE: PMC 101 or MTH 103 or Higher
This course is a continuation of PMC 101 and covers basic algebra, plane trigonometry. Emphasis is placed on technical and industrial applications. Topics to include quadratic equations, variation, intro to geometry, polygon, triangles, circles, solid geometry, intro to trig functions, right triangles, graphics, and oblique triangles. Upon completion, students should be able to perform concepts of algebra, geometry and trigonometry.

PMC 104 ELEMENTARY STATISTICS (3T) 3 credits
PREREQUISITE: PMC 102 or MTH 103 or Higher
This course is an introduction to methods of statistics. Emphasis is on descriptive or applied statistics, with topics to include sampling, frequency distributions, measures of central tendency, graphic representation, reliability, hypotheses testing, regression, estimation, and applications. Probability, permutations, combinations, binomial theorem, random variables, and distributions may be included. Upon completion, students should be able to solve statistical problems and apply to interpreting data.

PMC 105 MEASUREMENTS (3T) 3 credits
This course is a study of the common units of measurement used in technical and industrial settings. Emphasis is placed on units, metric linear, surface, bulk motion, force, temperature, fluid and electrical measurements. Upon completion, students should be able to solve problems involving measurements.

PMC 108 FLUID POWER (3T) 3 credits
This course is a study of the basic principles of fluid power (hydraulics and pneumatics) and its application in industry. Emphasis is placed on a review of basic mechanics, basic science, fluids, pumps, actuators, fittings, seals, fluid selection, common circuits, and control systems. Upon completion, students should have an understanding of fluid power and its applications.

PMC 112 INDUSTRIAL BLUEPRINT READING (3T) 3 credits
This course is an introduction to the fundamental concepts required to develop the techniques and skills of visualization and interpretation of symbols and other representations commonly used in mechanical/manufacturing type drawings. Emphasis is placed on basic drafting language, orthographic projection, auxiliary views, types of drawings, freehand technical sketching, dimensions and tolerances, section views, pictorial drawings, data sections of a print, machine specifications, numerical control drawings, welding drawings, and geometric tolerancing. Upon completion, students should be able to read, understand and use blueprints.

PMC 114 MECHANICAL DRIVES AND BEARINGS (2T, 3M) 3 credits
This course is a survey course of the various mechanical drive systems and components used in industry. Emphasis is placed on application with topics to include couplings, alignment, belts and chains, gears, gear boxes, clutches, brakes, motors, types, plain, ball, roller, noodle, maintenance, principles of seals, dynamic, static, oil, rings, gaskets, and sealings. Upon completion, students should have an understanding of mechanical drives and bearings.

PMC 116 LUBRICATION (2T) 2 credits
This course is an introduction to the science of lubrication as it pertains to industrial applications. Emphasis is placed on basic science (friction, wear, and surfaces), properties of lubricants, viscosity, additives, and methods of application. Upon completion, students should have a basic knowledge of lubricants and their application.

PMC 117 PUMPS AND PIPING SYSTEMS (2T, 3M) 3 credits
This course is a survey of the various types of pumps and piping systems used in industry. Emphasis is placed on basic science, flow of fluids, types, applications, installation and operation of centrifugal, rotary, diaphragm and reciprocating. Types of pipe, materials, tubes, hoses, codes, fittings, traps, valves, strainers, supports and an intro to piping drawings are included. Upon completion, students should have knowledge of pumps and piping systems.

PMC 120 TECHNICAL SKETCHING (1T, 2E) 2 credits
This course is a study of understanding and application of graphic communications of technical information in an understandable and definitive method. Emphasis is placed on topics that will enable a person to convey verbal and numerical information that is neat, legible and proportioned. Topics shall include techniques to use, projections, proportions, views, dimensioning and tolerancing. Upon completion, students will have knowledge of graphic communications.

PMC 123 MATERIALS AND PROCESSES (3T) 3 credits
This course is a survey of the structure and properties of materials. Emphasis is placed on ferrous and non-ferrous metals, and selected industrial processes such as metal forming, heat treatments, metal cutting, drilling, reaming, boring, broaching, abrasive machining and welding processes. Upon completion, students should have knowledge of materials and processes as related to industry.

PMC 124 INDUSTRIAL MATERIALS (3T) 3 credits
This course is a study of the theory of structure and properties of industrial materials. Emphasis is placed on the use and selection of industrial materials, with topics to include metals (ferrous and non-ferrous), plastics, elastomers, ceramics, and composites. Also included are those processes involved with materials such as hot & cold rolling and heat treating. Chemical structure and change is covered in heat treating. Upon completion, students should have knowledge of industrial materials.

PMC 125 INDUSTRIAL PROCESSES (2T) 2 credits
This course is a comprehensive study of industrial processes particularly as they pertain to manufacturing operations. Emphasis is placed on inspection methods along with quality control and automation, with topics covering chip removing, chipless machines, forming and welding. Field trips to industry plants will supplement class work. Upon completion, students should have knowledge of industrial processes.

PMC 130 GEOMETRIC TOLERANCING AND FORM (1T) 1 credit
This course is based on latest ANSI Y 14.5M standards. Geometric dimensioning and tolerancing is the system being used to assure precision and precisioness in industrial operations. Emphasis is placed on definitions, symbols used, form tolerancing, orientation tolerances and runout tolerancing, and interpretation of feature control blocks. Upon completion, students should have knowledge of geometric tolerancing.

PMC 134 DIEMAKING (2T) 2 credits
This course covers principles, theory, techniques, design and construction of basic and advanced types of dies used in manufacturing. Emphasis is placed on blanking and piercing dies, screw and dowel holes, die life, stripping, die to press relationships, inverted dies, compound dies and combination dies. Upon completion, students should have knowledge of diemaking.

PMC 135 PRECISION MEASUREMENTS METROLOGY (3T) 3 credits
This course is a study of the use and care of precision instruments and dimensional controls. Emphasis is placed on reasons and language of measurements, systems of measurements, graduated scales, scaled instrument, vernier instruments, micrometers, standards, gage blocks, use of comparators, pneumatic, electronics devices and use of optical flats. Upon completion, students should have knowledge of measurements of metrology.

PMC 136 SHOP THEORY I (1T, 2E) 3 credits
This course is an introduction to industrial machine tools and their applications. Emphasis is placed on machine set-ups, handtools, cutting tools, speeds and feeds, drilling machines, measuring and gaging. Upon completion, students will have a basic knowledge of machine tools and their applications.

PMC 137 SHOP THEORY II (1T, 2E) 3 credits
This course is a continuation of PMC 136. Emphasis is placed on operations of various machine tools including lathe, shapers, milling machines, borer and grinders. Upon completion, students will have an advanced knowledge of machine tools and their application.

PMC 155 STATISTICAL QUALITY CONTROL (SQC) (3T) 3 credits
PREREQUISITE: MTH 112 or Higher
This is an in-depth course of study in various types of control charts, rationalizing subgroups, analyzing variations and procedures for applying statistical techniques. Upon completion, a student should be able to apply knowledge to solving quality control type problems.

PMC 158 INTRODUCTION TO STATISTICAL PROCESS CONTROL (SPCI) (2T) 2 credits
PREREQUISITE: PMC 102 or Higher
This is an introductory course in preparing various types of control charts for analysis and control of processes. Emphasis is placed on descriptive statistics, X-R charts, median range charts and variability and attribute charts. Use of charts for problem solving and analysis are included. Upon completion, students should have knowledge of statistical process control.

PMC 163 PROBLEM SOLVING AND DECISION MAKING TECHNIQUES (2T) 2 credits
This course is a study of the various decision making

concepts and their application to productive processes and service to make logical decisions. Emphasis is placed on brain-storming, cause and effect diagrams, pareto charts, and use of graphs. Upon completion, students should be able to solve problems and make decisions related to industry needs.

PMC 180 BASIC ELECTRICITY AND ELECTRONICS I
(3T) 3 credits
PREREQUISITE: PMC 101
This course is designed for the person who needs an understanding of electrical/electronic fundamentals and principles. Emphasis is placed on electrical theory and science, devices, magnetism and electromagnetism, circuit analysis of resistive, capacitive, resonance and tuned circuits. Upon completion, students will have knowledge of basic electricity and electronics for industry use.

PMC 182 FUNDAMENTALS OF ROBOTICS
(2T) 2 credits
This is a survey course of what robots do, how they operate, and how they are integrated into automated manufacturing. Emphasis is placed on terminology, classification, and principles of operations are covered. Programming and teaching methods are included. Upon completion, students will have knowledge of how robotics is used in industry.

PMC 195 INDUSTRIAL HEALTH AND SAFETY
(3T) 3 credits
This course is designed to provide a comprehensive coverage of safety practices and the relationship between safety and human relations. Emphasis is placed on accident losses, legislation, OSHACT, practices, investigations, and hazards: falls, impacts, mechanical, electrical, pressure, fire, explosions, noise, and radiation. Upon completion, students should have knowledge of health and safety practices needed in an industrial environment.

PMC 202 APPLIED FLUID MECHANICS (3T) 3 credits
PREREQUISITE: PMC 102 or Higher
This course is an introduction to behavior of fluids (liquid and gas) in static and dynamic condition in various systems. Emphasis is placed on S1 Metric review, fluid metrology, fluid properties, statics, flow, momentum and reaction and lubrication principles. Upon completion, students will have knowledge of fluids.

POLITICAL SCIENCE (POL)

POL 103 CURRENT AFFAIRS (2T) 2 credits
PREREQUISITE: Permission of instructor
This course sequence is designed to acquaint students with major issues and problems of contemporary society through examination of current events. Emphasis is placed on topics which contribute to student awareness of historical development and political significances of selected contemporary issues. Upon completion, students should be able to identify and explain factors in the historical development of, explain political significances of, and express informed judgments about selected contemporary social and political issues.

POL 104 CURRENT AFFAIRS
(2T) 2 credits
PREREQUISITE: Permission of instructor
This course sequence is designed to acquaint students with major issues and problems of contemporary society through examination of current events. Emphasis is placed on topics which contribute to student awareness of historical development and political significances of selected contemporary issues. Upon completion, students should be able to identify and explain factors in the historical development of, explain political significances of, and express informed judgments about selected contemporary social and political issues.

POL 105 CURRENT AFFAIRS
(2T) 2 credits
PREREQUISITE: Permission of instructor
This course sequence is designed to acquaint students with major issues and problems of contemporary society through examination of current events. Emphasis is placed on topics which contribute to student awareness of historical development and political significances of selected contemporary issues. Upon completion, students should be able to identify and explain factors in the historical development of, explain political significances of, and express informed judgments about selected contemporary social and political issues.

POL 106 CURRENT AFFAIRS
(3T) 3 credits
PREREQUISITE: Permission of instructor
This course is a study of contemporary world events as reflected in current media reports. Emphasis is placed on topics of current significance as news or human interest events on the national and international levels. Upon completion, students should be able to identify and explain factors involved with, explain political significances of, and express informed judgments about selected contemporary social and political issues.

POL 200 INTRODUCTION TO POLITICAL SCIENCE
(3T) 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 (3T) 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.

POL 220 STATE AND LOCAL GOVERNMENT (3T) 3 credits
This course is a study of the forms of organization, functions, institutions, and operation of American state and local governments. Emphasis is placed on the variety of forms and functions of state and local governments, with particular attention to those in Alabama and to the interactions between state and local government and the national government. Upon completion, students should be able to identify elements of and explain relationships among the state, local, and national governments of the U.S. and function as more informed participants of state and local political systems.

POL 230 COMPARATIVE GOVERNMENT (3T) 3 credits
This course introduces comparative analysis of political systems. Emphasis is placed on institutions and processes of contemporary national political systems in selected democratic industrial nations. Upon completion, students should be able to compare and contrast the organization, institutions, and processes of major types of governmental systems of the world.

POL 236 SURVEY OF INTERNATIONAL RELATIONS (3T) 3 credits
PREREQUISITE: Permission of instructor
This course is a survey of the basic forces affecting international relations. Topics include bases of national power, balance of power, causes of war, the international political economy, international law, international organization, and possible futures of international relations. Upon completion, students should be able to identify and discuss relevant terms and concepts and identify, analyze, evaluate and discuss the primary factors influencing the international relations of selected states.

POL 240 POLITICAL THEORY (3T) 3 credits
PREREQUISITE: Permission of instructor
This course is an introduction to political theory through examination of philosophical concepts related to development of modern political ideologies. Emphasis is placed on selected sources of political philosophies. Upon completion, students should be able to identify selected political concepts and associated philosophers, and define, analyze, and explain major tenets of selected ideologies.

POL 299 DIRECTED STUDIES 1-3 credits*
PREREQUISITE: Recommendation of instructor and Approval of Department Chairperson
This course provides opportunities for non-traditional exploration of selected topics in political science. Emphasis is placed on knowledge and experience students gain through learning activities such as guided reading, internships, and programs combining personal experience with related intensive study. Upon completion, students should be able to prepare papers, presentations, or other projects on approved topics related to their individual experiences.
***Credit to be determined from appropriate contact-to-credit ratio formula.**

PARALEGAL (PRL)

PRL 101 INTRODUCTION TO PARALEGAL STUDY (3T) 3 credits
This course introduces the paralegal profession and the legal system. Topics include regulations and concepts, ethics, case analysis, legal reasoning, career opportunities, certification, professional organizations, and other related topics. Upon completion, students should be able to explain the role of the paralegal and identify the skills, knowledge, and ethics required of legal assistants.

PRL 102 BASIC LEGAL RESEARCH AND WRITING (2T, 2E) 3 credits
PREREQUISITE: Grade of "C' or better in ENG 093 or satisfactory ACT, SAT, or placement score
CO/PREREQUISITE: PRL 101
This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

PRL 103 ADVANCED LEGAL RESEARCH AND WRITING (2T, 2E) 3 credits
PREREQUISITE: PRL 102, Grade of "C' or better in ENG 093 or satisfactory ACT, SAT, or placement score
This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

PRL 150 COMMERCIAL LAW (2T, 2E) 3 credits
This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases and related documents and selection and implementation of business

organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents and understand the role of commercial papers.

PRL 160 CRIMINAL LAW AND PROCEDURE
(2T, 2E) 3 credits
This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case. (Students may substitute CRJ 140.)

PRL 170 ADMINISTRATIVE LAW (3T) 3 credits
This course covers the scope, authority, and regulatory operations of various federal, state, and local administrative agencies. Topics include social security, workers' compensation, unemployment, zoning and other related topics. Upon completion, students should be able to research sources of administrative law, investigate, and assist in representation of clients before administrative agencies.

PRL 192 SELECTED TOPICS IN PARALEGAL
(3T) 3 credits
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

PRL 210 INTRODUCTION TO REAL
PROPERTY LAW (3T) 3 credits
This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property. (Students may substitute RLS 125.)

PRL 220 CORPORATE LAW (3T) 3 credits
This course covers the legal aspects of forming, operating, and maintaining a business. Emphasis is placed on the business corporation with additional coverage of sole proprietorships and partnerships. Upon completion, students should be able to draft basic partnership and corporate documents and file these documents as required.

PRL 230 DOMESTIC LAW (3T) 3 credits
This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law.

PRL 240 WILLS, ESTATES, AND TRUSTS
(2T, 2E) 3 credits
This course covers various types of wills, trusts, probate estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts.

PRL 245 EVIDENCE FOR PARALEGALS (3T) 3 credits
This course examines the rules of evidence, and the admissibility or inadmissibility of different types of evidence. The student will be able to recognize evidentiary problems on examination of trial transcripts to be raised as issues on appeal.

PRL 250 BANKRUPTCY AND COLLECTIONS
(3T) 3 credits
This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments.

PRL 262 CIVIL LAW AND PROCEDURE (3T) 3 credits
This course is designed to give the student a basic understanding of the federal rules of civil procedure and Alabama rules of court. The student will demonstrate the ability to prepare a trial notebook for litigation purposes.

PRL 270 WORKERS' COMPENSATION LAW
(2T) 2 credits
This course covers the process of initiating and handling workers' compensation claims. Emphasis is placed on reviewing and drafting relevant Industrial Commission forms. Upon completion, students should be able to interview clients, gather information, and draft documents related to workers' compensation claims.

PRL 282 LAW OFFICE MANAGEMENT
AND PROCEDURES (2T, 2E) 3 credits
This course focuses on the organization, function, practices and procedures of a law office. Emphasis is placed on basic law office management, including office layout, personnel, equipment and supplies, filing systems, scheduling and docket control; as well as the creation, preparation, organization and processing of pleadings, forms, briefs and other legal documents. Upon course completion, students should be able to demonstrate and apply appropriate law office management techniques and procedures.

PRL 291 **INTERNSHIP IN PARALEGALISM (15M)** **3 credits**

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

POLYSOMNOGRAPHIC TECHNOLOGY (PSG)

PSG 120 **PRINCIPLES AND PRACTICES OF HEALTH CARE (3T)** **3 credits**
PREREQUISITE: Permission of instructor

This course introduces the principles of health care organization, medical terminology, and interdepartmental relations with sleep centers. Emphasis is placed on the organization of hospital care systems, introduction to sleep disorders, polysomnographic procedures, sleep clinic, coping with physical illness, psychology of health care, customer driven market, and communicating with sleep patients. Upon completion, students should be able to effectively interact with sleep patients and understand the role of sleep centers in a health care organization.

PSG 130 **EMERGENCY CARE FOR SLEEP CENTER PATIENTS (1T, 3S)** **2 credits**
PREREQUISITE: Permission of instructor

This course provides understanding of emergency policies and procedures for patients in a sleep center. Emphasis is placed on emergency care in the sleep center and emergency response plans. Upon completion, students should be able to respond appropriately to emergency situations such as cardiac arrest, seizures, and other changes in patient status as well as fire and disaster emergencies.

PSG 140 **PSG DATA TABULATION AND INTERPRETATION (3T, 5L)** **5 credits**
COREQUISITE: PSG 220 and PSG 251
PREREQUISITE: PSG 201

This course is designed to provide basic and specialized principles of record scoring and data tabulation of normal and abnormal sleep recordings. Emphasis is placed on introduction to scoring the polysomnogram, adult sleep staging, tabulating respiratory events, artifact, infant scoring, calculating sleep parameters, CPAP/BIPAP, NPT tabulations, and periodic limb movement tabulations. Upon completion, students should be able to utilize key terms relating to the polysomnogram to adequately tabulate sleep stages and respiratory events in the evaluation process of sleep disorders.

PSG 201 **POLYSOMNOGRAPHIC INSTRUMENTATION (2T, 6S)** **4 credits**
PREREQUISITE: PSG 120, PSG 130, and PSG 219

This course is designed to introduce theory, application, and integration of polygraphs, and the purpose and function of ancillary equipment used during sleep disorders testing, data tabulation, treatment, and future trends in instrumentation. Emphasis is placed on the polygraph, instrumentation and applied electronics, maintenance and repair, monitoring physiologic parameters, CPAP treatment, oxygen therapy, and polysomnographic procedures. Upon completion, students should be able to utilize basic concepts of polygraphic instrumentation.

PSG 219 **PSG ANATOMY AND PHYSIOLOGY (3T)** **3 credits**
COREQUISITE or PREREQUISITE: BIO 211

This course reviews the anatomy and physiology of cardiopulmonary, central nervous, gastrointestinal, and genitourinary systems in relationship to the sleep/wake cycle and sleep disorders. Topics include electrocardiograph, neurologic function, arterial blood gases, respiratory function and chronobiology. Upon completion of this course, the student will be able to explain the anatomy and physiology of reviewed systems related to the sleep/wake cycle and sleep disorders.

PSG 220 **SLEEP/WAKE PATHOPHYSIOLOGY (3T)** **3 credits**
COREQUISITE: PSG 140 and PSG 251
PREREQUISITE: PSG 201

This course studies the etiology and treatment of the sleep/wake cycle and related disorders in the context of the interrelationships of various systems as well as learning the diagnostic categories of sleep/wake disorders. Topics include Dyssomnias, Parasomnias, sleep-disordered breathing, CPAP therapy, surgical and other treatments for disorders. Upon completion, the student will be able to recognize the manifestations of sleep disorders, classify and state the appropriate treatment for those disorders.

PSG 221 **POLYSOMNOGRAPHIC PROCEDURES II**
(1T, 15P5) **4 credits**
COREQUISITE: PSG 201
This course is designed to enhance understanding and retention of concepts while learning and performing skills which require physical coordination and manual dexterity. Emphasis is placed on application of concepts of polysomnographic instrumentation and differential diagnosis of diseases. Upon completion, students will be able to perform specific task competencies required for successful program completion.

PSG 251 **POLYSOMNOGRAPHIC PROCEDURES III**
(1T, 20P5) **5 credits**
COREQUISITE: PSG 140 and PSG 220
PREREQUISITE: PSG 221
The course is designed to enhance understanding and retention of concepts by application while learning and performing skills which require physical coordination and manual dexterity. Emphasis is placed on overnight and daytime polysomnographic procedures. Upon completion, the student will be able to perform specific task competencies required for successful program completion.

PSYCHOLOGY (PSY)

PSY 100 **ORIENTATION (1T)** **1 credit**
This course is designed to introduce the student to college life, responsibilities, rules and regulations. This course is required for all students placing in at least two developmental courses on placement exam.

PSY 102 **APPLIED PSYCHOLOGY (2T)** **2 credits**
This course introduces the basic principles of psychology as they apply to daily life. Topics include perception, emotions, motivation, adjustment, behavior management, communication, and related topics that promote growth and development on the job and in one's personal life. Upon completion, students should be able to apply the principles learned in this class to everyday living and on-the-job experiences.

PSY 106 **CAREER EXPLORATION (1T)** **1 credit**
This course is designed for students to explore potential career fields. The course includes an assessment, thorough testing of strengths and weaknesses, general information about careers and job skills, value and decision making techniques, and career research.

PSY 107 **STUDY SKILLS (1T)** **1 credit**
In this course, emphasis is placed on the skills of "how to study." The course introduces the student to effective techniques for listening in class, note taking, preparation for test taking, and an overall system of successful study.

PSY 110 **PERSONAL DEVELOPMENT (3T)** **3 credits**
This is a structured group experience that emphasizes effective living through developing one's own internal resources. Topics included are self-programmed control, relaxation training, and inter-personal skills. The course is designed to translate other life skills into successful college adjustment. Study skills, library skills, and life planning are also discussed. This course may not transfer to some four-year institutions.

PSY 200 **GENERAL PSYCHOLOGY (3T)** **3 credits**
This course is a survey of behavior with an emphasis on psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality.

PSY 207 **PSYCHOLOGY OF ADJUSTMENT (3T)** **3 credits**
This course provides an understanding of the basic principles of mental health and an understanding of the individual modes of behavior.

PSY 208 **CONTEMPORARY ISSUES IN PSYCHOLOGY (3T)** **3 credits**
PREREQUISITE: PSY 200
This course is a study of selected topics in general psychology.

PSY 210 **HUMAN GROWTH AND DEVELOPMENT (3T)** **3 credits**
PREREQUISITE: PSY 200
This course is a study of the psychological, social and physical factors that affect human behavior from conception to death.

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

PSY 212 **ADOLESCENT PSYCHOLOGY (3T)** **3 credits**
PREREQUISITE: PSY 200
This course covers a systematic study of the behavior and psychological development of the adolescent from late childhood to early adulthood. Emphasis will be placed on principles underlying physical, mental, emotional, and social development.

PSY 216 **ADULT PSYCHOLOGY (3T)** **3 credits**
PREREQUISITE: PSY 200
This course covers a systematic study of the behavior and psychological development of the adult. Emphasis will be placed on principles underlying physical, mental, emotional and social development.

PSY 217 **PSYCHOLOGY OF DEATH AND DYING (3T)** **3 credits**
This course is a study of the special psychological adjustments surrounding the issue of death and dealing with the terminally ill.

PSY 220 **HUMAN SEXUALITY (3T)** **3 credits**
This course is a comprehensive and integrated approach to human sexuality emphasizing biological, psychological, social and emotional aspects.

PSY 230 **ABNORMAL PSYCHOLOGY (3T)** **3 credits**
PREREQUISITE: PSY 200
This course is a survey of abnormal behavior and its social and biological origins. The anxiety related disorders, psychoses, personality disorders and mental deficiencies will be covered.

PSY 240 **EDUCATIONAL PSYCHOLOGY (3T)** **3 credits**
PREREQUISITE: PSY 200
This course is a study of psychological theories and principles as applied to the educational process.

PSY 250 **SOCIAL PSYCHOLOGY (3T)** **3 credits**
PREREQUISITE: PSY 200
This course is a study of social factors as they influence individual behavior.

PSY 260 **STATISTICS FOR THE SOCIAL SCIENCES (3T)** **3 credits**
This course is an introduction to the basic statistical concepts, measures, and techniques used in social science research and report writing. It includes both descriptive and inferential statistics.

PSY 270 **BUSINESS AND INDUSTRIAL PSYCHOLOGY (3T)** **3 credits**
PREREQUISITE: Permission of instructor
This course is a study of interpersonal relations in the working environment, interpersonal communications, and techniques for selection and supervision of personnel.

PSY 276 **HUMAN RELATIONS (3T)** **3 credits**
PREREQUISITE: Permission of instructor
This course focuses on readings, inter- and intra- personal experiences, individual testing, employer visits and open discussions. Its goal is to assist the student in making a successful transition from classroom to the world of work.

PSY 280 **BRAIN, MIND AND BEHAVIOR (3T)** **3 credits**
PREREQUISITE: PSY 200
This course is a comprehensive study of the human brain and its functions.

QUALITY CONTROL TECHNOLOGY (QCT)

QCT 101 **INTRODUCTION TO QUALITY (3T)** **3 credits**
This course covers the total quality system, management strategies for quality, the difference between quality control and quality assurance, and the interdependence of systems and processes. Emphasis is placed on consumer demand for quality, establishing the quality system, organizing and achieving total commitment, the use of surveys, complaints, and how to use information to compete for additional market share. Upon completion, the student should understand the importance of customers and know how to gain an understanding of the customer's wants and needs and develop customer loyalty.

QCT 102 **STATISTICS I FOR QUALITY CONTROL (3T)** **3 credits**
FORMERLY: QCT 103
This course introduces elementary probability and statistics. Topics include basic laws of probability, developing histograms, understanding basic discrete and continuous probability density functions, use of the calculator, variability, descriptive statistics, normal distributions, samples, and populations. Upon completion of this course, the student should be able to understand and apply elementary probability and statistical tools to the area of quality.

QCT 103 **STATISTICAL PROCESS CONTROL (3T)** **3 credits**
FORMERLY: QCT 202
PREREQUISITE: QCT 102 or BUS 271
This course is an introduction to the development of attribute and variable control charts. Topics include problem identification, solution by application of

process improvement methods, analysis of attribute data, and a study of non-traditional ideas on problem finding and solving with practical application. Upon completion, students will have a basic understanding of how and why control charts work and will be expected to collect data from work or home environment for charting.

QCT 104 INSPECTION PLANNING AND METROLOGY (3T) 3 credits
FORMERLY: QCT 204
PREREQUISITE: QCT 102
This course is a study of the mathematics of measurement systems. Topics include the inspection, function, quality requirements for inspection, types of inspection, survey of inspection tools used in the trade, ethics, measurement systems, history of inspection techniques, and technology advances. Students will learn how to conduct gage capability studies and understand the sources of measurement error.

QCT 105 FACILITATOR TRAINING (2T, 3M) 3 credits
FORMERLY: QCT 180
This course is designed to teach participants how to use facilitation and communication techniques to obtain group consensus in the solution of a problem. Topics covered include differences between a team leader and facilitator, conflict management, identifying facilitation strategies, sending and receiving messages in a work environment, giving feedback in the work group, sharing information, and reaching consensus within the cross functional team structure. Upon completion of this applied course, the student should have a basic understanding of the skills needed to facilitate the interactive process of the Total Quality Leadership Team.

QCT 202 STATISTICS II FOR QUALITY CONTROL (3T) 3 credits
FORMERLY: QCT 201
PREREQUISITE: QCT 102, BUS 271 or MTH 265
This course is a continuation of QCT 102, Statistics I. Topics include probability density functions, acceptance sampling by attributes and variables, regression and correlation, and an introduction to experimental design. Upon completion, the student should have an understanding of the basic statistical tools used in the field of quality.

QCT 204 AUDITING (3T) 3 credits
FORMERLY: QCT 203
The focus of this course is how to audit a quality system. Topics include types of audits, establishing the audit team, data that is required, documentation required, how and what statistical data is useful, corrective action, improvement through audit processes, and current industry auditing standards. Upon completion, the student should be able to identify practical uses of audits and audit results.

QCT 205 CONTINUOUS IMPROVEMENT TECHNIQUES (3T) 3 credits
FORMERLY: QCT 120
This course introduces the problem solving process

and problem solving tools such as Pareto charts, flow charts, brainstorming, histograms, cause and effect diagrams, simple graphical methods, and diagnostic graphing techniques. A basic plan-do-study-act cycle which instills system alignment and system improvement concepts is used as the course framework and benchmarking and practical applications of root cause analysis will be introduced. Upon completion, students should be able to apply several problem-solving tools.

QCT 206 QUALITY PRACTICES AND APPLICATION (3T) 3 credits
FORMERLY: QCT 222
This course provides an overview of Total Quality Management (TQM) and its application to the workplace. Included is a discussion of the history of TQM, problem solving tools, developing and managing effective teams, leadership skills, elements of empowerment, and commitment to quality. Upon completion, the student should be able to work through exercises demonstrating the concepts of Total Quality Management.

QCT 207 SEMINAR IN QUALITY TECHNOLOGY (3T) 3 credits
This course is designed to cover topics of current interest in the area of quality. Topics include such areas of current interest as ethics, current industry standards, software, and other timely topics of concern. Upon completion, the student should be aware of the topics of current interest and concern in the area of quality.

QCT 208 RELIABILITY FOR THE TECHNOLOGIES (3T) 3 credits
This course provides an overview of reliability for the technologies. Topics include Failure Modes and Effects Analysis (FMEA), failure rates and mean time between failures, reliability, availability, life cycle costs, maintainability, safety, benchmarking, supplier quality, and software quality. Upon completion, the student should be able to identify the elements necessary to achieve reliability.

QCT 209 **DESIGN OF QUALITY PROGRAMS (3T) 3 credits**
FORMERLY: QCT 160
This course provides an overview of International Standards for Quality System Management. Emphasis is on design implementation and maintenance of quality programs such as ISO 9000, Baldrige criteria, and other current standards. Upon completion, the student should be able to identify the elements necessary for the design, implementation, and maintenance of a quality system.

RELIGION (REL)

REL 100 **HISTORY OF WORLD RELIGIONS (3T) 3 credits**
This course is designed to acquaint the student with the beliefs and practices of the major contemporary religions of the world. This includes the religions of Africa, the Orient, and the western world. The student should have an understanding of the history and origins of the various religions of the world.

REL 101 **SURVEY OF CHURCH HISTORY I (3T) 3 credits**
This is the first course in a sequence of two courses which is a study of the growth and development of the church from the New Testament to the Reformation.

REL 102 **SURVEY OF CHURCH HISTORY II (3T) 3 credits**
This course is the second in a sequence of two courses which is a study of the growth and development of the church from the Reformation to the present day.

REL 106 **CHRISTIAN DOCTRINES (3T) 3 credits**
This course is a comparative study of church doctrines. The student should have an understanding of the various doctrines of the church.

REL 107 **INTRODUCTION TO CHRISTIAN LIVING (3T) 3 credits**
This course is a study of the categories of Christian ethics. Attention is given to the social institutions and how Christian ethics are applied to these institutions. The student should have an understanding of the ethical decisions of Christian living.

REL 108 **INTRODUCTION TO PREACHING MINISTRY (3T) 3 credits**
This course is a study of the meaning of preaching and the importance of the sermon. Included in the course is an introduction to the textual and topical resources for sermons. The student should understand and be able to prepare sermons.

REL 109 **TEACHING IN THE CHURCH (3T) 3 credits**
This course is a study of methods designed to improve teaching in the church. It addresses the meaning, methods and material that are effective in teaching in a church environment. The student should be able to develop a church curriculum upon completion of this course.

REL 116 **CHURCH ADMINISTRATION (3T) 3 credits**
This course is a comparative study of various types of church administration. The student should have an understanding of the various types of church administration.

REL 119 **INTERPRETING THE BIBLE (3T) 3 credits**
This course is an attempt to understand the method of dealing with scripture as the word of God. Attention is given to different approaches to interpretation and suggestions are provided for legitimate application. The student should develop a greater understanding of the Bible as a result of this course.

REL 120 **LIFE AND TEACHING OF JESUS (3T) 3 credits**
This course is a study of the teaching of Jesus as recorded in the Gospels, covering an examination of major events in his life in light of modern Biblical and historical scholarship. The student should have knowledge of Jesus' life and the application of his teachings to modern life. Emphasis in the course is given to the reading and interpretation of the gospels and on other ancient and modern source material.

REL 151 **SURVEY OF THE OLD TESTAMENT (3T) 3 credits**
This course is an introduction to the content of the Old Testament, with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. The student should have an understanding of the significance of the Old Testament writings upon completion of this course.

REL 152 **SURVEY OF THE NEW TESTAMENT (3T) 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.

REL 166 **BIBLICAL BACKGROUND (3T) 3 credits**
This course is a contemporary overview of Biblical lands. The student should have an understanding of the geographical and cultural context of the lands associated with the Bible.

REL 206 **HISTORY OF AMERICAN CHRISTIANITY (3T) 3 credits**
This course is an attempt to understand the complex character of American churches and sects, their origin and development.

REL 240 **PSYCHOLOGY OF RELIGION (3T) 3 credits**
This course is a study in personal adjustment and self-understanding in a religious context.

REL 250 **INTRODUCTION TO PASTORAL CARE (3T) 3 credits**
This course is an introduction to the role and function of pastoral counseling. The student should have a basic understanding of the various tasks of a pastoral counselor.

REAL ESTATE (RLS)

RLS 101 **REAL ESTATE PRINCIPLES (4T)** **4 credits**
This is an introductory real estate course providing the necessary terminology, background, and understanding of real estate principles. Topics include history of property ownership, real estate finance, real estate law, and the mechanics of listing and closing the sale. It is designed to assist those preparing for the real estate salesman's licensing examination in Alabama.

RLS 110 **REAL ESTATE FINANCE (3T)** **3 credits**
FORMERLY: RLS 115
PREREQUISITE: RLS 101
This course provides an analysis of money markets, with special emphasis on real estate financing. Topics include interest rates, lending policies, problems and rules in real estate financing of real property.

RLS 116 **REAL ESTATE APPRAISAL CERTIFICATION (4T)** **4 credits**
FORMERLY: RLS 121
PREREQUISITE: RLS 101
This is an introductory course providing the foundation of real estate appraisal. Topics include site and physical factors; effects of the money and capital markets; methodologies used to value property; and how to present and evaluate the appraisal report.

RLS 125 **REAL ESTATE LAW (3T)** **3 credits**
This course deals with Alabama real estate law. Emphasis is placed on such areas as real property and zoning easements, titles, deeds, recording practices, contracts, mortgages, and law.

RLS 140 **INDEPENDENT STUDY IN REAL ESTATE (1-3T)** **1-3 credits**
This course allows a student to pursue independent studies in the real estate field. Projects and/or topics may be assigned by the instructor or designed by the student, with instructor's approval.

RLS 190 **REAL ESTATE WORKSHOP (1-3T)** **1-3 credits**
These workshops consist of presentations of current topics of interest to those employed in the real estate industry. They can be developed to meet the continuing education requirements of the real estate professional. They are offered upon demand.

RLS 205 **PROPERTY MANAGEMENT (3T)** **3 credits**
This course includes principles and practices of property management. Emphasis is placed on residential, business, industrial, and investment properties.

RADIO AND TV BROADCASTING (RTV)

RTV 117 **TELEVISION PRODUCTION (3T)** **3 credits**
The theory and application of television media writing and production techniques are covered in this course through an examination of the equipment, process, and technology required in production for television and related media.

RTV 143 **PRACTICUM IN TELEVISION BROADCASTING (1T, 3-6M)** **1-3 credits**
This course offers supervised campus experience in radio or television broadcasting with emphasis in the planning, production and editing of electronic media announcements and programs.

RTV 217 **ADVANCED TELEVISION PRODUCTION (2T, 3M)** **3 credits**
PREREQUISITE: RTV 117
This course is a continuation of RTV 117 with emphasis on television, producing, directing, and editing theory and applications.

SOCIOLOGY (SOC)

SOC 200 **INTRODUCTION TO SOCIOLOGY (3T)** **3 credits**
This course is an introduction to vocabulary, concepts, and theory of sociological perspective of human behavior.

SOC 208 **INTRODUCTION TO CRIMINOLOGY (3T)** **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. The study includes criminal personalities, principles of prevention, control and treatment.

SOC 209 **JUVENILE DELINQUENCY (3T)** **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.

SOC 210 **SOCIAL PROBLEMS (3T)** **3 credits**
The course examines the social and cultural aspects, influences, incidence and characteristics of current social problems in light of sociological theory and research.

SOC 246 **WOMEN IN A CHANGING SOCIETY (3T)** **3 credits**
This course explores the role of the contemporary woman and the changing family and the world of work.

SOC 247 **MARRIAGE AND THE FAMILY (3T)** **3 credits**
The course is a study of family structures and families in a modern society. It covers preparation for marriage, as well as sociological, psychological, biological, and financial factors relevant to success in marriage and family life.

SOC 296 **DIRECTED STUDIES IN SOCIOLOGY 1-3 credits**
This course provides students with opportunities to have "hands-on" experience with research methods used in the behavioral sciences or to complete directed readings under faculty supervision.

SPANISH (SPA)

SPA 101 **INTRODUCTORY SPANISH I (4T) 4 credits**
FORMERLY: SPA 103
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 (4T) 4 credits**
FORMERLY: SPA 104 and SPA 105
PREREQUISITE: SPA 101 or Equivalent.
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish speaking areas.

SPA 201 **INTERMEDIATE SPANISH I (3T) 3 credits**
FORMERLY: SPA 203
PREREQUISITE: SPA 102 or Equivalent.
This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

SPA 202 **INTERMEDIATE SPANISH II (3T) 3 credits**
FORMERLY: SPA 205
PREREQUISITE: SPA 201.
This continuation course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

SPEECH COMMUNICATION (SPH)

SPH 107 **FUNDAMENTALS OF PUBLIC SPEAKING (3T) 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 student performances are emphasized.

SPH 206 **ORAL INTERPRETATION (3T) 3 credits**
This course is designed to help students develop specific skills in the analysis and oral interpretation of poetry, prose, and drama. It includes a study of the elements of oral communication such as imagery, structure, and dramatic timing. Opportunity is given for public/classroom performance of literature. (Offered Spring semester; Decatur Campus only.)

SPH 228 **GROUP COMMUNICATION (3T) 3 credits**
This course offers a study of the nature, uses, and types of group discussion, intrapersonal communication, and interpersonal communication. It includes a study of the role of democratic leadership in organizing and conducting group meetings. Group problem-solving and the individual's role in a functioning group are also explored.

SOCIAL WORK TECHNOLOGY (SWT)

SWT 109 **TECHNIQUES OF BEHAVIOR MODIFICATION I (3T) 3 credits**
In this course, the student will demonstrate the ability to decrease inappropriate behaviors and to shape appropriate behavior through the use of behavior modification techniques.

SWT 130 **THE COMMUNITY AND THE SOCIAL WORKER (3T) 3 credits**
This course is designed to acquaint the student with the demographic, economic and cultural composition of the community. The student will develop technical skills for making practical application of available resources for enhancing the quality of life within the community.

SWT 131 **PROBLEMS OF CHILDREN AND YOUTH (3T) 3 credits**
This course develops an understanding of the emotional, social, psychological, and physical needs of children and youth. This course presents the influences and responsibilities of natural and surrogate parents. The student becomes familiar with the nature and causes of the more common problems and develops skills for assisting with the prevention and/or improvement of problems common among children and youth.

SWT 133 **GERIATRICS (3T) 3 credits**
This course includes the study of the needs of making adjustments to retirement, activities and hobbies of the older person, and community agencies available for the aged. This course will include common psychological and physical problems of the aging. Actual experience will be provided in helping the elderly accept the changes in later life and teaching them of the many services available to them.

SWT 138 **COUNSELING FROM A CULTURAL PERSPECTIVE (3T) 3 credits**
This course will acquaint the students with some of the problems facing minorities. It will stress the importance on the counselor's knowledge of, and sensitivity to, the minority client experiences and how these experiences are greater now than they have been at any time in the past three decades. This course will help counselors and mental health practitioners maximize their effectiveness when working with a culturally diverse population. The student will learn to establish the necessary and sufficient conditions of a counseling relationship with clients who are culturally different. Similarities in race, ethnicity, and culture will be stressed.

SURGICAL TECHNOLOGY (SUR)

SUR 100 PRINCIPLES OF OPERATING ROOM TECHNOLOGY (3T, 6S) 5 credits
PREREQUISITES: Admission to the Surgical Technology Program and permission of the instructor
This course is an introduction to the field of surgical technology as a career. Emphasis is on the role of the surgical technologist, principles of asepsis, principles of patient care, surgical procedures, operative techniques, blood-borne pathogens, safety, pharmacology, and surgical instrumentation. Upon completion, the student should be able to demonstrate practical application of the basic procedures and skills of the surgical technologist.

SUR 102 APPLIED SURGICAL TECHNOLOGIES (2T, 6S) 4 credits
PREREQUISITES: Admission to the Surgical Technology Program and permission of the instructor
This course is the application of principles of asepsis and the role of the surgical/operating room technician. Emphasis is placed on maintaining a sterile environment, proper positioning of patients, passing instruments, and handling supplies such as sutures and specimens, gowning and gloving self and others, and setting up a back table and mayo stand. Upon completion of this course, the student should be able to participate in mock surgical procedures.

SUR 103 SURGICAL PROCEDURES (3T, 6S) 5 credits
PREREQUISITES: SUR 100, SUR 102, and SUR 107
This course is a study of surgical procedures as they relate to anatomy, pathology, specialty equipment, and team responsibility. Patient safety is emphasized and medications used in surgery are discussed. Upon completion of this course, the student should be able to participate in surgical procedures in the operating room.

SUR 104 SURGICAL OPERATING ROOM PRACTICUM (2O, P5) 4 credits
PREREQUISITES: SUR 100, SUR 102, and SUR 107
This course is the application of perioperative principles in the perioperative setting. Emphasis is placed on application of the surgical operating room technician role. Upon completion of the course, the student should be able to function as an entry-level surgical technologist in the operating room.

SUR 105 CLINICAL EXPERIENCES IN OPERATING ROOM TECHNOLOGY (1T, 20, P5) 5 credits
PREREQUISITES: SUR 103 and SUR 104
This clinical experience allows the student to practice in the health care environment using entry level skills attained in previous classroom, laboratory, and clinical instruction. In addition to clinical skills, emphasis is placed on specialty surgical procedures, the study of trends, professional and interpersonal skills in the health care setting, and case review. Upon completion of this course, the student should have acquired necessary skills for transition from student to practitioner.

SUR 106 SPECIAL TOPICS IN SURGICAL TECHNOLOGY (1T) 1 credit
PREREQUISITES: SUR 100 and SUR 102
This course is designed to provide specialized instruction in selected topics in the field of Surgical Technology. Emphasis is on review of content specific to the practice of surgical technology and preparation for the LCC-ST certification examination. Upon completion of this course, the student will be able to demonstrate readiness to take the certification examination.

SUR 107 SURGICAL ANATOMY AND PATHOPHYSIOLOGY (3T) 3 credits
PREREQUISITES: Admission ot the program and/or as required by the department
This course is an overview of surgical anatomy and pathophysiology. Emphasis is placed on the organization structure of the body, organ systems, relevant surgical pathophysiology, and related medical terminology. Upon completion, the student should be able to apply knowledge of anatomy in the clinical environment.

THEATRE (THR)

THR 113, 114, 115 THEATRE WORKSHOP I, II, III (2T) 2 credits each
These courses provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theatre production.

THR 120 THEATRE APPRECIATION (3T) 3 credits
This course is designed to increase appreciation of contemporary theatre. Emphasis is given to the theatre as an art form through the study of the history and theory of drama and the contributions of playwright, actor, director, designer, and technician to modern media. Attendance at theatre productions may be required. (Offered as a telecourse.)

THR 126 INTRODUCTION TO THE THEATRE (3T) 3 credits
This course is designed to teach the history of the theatre and the principles of drama. It also covers the development of theatre production and the study of selected plays as theatrical presentations.

THR 131 ACTING TECHNIQUES I (3T) 3 credits
This is the first of a two-course sequence in which the student will focus on the development of the body and voice as the performing instruments in acting. Emphasis is placed on pantomime, improvisation, acting exercises, and building characterizations in short acting scenes. Students will participate in a theatre production.

THR 132 ACTING TECHNIQUES II (3T) 3 credits
PREREQUISITE: THR 131
This course is a continuation of THR 131. Students will participate in a theatre production.

Course Descriptions

THR 141 **INTRODUCTION TO DANCE IN THEATRE I (1-2T) 1-2 credits**
This is the first of a two-course sequence which offers the student an introduction to basic dance movements and the use of dance in dramatic productions.

THR 142 **INTRODUCTION TO DANCE IN THEATRE II (1-2T) 1-2 credits**
This course is a continuation of THR 141.

THR 213, 214, 215 **THEATRE WORKSHOP IV, V, VI 2 credits each**
These courses are a continuation of THR 113,114, and 115.

THR 216 **THEATRICAL MAKE-UP (2T) 2 credits**
This course is a study of the materials and techniques of theatrical make-up.

THR 236 **STAGECRAFT (3T) 3 credits**
This course is a study of the principles, techniques, and materials in theatrical scenery and lighting.

THR 251 **THEATRE FOR CHILDREN I (3T) 3 credits**
This is the first in a two-course sequence which offers the student practical experience in acting, directing, and developing material for children's theatre.

THR 252 **THEATRE FOR CHILDREN II (3T) 3 credits**
This course is a continuation of THR 251.

THR 266 **FUNDAMENTALS OF DIRECTING (3T) 3 credits**
This course is designed to cover the fundamentals of directing. Instruction will include lectures, demonstration, written and oral analysis of scripts and performances.

THR 281 **STAGE MOVEMENT I (1T) 1 credit**
This is the first in a two-course sequence which offers the student a basic introduction to movement for the stage for those interested in acting or dance. They also include consideration of role development through movement.

THR 282 **STAGE MOVEMENT II (1T) 1 credit**
PREREQUISITE: THR 281
This course is a continuation of THR 281.

THR 296 **DIRECTED STUDIES IN THEATRE (TBA) 2 credits**
This course deals with problems in theatre and arts management. Problems may be arranged in conjunction with other disciplines in the Fine Arts. Participation in theatre productions may be required.

TRAFFIC AND TRANSPORTATION TECHNOLOGY (TRT)

TRT 101 **HISTORY OF TRANSPORTATION (3T) 3 credits**
This course is a study of the United States transportation system. Topics include transportation financial and regulatory structures; transportation history; its role in society; and its economic, social, and political significance. Upon course completion, students should understand the role and significance of the U.S. transportation system.

TRT 102 **REGULATION OF TRANSPORTATION (3T) 3 credits**
This course is a study of transportation regulation, promotions, management problems, and policy issues. Emphasis is on regulatory agencies and their effects on the transportation system. Upon course completion, students should understand the implications of a regulated transportation system versus a deregulated system.

TRT 103 **INDUSTRIAL TRAFFIC MANAGEMENT (3T) 3 credits**
This course is a study of the major functions and knowledge needed to organize and operate an industrial traffic department. Topics include management of the distribution function including mode, carrier selection, and development of rates. Upon course completion, students should be able to apply traffic management principles to operations of an industrial traffic department.

TRT 104 **TRANSPORTATION AND DISTRIBUTION LOGISTICS (3T) 3 credits**
This is a study of the management of resources and their utilization during all phases of the life cycle of a product. Topics include transportation, distribution and warehousing, inter-relations with production, inventories, and marketing. Upon course completion, students should be able to identify and resolve problems related to storing and distribution products.

TRT 190 TRAFFIC AND TRANSPORTATION WORKSHOP (1-3T) 1-3 credits
This workshop includes presentations of current topics of interest to those employed or desiring to be employed in the traffic and transportation industry. Upon course completion, students should be able to apply current technology and practices relevant to the transportation industry.

TRT 210 TRACKING SYSTEMS (3T) 3 credits
This course is a study of tracking systems in the traffic and transportation industry. Emphasis is on the operational characteristics of various tracking systems. Upon course completion, students should be able to identify the advantages and disadvantages of different tracking systems.

TRT 213 FREIGHT LOSS AND DAMAGE CLAIMS (3T) 3 credits
This course is a study of the law, regulations, rulings and procedures for handling freight loss and damage claims. Topics include transportation contracts, common carrier's liability, measure of damages, and procedures for filing claims. Upon course completion, students should be able to determine freight losses, minimize liability risks of losses and complete appropriate claim procedures.

TRT 214 IMPORT/EXPORT TRANSPORTATION MANAGEMENT (3T) 3 credits
This course is an introduction to the modes of import/export transportation. Topics include the different kinds of carriers, rates, regulations, freight forwarders, customs brokers, and trends of import/export trade that affect transportation. Upon course completion, students should be able to select the most appropriate modes of transportation for various products and should understand the implications of trends and regulations on the import/export business.

TRT 218 TRANSPORTATION OF HAZARDOUS MATERIALS (3T) 3 credits
This course is an introduction to transporting hazardous materials. Topics include the classifying, packaging, labeling, marking regulations, and handling of hazardous materials in transportation. Upon course completion, students should be able to implement procedures for transporting various hazardous materials.

TRT 220 DIRECTED STUDIES IN TRAFFIC AND TRANSPORTATION (1-3T) 1-3 credits
This course is designed for independent study in specific areas of the traffic and transportation industry. The project is chosen by the student in consultation with a faculty member and is carried out under faculty supervision.

VISUAL COMMUNICATIONS (VCM)

VCM 131 COMPUTER PUBLISHING GRAPHICS (2T, 2E) 3 credits
This course is designed to acquaint the student with basic publishing software. The emphasis will be on basic layout and graphics. Upon course completion, the student should be able to produce graphics work in a format suitable for publication.

VCM 145 INTRODUCTION TO DIGITAL PHOTOGRAPHY (1T, 2E) 2 credits
PREREQUISITE: VCM 232 or Permission of instructor
This course is an introduction to digital photography. Emphasis is placed on aesthetic as well as technical aspects of photography. Upon completion, the student should understand quality in photography and be able to apply the techniques necessary to produce professional photographs.

VCM 146 DIGITAL PHOTOGRAPHY (1T, 2E) 2 credits
PREREQUISITE: VCM 232 or Permission of instructor
This course explores various uses of digital photography. Subjects may include studio, portrait, landscape and other areas of photography. Upon completion, the student should be able to apply the techniques necessary to produce professional photographs of a variety of subjects.

VCM 150 TYPOGRAPHY (2T, 2E) 3 credits
PREREQUISITE: ART 221
This course is an introduction to designing and using type. Emphasis is on typographic techniques used in layout and graphic design. Upon completion, the student should be able to view type as a design element.

VCM 171 GRAPHICS SOFTWARE APPLICATIONS (1-3T) 1-3 credits
This course is an introduction to graphics software packages. Students are given a basic overview of the software as applied to specific production problems. Upon completion, the student should be able to produce basic graphics using applicable software. This course may be repeated for credit.

VCM 180 INTRODUCTION TO GRAPHIC DESIGN (2T, 2E) 3 credits
This course is an introduction to the various elements of graphic design. Emphasis is on aspects of production design including layout, typography, graphic photography, computer graphics and printing techniques. Upon completion, students should have a basic understanding of the graphics process from concept through production.

VCM 181 SPECIAL TOPICS (0-3T, 0-6E, 0-9M) 1-3 credits
This course allows for specialized, in-depth study. Emphasis is placed on individualized instruction.

VCM 232 ADVANCED COMPUTER GRAPHICS
(2T, 2E) 3 credits
This course is designed to acquaint the student with computer graphics. Topics include illustration and image manipulation. Upon completion, students should be able to apply design principles to computer graphics.

VCM 250 INTRODUCTION TO TECHNICAL ILLUSTRATION
(2T, 2E) 3 credits
PREREQUISITE: ART 221 or Permission of instructor
This course is a study of technical drawings prepared for industry. Topics include perspective and axonometric drawing. Upon completion, students should be able to apply basic drawing and design principles to technical drawings.

VCM 251 TECHNICAL ILLUSTRATION
(2T, 2E) 3 credits
PREREQUISITE: VCM 250
This course focuses on renderings prepared for industry. Various techniques are used to illustrate charts, graphs, perspective and axonometric drawings and enhanced assembly views. Upon completion, students should be able to apply design principles to technical drawings and highly creative drawings using technical skills.

VCM 253 GRAPHIC DESIGN BASICS
(2T, 2E) 3 credits
This course focuses on the basic principles of graphic design. Emphasis is on design, layout, and production. Upon completion, students should be able to prepare artwork for printing.

VCM 254 GRAPHIC DESIGN
(2T, 2E) 3 credits
This course focuses on graphic design. Emphasis is on the creative process and the projection process. Upon completion, students should be able to produce high quality graphic designs.

VCM 255 ADVANCED GRAPHIC DESIGN
(2T, 2E) 3 credits
This course focuses on graphic communications. Emphasis is on application of design principles to projects involving such skills as illustration, layout, typography, computer graphics, and production technology. Upon completion, students should be able to apply graphic design principles and production skills.

VCM 270 SUPERVISED STUDY IN GRAPHICS
(2-6E) 1-3 credits
PREREQUISITE: All studio courses offered in the selected area of study and Permission of instructor
This course is designed to enable the student to continue studio experiences in greater depth. Areas of study are chosen by the student, with the approval of the instructor. This course will result in a better understanding of various aspects of graphics. This course may be repeated for credit.

VCM 273 SUPERVISED STUDY IN COMPUTER GRAPHICS
(2-6E) 1-3 credits
PREREQUISITE: All studio courses offered in the selected areas of study and Permission of instructor
This course is designed to enable the student to continue studying computer graphics in greater depth. Areas of study will be chosen by the student, with the approval of the instructor. This course will result in a better understanding of various aspects of computer graphics. This course may be repeated for credit.

VCM 281 DIGITAL DESIGN
(1T, 2E) 2 credits
PREREQUISITE: ART 221 and VCM 232 or Permission of instructor
This course focuses on products for digital media. Emphasis is on creativity and an understanding of software and production. Upon completion, the student should be able to apply creative design and production skills to finished projects.

VCM 282 ADVANCED DIGITAL DESIGN
(1T, 2E) 2 credits
PREREQUISITE: ART 221 and VCM 232 or Permission of instructor
This course focuses on advanced applications in the production of digital design. Emphasis is on computer skills, creativity & design. Upon course completion, students should be able to apply production techniques to various media.

VCM 285 MULTIMEDIA PRODUCTION
(1T, 2E) 2 credits
PREREQUISITE: ART 221 and VCM 232 or Permission of instructor
This course introduces the student to multimedia production. Emphasis is on production design, creativity, visual design, and technical skills. Upon course completion, students should be able to create a multimedia production.

VCM 286 ADVANCED MULTIMEDIA PRODUCTION
(1T, 2E) 2 credits
PREREQUISITE: VCM 285 or Permission of instructor
This course focuses on advanced multimedia production. Emphasis is on comprehensive interactive multimedia production. Upon course completion, students should be able to apply creative design and production skills to finished interactive projects. Problems will include comprehensive interactive multimedia production. The student will apply creative design and production skills to finished interactive projects.

VCM 287 SPECIAL TOPICS (0-3T, 0-6E, 0-9M) 1-3 credits
This course allows for specialized, in-depth study. Emphasis is placed on individualized instruction.

VCM 289 PORTFOLIO (2E) 1 credit
PREREQUISITE: Permission of instructor
This course is designed to assist students in the preparation and presentation of a portfolio. This portfolio is developed with faculty consultation and reflects the students' ability to produce professional design and graphics.

SPECIAL POPULATIONS

ADULT LITERACY (ADL)

ADL 020 **MATH I (3T)** **3 credits**
Beginning Math: teaches Whole numbers, Addition, Subtraction, Multiplication and Division. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

ADL 021 **MATH II (3T)** **3 credits**
Primary focus is decimals, with continuing attention to Whole Number problems. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

ADL 022 **MATH III (3T)** **3 credits**
Primary focus is on computation of fractions. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

ADL 023 **MATH IV (3T)** **3 credits**
Primary focus is on understanding word problems, with continuing review of previous math criteria. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

ADL 024 **MATH V (3T)** **3 credits**
Primary focus is on Percent Problems. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

ADL 025 **MATH VI (3T)** **3 credits**
Primary focus is on Ratio & Proportion/ Measurement. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

ADL 026 **MATH VII (3T)** **3 credits**
Primary focus is on Algebra with continuing attention to appropriate Word Problems. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

ADL 027 **MATH VIII (3T)** **3 credits**
Primary focus is on Geometry at the Pre-GED level with post-testing on all previous Math disciplines. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

ADL 040 **LEARNING ABOUT CAREERS (3T)** **3 credits**
This course introduces students to the many career opportunities that exist in the world of work. Topics include the nature of work, specific job requirements, and the impact of interest and aptitude on successful employment. Upon completion, each student will be able to summarize aspects of working, including job requirements specific to various fields and the impact of one's aptitude and interest. (Job search techniques will be included in this course.)

ADL 053 **UNDERSTANDING CONDENSED DATA (3T)** **3 credits**
This course presents a variety of charts, graphs, and tables for interpretation. Topics include work and transportation schedules, line and bar graphs, pie charts, and tables of contents. Upon completion, students should be able to use condensed data to enhance vocational skills.

ADL 055 **ESSENTIALS OF A GOOD CITIZEN (3T)** **3 credits**
This course presents concepts from history, law, and government. Topics include citizens' responsibilities and privileges in a market-driven society. Upon completion, students should be able to describe the opportunities and constraints facing citizens in a democracy.

ADL 056 **BASIC WRITING (3T)** **3 credits**
FORMERLY: ADL 085
This course is designed to meet the needs of students with writing deficiencies. Topics may include instruction in grammar, usage, mechanics, sentence structure, and paragraph development. Upon completion, using rules of grammar, students should be able to write paragraphs that start with a topic sentence and develop that topic with three or four complete sentences.

ADL 057 **INTERMEDIATE WRITING (3T)** **3 credits**
This course is designed to meet the needs of students with moderate writing deficiencies. Topics include grammar, usage, mechanics, sentence structure, transitional tools, and paragraph development. Upon completion, students should be able to write a composition of three or more paragraphs developing a topic related to a technical occupation.

ADL 058 **BASIC MATHEMATICS (3T)** **3 credits**
FORMERLY: ADL 088
This developmental course constitutes a review of arithmetical principles and computations designed to help the student develop the mathematical proficiency necessary for selected curriculum entrance.

ADL 059 **DEVELOPMENTAL ALGEBRA (3T)** **3 credits**
This developmental course is a review of algebra, designed to help the student develop the mathematical proficiency for selected curriculum entrance.

ADL 060 **BASIC GEOMETRY (3T)** **3 credits**
PREREQUISITE: ADL 059 or Permission of instructor
This course is designed for those who have no previous experience in geometry or who need preparatory work in this area. Topics include fundamental concepts of geometry such as: points, lines, planes, angles, circles, polygons, axioms, theorems, ratio and proportion, and measurement of lengths and areas.

ADL 061 DEVELOPMENTAL READING I
(3T) 3 credits
FORMERLY: ADL 083
This developmental course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

ADL 062 DEVELOPMENTAL READING II
(3T) 3 credits
FORMERLY: ADL 084
PREREQUISITE: ADL 061 or Permission of instructor
This developmental course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

ADL 063 DEVELOPMENTAL READING III
(3T) 3 credits
PREREQUISITE: ADL 062 or Permission of Instructor
This developmental course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

AUTOMOTIVE BODY REPAIR (ABR)

ABR 111 NON-STRUCTURAL REPAIR
(1T, 2E, 3M) 3 credits
FORMERLY: ABR 103
Students are introduced to basic principles of non-structural repairs. Topics include shop safety, identification and use of hand-power tools, sheet metal repairs, and materials. Upon completion, students should be able to perform basic sheet metal repairs.

ABR 112 NON-STRUCTURAL PANEL REPLACEMENT (1T, 2E, 3M) 3 credits
FORMERLY: ABR 105
Students are introduced to basic principles of non-structural panel replacement. Topics include replacement and alignment of bolt-on panels, full and partial panel replacement procedures, and attachment methods. Upon completion, students should be able to replace and align non-structural panels.

ABR 121 REFINISHING MATERIALS AND EQUIPMENT (1T, 2E, 3M) 3 credits
FORMERLY: ABR 109
Students are introduced to the various types of automotive finishes and the equipment used in their application. Emphasis is placed on identification of refinishing materials, types of spray equipment, and proper safety precautions. Upon completion, students should be able to properly select paint materials and equipment.

ABR 122 SURFACE PREPARATION
(1T, 2E, 3M) 3 credits
This course introduces students to methods of surface preparation for automotive refinishing. Topics include sanding techniques, metal treatment, selection and use of undercoats, and proper masking techniques. Upon completion, students should be able to prepare a vehicle for refinishing.

ABR 152 PLASTIC REPAIRS (1T, 2E, 3M) 3 credits
FORMERLY: ABR 106
This course provides instruction in automotive plastic repairs. Topics include plastic welding (both hot and chemical), use of flexible repair fillers, primers and paint additives, identification of types of plastics, and determining the correct repair procedures for each. Upon completion, students should be able to correctly identify and repair the different types of automotive plastics.

ABR 153 CORROSION PROTECTION
(1T, 2E, 3M) 3 credits
FORMERLY: ABR 108
This course introduces the theory of corrosion and anti-corrosion methods. Emphasis is placed on restoring factory corrosion protection after collision damage. Upon completion, students should be able to replace the factory corrosion protection on repaired or replaced panels.

ABR 154 AUTO GLASS AND TRIM
(1T, 2E, 3M) 3 credits
This course is a study of automotive glass and trim. Emphasis is placed on removal and replacement of structural glass, non-structural glass, and auto trim. Upon completion, students should be able to remove and replace automotive trim and glass.

ABR 155 AUTOMOTIVE MIG WELDING
(1T, 2E, 3M) 3 credits
FORMERLY: ABR 104
This course provides instruction in automotive Metal Inert Gas (MIG) welding. Emphasis is placed on safety, setup and operation of equipment, and various types of weld. Upon completion, students should be able to successfully join automotive sheetmetal using the MIG process.

ABR 156 AUTO CUTTING & WELDING
(1T, 2E, 3M) 3 credits
Students are introduced to the various automotive cutting and welding processes. Emphasis is placed on safety, plasma arc and oxy-acetylene cutting, resistance type spot welding, and Metal Inert Gas (MIG) Welding. Upon completion, students should be able to safely perform automotive cutting and welding procedures.

ABR 181 SPECIAL TOPICS IN AUTO BODY
(3-9M) 1-3 credits
This course is a guided independent study of special projects in Collision Repair Technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

ABR 182 SPECIAL TOPICS IN AUTO BODY
(3-9M) 1-3 credits
This course is a guided independent study of special projects in Collision Repair Technology. Emphasis is placed on student needs. Upon completion, students

should be able to demonstrate skills developed to meet specific needs.

ABR 211 STRUCTURAL ANALYSIS
(1T, 2E, 3M) 3 credits
FORMERLY: ABR 211
Students learn methods of determining structural misalignment. Topics include methods of inspection, types of measuring equipment, data sheets, and identifying types of structural damage. Upon completion, students should be able to locate and identify structural damage.

ABR 212 STRUCTURAL REPAIR (1T, 2E, 3M) 3 credits
FORMERLY: ABR 201
This course provides instruction in the correction of structural damage. Topics include types and use of alignment equipment, anchoring and pulling methods, and repair/replacement of structural components. Upon completion, students should be able to replace and/or align structural components to factory specification.

ABR 221 MECHANICAL COMPONENTS
(1T, 2E, 3M) 3 credits
FORMERLY: ABR 202
This course provides instruction in collision-related mechanical repairs. Emphasis is placed on diagnosis and repairs to drivetrain, steering/suspension components and various other mechanical repairs. Upon completion, students should be able to diagnose and repair collision-damaged mechanical components.

ABR 222 ELECTRICAL COMPONENTS
(1T, 2E, 3M) 3 credits
This course provides instruction in collision-related electrical repairs. Topics include basic DC theory, types of diagnostic equipment, circuit protection, wire repair, and use of wiring diagrams. Upon completion, students should be able to diagnose and repair collision-damaged electrical components.

ABR 251 COLOR ADJUSTMENTS
(1T, 2E, 3M) 3 credits
FORMERLY: ABR 205
Students are introduced to principles of matching automotive finishes. Emphasis is placed on color theory and color adjustments. Upon completion, students should be able to match color and texture of automotive finishes.

ABR 252 BODY SHOP MANAGEMENT
(3T) 3 credits
FORMERLY: ABR 112
Students are instructed in basic principles of body shop management. Emphasis is placed on management structure, customer/insurance company relations and sound business practices. Upon completion, students should be able to understand the principles of operating a collision repair facility.

ABR 253 AIR CONDITIONING AND COOLING
(1T, 2E, 3M) 3 credits
This course is a study of automotive air conditioning and cooling systems. Topics include automotive air conditioning and cooling theory, component replacement, and system service. Upon completion, students should be able to repair and service air conditioning and cooling systems related to collision repair.

ABR 254 COLLISION DAMAGE
REPORTS (1T, 2E, 3M) 3 credits
FORMERLY: ABR 110
Students are introduced to the principle of collision cost estimating. Emphasis is placed on the calculation of parts and labor amount based on collision estimating guides. Upon completion, students should be able to prepare an accurate damage report (estimate).

ABR 255 STEERING AND SUSPENSION
(1T, 2E, 3M) 3 credits
This course introduces students to the various types of suspension and steering systems used in the automotive industry. Emphasis is placed on system components, suspension angles, and effect of body/frame alignment on these components and angles. Upon completion, students should be able to repair and/or replace damaged components and prepare the vehicle for alignment.

ABR 256 TOPCOAT APPLICATIONS
(1T, 2E, 3M) 3 credits
FORMERLY: ABR 213
This course focuses on the application of various automotive topcoats. Topics include applying single-stage, basecoat/clearcoat, and tri-coat finishes. Upon completion, students should be able to properly apply automotive topcoats.

ABR 257 ADVANCED STRUCTURAL
REPAIR (1T, 2E, 3M) 3 credits
FORMERLY: ABR 111
This course provides instruction in the correction of major structural damage. Topics include types and use of alignment equipment, anchoring and pulling methods, and repair/replacement of major structural components. Upon completion, students should be able to replace and/or align major structural components to factory specification.

ABR 281 SPECIAL TOPICS IN AUTO BODY (3-9M) 1-3 credits
This course is a guided independent study of special projects in Collision Repair Technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

ABR 282 SPECIAL TOPICS IN AUTO BODY (3-9M) 1-3 credits
This course is a guided independent study of special projects in Collision Repair Technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

ABR 283 SPECIAL TOPICS IN AUTO BODY (3-9M) 1-3 credits
This course is a guided independent study of special projects in Collision Repair Technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

AUTOMOTIVE MECHANICS (AUM)

AUM 101 FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY (1T, 2E, 3M) 3 credits
FORMERLY: AUM 111
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.

AUM 111 AUTOMOTIVE ELECTRICAL SYSTEMS (1T, 2E, 3M) 3 credits
This course provides a study of the principles of electricity, magnetism, and Ohm's Law. Emphasis is placed on batteries, starting, charging, and lighting circuits. Upon completion, students should be able to identify and repair minor electrical problems in the automobile.

AUM 112 STARTING, CHARGING SYSTEMS AND ACCESSORIES (1T, 2E, 3M) 3 credits
This course is designed to provide the basic knowledge of troubleshooting, maintenance and repair of automotive electrical accessories. This includes the use of special tools when servicing batteries, starting systems, changing and lighting systems. All troubleshooting and maintenance procedures must be in accordance with manufacturer's specifications.

AUM 121 BRAKING SYSTEMS (1T, 2E, 3M) 3 credits
FORMERLY: AUM 122
PREREQUISITE: AUM 111 or Permission of instructor
This course provides a detailed study of types of hydraulic brake systems (disc and drum) and their service requirements. Topics include brake fundamentals, master cylinders, power assist units, parking brake, lines and valves and anti-lock systems. Upon completion, students should be able to repair brake systems.

AUM 122 STEERING, SUSPENSION AND ALIGNMENT (1T, 2E, 3M) 3 credits
FORMERLY: AUM 121
This course is designed to give a working knowledge of the design, operation, diagnosis, and repair of conventional and strut-type suspension systems. Topics include alignment procedures, wheel balancing, and conventional and rack and pinion steering systems. Upon completion, students should be able to make repair and adjustments to suspension systems.

AUM 123 ENGINE PRINCIPLES (1T, 2E, 3M) 3 credits
FORMERLY: AUM 221
This course provides a study of engine construction, operation and service, identification of engine components, systems and subsystems. Topics include the operation, service, and repair of the lubricating and cooling systems. Upon completion, students should be able to perform basic repairs on a variety of engines.

AUM 131 POWERTRAIN FUNDAMENTALS (1T, 2E, 3M) 3 credits
This course provides a study of the automotive power flow from the transmission to the drive wheels. Topics include drive lines, gear ratios, differentials, drive axles, troubleshooting, and diagnostics. Upon completion, students should be able to troubleshoot, diagnose, and repair automatic and manual power trains.

AUM 132 AUTOMOTIVE HEATING AND AIR CONDITIONING (1T, 2E, 3M) 3 credits
PREREQUISITE: AUM 111 or Permission of instructor
This course covers nomenclature, theory of operation, repairs and service procedures, electrical control circuits for the compressor, blower, and coolant fan. Emphasis is placed on proper use of service manuals and safety. Upon completion, students should be able to diagnose and repair heat and air conditioning systems.

AUM 181 SPECIAL TOPICS (3-9M) 1-3 credits
These courses are designed to allow the student to specialize in a particular area of study with minimum instruction in automotive mechanics application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any related area in automotive mechanics. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of their choice.

AUM 211 AUTOMOTIVE ELECTRONICS (1T, 2E, 3M) 3 credits
FORMERLY: AUM 131
PREREQUISITE: AUM 111 or Permission of instructor
This course builds on the principles of laws of electricity. Emphasis is placed on series, parallel, and series-parallel circuits. Upon completion, students should able to calculate, build, and measure circuits.

AUM 212 FUEL SYSTEMS (1T, 2E, 3M) 3 credits
FORMERLY: AUM 134
PREREQUISITE: AUM 111 or Permission of instructor
This course focuses on fuel delivery system operation and diagnosis and repair of fuel system components. Emphasis is placed on servicing the fuel injection system. Upon completion, students should be able to perform advanced engine tune-ups.

AUM 214 IGNITION SYSTEMS (1T, 2E, 3M) 3 credits
FORMERLY: AUM 231
PREREQUISITE: Permission of instructor
This course provides a study of the principles of operation, diagnosis, and repair of the ignition's system components. Topics include primary and secondary circuit operations and diagnosis and repair of conventional electronic and distributorless ignition systems. Upon completion, students should be prepared to diagnose and repair ignition system problems.

AUM 221 ENGINE REPAIR (1T, 2E, 3M) 3 credits
FORMERLY: AUM 211
PREREQUISITE: AUM 123 or Permission of instructor
This course provides understanding of troubleshooting and repair procedures for the gasoline engine. Topics include engine disassembly, identification of components, inspection and measuring of parts, repair and reassembly, use of service manuals, and safety. Upon completion, students should be able to repair or rebuild an automotive engine.

AUM 222 MANUAL TRANSMISSION/TRANSAXLE (1T, 2E, 3M) 3 credits
PREREQUISITE: AUM 131 or Permission of instructor
This course includes a study of manual transmission/transaxle components, gear ratios, and power flow. Topics include manual and hydraulic clutches and their service and repair. Upon completion, students should be able to remove, repair, and replace manual transmission/transaxle components.

AUM 231 AUTOMATIC TRANSMISSION/ TRANSAXLE (1T, 2E, 3M) 3 credits
FORMERLY: AUM 232
PREREQUISITE: AUM 131 or Permission of Instructor
This course is designed to provide a working knowledge of the construction and operation of automatic transmission/transaxles. Topics include the study of torque converters, gear and clutch assemblies, hydraulic and mechanical power flow, and electronic controls. Upon completion, students should be able to remove, install, and perform basic repairs on automatic transmissions and transaxles.

AUM 240 ENGINE PERFORMANCE (1T, 2E, 3M) 3 credits
FORMERLY: AUM 212
PREREQUISITE: AUM 111, AUM 211 or Permission of Instructor
This course focuses on diagnostic procedures as related to the microprocessor and its sensors. Emphasis is placed on the use of digital volt meters, fluke meters, and their ability to locate an electrical problem. Upon completion, students should be able to diagnose engine performance.

AUM 281 SPECIAL TOPICS (3-9M) 1-3 credits
PREREQUISITE: Permission of instructor
These courses are designed to allow the student to specialize in a particular area of study with minimum instruction in automotive mechanics application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any related area in automotive mechanics. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of his choice.

CARPENTRY (CAR)

CAR 111 CONSTRUCTION BASICS (1T, 2E, 3M) 3 credits
FORMERLY: CAR 110
This course introduces students to the opportunities in and requirements of the construction industry. Topics include economic outlook for construction, employment outlook, job opportunities, training, apprenticeship, entrepreneurship, construction tools, materials and equipment, and job safety. Upon course completion, students should be able to identify the job market, types of training, knowledge of apprenticeship opportunities, construction tools, materials, equipment, and safety procedures.

CAR 112 FLOORS, WALLS, SITE PREP (3T) 3 credits
FORMERLY: CAR 111
PREREQUISITE: CAR 111 or Permission of instructor
This course introduces the student to floor and wall layout, and construction. Topics include methods of house framing, components of floor framing, layouts, sub-flooring, connectors and fasteners, and site preparation. Upon course completion, students should be able to identify various types of floor framing systems, select the sizes of floor joists, identify types of house framing, list types of fasteners, and identify property lines, set backs, and demonstrate a working knowledge of terrain and batter boards.

CAR 113 FLOORS, WALLS, SITE PREP LAB (9M) 3 credits
COREQUISITE: CAR 112
PREREQUISITE: CAR 111 or Permission of instructor
The student will engage in applications of floor and wall construction, application of required tools, use of the builder transit, level rod, tape measures, and grade stakes. Emphasis is placed on cutting sill plates, floor joists, girders, header bridging, sub-flooring, stud wall partitions, door and window headers, wall bracing, leveling instruments, and batter boards. Upon completion, students should be able to layout and construct a

floor, including the sill, joist bridging and openings, install sub-flooring, construct interior and exterior walls, and layout property stakes of site plans.

CAR 114 INTRODUCTION TO CARPENTRY TOOLS AND MATERIALS (9M) 3 credits
This course provides practical and safe application of hand, portable power, stationary and pneumatic tools; use of building materials, fasteners, and adhesives; and job site safety. Emphasis is placed on the safe use of hand, power, and pneumatic tools; proper selection of lumber, plywood, byproducts, nails, bolts, screws, adhesives, fasteners and other construction materials; and job safety. Upon completion, students should be able to identify hand, power, stationary, and pneumatic tools and demonstrate their safe use; identify and properly select wood and non-wood building products; and properly use nails, fasteners, and adhesives.

CAR 121 INTRODUCTION TO BLUEPRINT READING (3T) 3 credits
FORMERLY: CAR 113
This course introduces the student to the basic concepts of blueprint reading. Topics include scales, symbols, site plans, and notations. Upon completion, students should be able to identify drawings, scale various drawings, and identify different types of lines, symbols, and notations.

CAR 122 CONCRETE AND FORMING (1T, 2E, 3M) 3 credits
FORMERLY: CAR 142
PREREQUISITE: CAR 111 or Permission of instructor
This course introduces the student to the properties and uses of concrete and to the procedures for designing concrete forms. Topics include making and pouring concrete, constructing concrete forms, reinforcement methods, finishing concrete, and job safety. Upon completion, students should be able to list safety rules for the job site; identify components of concrete; describe how concrete forms are built; and how concrete is poured, reinforced, and finished.

CAR 123 CONCRETE AND FORMING LAB (9M) 3 credits
COREQUISITE: CAR 122
PREREQUISITE: CAR 111 or Permission of instructor
This course provides students with practical experience in concrete applications. Emphasis is placed on job site safety and concrete forming, mixing, pouring, finishing and reinforcing. Upon completion, students should be able to safely set forms and reinforce, mix, pour, and finish concrete.

CAR 124 WALL AND FLOOR SPECIALITIES (9M) 3 credits
FORMERLY: CAR 121
PREREQUISITE: CAR 111 or Permission of instructor
This course introduces the student to the use of structural steel and metal studs in walls and floors. Emphasis is placed on wall and floor construction. Upon completion, students should be able to describe components and proper application of structured steel, properly construct walls and floors, and demonstrate proper use of metal studs in framing members.

CAR 131 ROOF AND CEILING SYSTEMS (3T) 3 credits
FORMERLY: CAR 122
COREQUISITE: CAR 133
PREREQUISITE: CAR 111 or Permission of instructor
This course focuses on the design and installation of roof and ceiling systems. Emphasis is placed on rafters, trusses, ceiling joists, roof decking, and roofing materials. Upon completion, students should be able to design a roof and ceiling system, identify proper installation methods of roofing materials, and describe applicable safety rules.

CAR 132 INTERIOR AND EXTERIOR FINISHING (1T, 2E, 3M) 3 credits
FORMERLY: CAR 131
PREREQUISITE: CAR 111 or Permission of instructor
This course introduces the student to interior and exterior finishing materials and techniques. Topics include interior trim of windows and doors, ceilings and wall moldings, exterior siding, trim work, painting, and masonry finishes. Upon completion, students should be able to identify different types of doors, windows and moldings and describe the uses of each; identify types of exterior sidings and trim; and describe the different types of paint and their proper application.

CAR 133 ROOF AND CEILING SYSTEMS LAB (9M) 3 credits
FORMERLY: CAR 123
COREQUISITE: CAR 131
PREREQUISITE: CAR 111 or Permission of instructor
This course provides students with practical experience in building and installing roof and ceiling systems. Emphasis is placed on job site safety, layout and cutting of rafters and joists, cutting and building trusses, and installing roof decking and roofing materials. Upon completion, students should be able to cut and install rafters, joists, and trusses; cut and apply roof decking and roofing materials; and apply safety rules for job site.

CAR 191 INTERNSHIP IN CARPENTRY (5-15M) 1-3 credits
FORMERLY: CAR 143
PREREQUISITE: CAR 111 or Permission of instructor
This course is designed to provide exposure to carpentry practices in non-employment situations. Emphasis is placed on techniques used in the carpentry profession. This course allows students to refine their skills necessary for entry-level employment.

CAR 192 INTERNSHIP IN CARPENTRY
(5-15M) 1-3 credits
FORMERLY: CAR 143
PREREQUISITE: CAR 111 or Permission of instructor
This course is designed to provide exposure to carpentry practices in non-employment situations. Emphasis is placed on techniques used in the carpentry profession. This course allows students to refine their skills necessary for entry-level employment.

CAR 193 INTERNSHIP IN CARPENTRY
(5-15M) 1-3 credits
FORMERLY: CAR 143
PREREQUISITE: CAR 111 or Permission of instructor
This course is designed to provide exposure to carpentry practices in non-employment situations. Emphasis is placed on techniques used in the carpentry profession. This course allows students to refine their skills necessary for entry-level employment.

CAR 211 CONSTRUCTION SPECIALITIES
(3T) 3 credits
FORMERLY: CAR 133
COREQUISITE: CAR 212
PREREQUISITE: CAR 110, or Permission of instructor
This course introduces students to the design process for stairs and cabinets. Topics include stair and cabinet design, rod layout, and cabinet finishes. Upon completion, students should be able to design stairways and cabinets, layout a rod for building cabinets, and identify proper finishes for cabinetry.

CAR 212 CONSTRUCTION SPECIALITIES LAB
(9M) 3 credits
FORMERLY: CAR 134
COREQUISITE: CAR 211
PREREQUISITE: CAR 111 or Permission of instructor
This course provides students with practical experience in building stairs and in building and finishing cabinets. Emphasis is placed on stair construction, cabinet joints and layouts, finishes for cabinets, and proper safety precautions. Upon completion, students should be able to safely construct stairs, build cabinets, and apply proper finishes.

CAR 213 PLANS, SPECIFICATIONS,
AND CODES (1T, 2E, 3M) 3 credits
FORMERLY: CAR 141
This course provides students experience in house plans, specifications, and building codes. Upon completion, students should be able to read and draw a set of plans, list and use specifications to order materials, and use codes to plan location and safety of structures.

CAR 214 CABINETRY LAB (9M) 3 credits
FORMERLY: CAR 132
PREREQUISITE: CAR 111 or Permission of instructor
This course is an advanced cabinetry lab. Emphasis is placed on detailed design and construction of cabinetry. Upon completion, students should be able to design and build a complete set of cabinets according to specifications.

CAR 215 SPECIAL PROJECTS IN CARPENTRY
(1T, 2E, 3M) 3 credits
PREREQUISITE: Permission of instructor
This course allows the student to plan, execute and present results of individual projects in carpentry. Emphasis is placed on enhancing skill attainment in the carpentry field. This culminating course allows students to independently apply skills attained in previous courses.

CAR 281 SPECIAL TOPICS IN CARPENTRY
(3-9M) 1-3 credits
This course allows for specialized, in-depth study. Emphasis is placed on individualized instruction.

DESIGN DRAFTING TECHNOLOGY (DDT)

DDT 103 INTRODUCTION TO COMPUTER
AIDED DRAFTING (2T, 3M) 3 credits
FORMERLY: DDT 152
This course provides an introduction to basic Computer Aided Design & Drafting (CAD) functions and techniques, using "hands-on" applications. Topics include terminology, hardware, basic DOS and Windows functions, file manipulation, and basic CAD software application in producing softcopy and hardcopy. Upon completion, students should be able to identify and select CAD hardware, employ basic DOS and Windows functions, handle basic text and drawing files, and produce acceptable hardcopy on a CAD system.

DDT 111 FUNDAMENTALS OF DRAFTING
AND DESIGN TECHNOLOGY
(1T, 2E, 3M) 3 credits
FORMERLY: DDT 101
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. Upon completion, students should develop and use safe work habits, identify and properly use common drafting tools and equipment, construct geometric figures, and sketch basic orthographic views of objects.

DDT 112 INTRODUCTORY TECHNICAL DRAWING (1T, 2E, 3M) 3 credits
FORMERLY: DDT 102
This course covers drawing reproduction and orthographic projection and sectioning. Emphasis will be placed on the theory as well as the mechanics of orthographic projections and shape description, the relationship of orthographic planes and views, the views and their space dimensions, the application of the various types of sections, and drawing reproduction. Upon completion, students should have an understanding of orthographic projections and be able to identify orthographic planes, produce orthographic views of objects, apply the various sectioning techniques and methods, and reproduce drawings.

DDT 115 BLUEPRINT READING FOR MACHINISTS (3T) 3 credits
FORMERLY: DDT 200
This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the machine trades. Topics include multiview projections, pictorial drawings, dimensions and notes, lines and symbols, and sketching. Upon completion, students should be able to interpret blueprint drawings used in the machine trades.

DDT 116 BLUEPRINT READING FOR CONSTRUCTION (3T) 3 credits
FORMERLY: DDT 150
This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the construction trades. Topics include multiview projection, dimensions and notes, lines and symbols, floor plans, elevations, sections, details, schedules, electrical plans and specifications. Upon completion, students should be able to interpret blueprints used in the construction trades.

DDT 117 MANUFACTURING PROCESSES (1T, 4E) 3 credits
FORMERLY: DDT 204
This course in materials and processes includes the principles and methodology of material selection, application, and manufacturing processes. Emphasis is directed to solids to include material characteristics, castings, forging, and die assemblies. Upon completion, students should be able to discuss and understand the significance of materials' properties, structure, basic manufacturing processes, and express and interpret material specifications.

DDT 118 BASIC ELECTRICAL DRAFTING (1T, 2E, 3M) 3 credits
FORMERLY: DDT 206
PREREQUISITE: DDT 111, 112, 103 or Permission of instructor
This course covers the universal language of electrical drafting, including electrical lines, symbols, abbreviations, and notation. Emphasis is placed on typical components such as generators, controls, transmission networks, and lighting, heating and cooling devices. Upon completion, students should be able to draw basic diagrams of electrical and electronic circuits using universally accepted lines and symbols.

DDT 119 ADVANCED ELECTRONIC DRAFTING (1T, 2E, 3M) 3 credits
FORMERLY: DDT 207
PREREQUISITE: DDT 111, 112, 103 or Permission of instructor
This course introduces drafting and design techniques dealing with production of electronic equipment for consumer, commercial, and military applications. Emphasis is placed on schematic drawings, connection or wiring diagrams, industrial electronic diagrams, ladder schematics, flow block diagrams, and documentation types and techniques related to the power delivery industry. Upon completion, students should be able to prepare documentation specified to ANSI standards and be familiar with the techniques of composition and the unique symbols and practices of industry.

DDT 121 INTERMEDIATE TECHNICAL DRAWING (1T, 2E, 3M) 3 credits
FORMERLY: DDT 108
PREREQUISITE: DDT 111, 112, 113, or Permission of instructor
This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include auxiliary views, basic space geometry, pictorial drawings, and basic charts and graphs. Upon completion, students should be able to project and develop auxiliary views; locate and specify points, lines, and planes in space; develop axonometric, oblique, and perspective drawings; and draw basic charts and graphs.

DDT 122 ADVANCED TECHNICAL DRAWING (1T, 2E, 3M) 3 credits
FORMERLY: DDT 107
PREREQUISITE: DDT 111, 112, 103 or Permission of instructor
This course covers the methods of providing size description and manufacturing information for production drawings. Emphasis will be placed on accepted dimensioning and tolerancing practices including Geometric Dimensioning and Tolerancing for both the Customary English System and the ISO system. Upon completion, students should be able to apply dimensions, tolerances, and notes to drawings to acceptable standards, including Geometric Dimensioning and Tolerancing, and produce drawings using and specifying common threads and various fasteners, including welding methods.

DDT 123 INTERMEDIATE CAD (2T, 2E, 3M) 4 credits
FORMERLY: DDT 153
PREREQUISITE: DDT 103 or Permission of instructor
This course covers intermediate-level concepts and applications of CAD design and drafting. Emphasis is placed on intermediate-level features, commands, and

applications of CAD software. Upon completion, students should be able to develop and use external references and paper space, apply higher-level block creation techniques and usage, including attributes, and apply basic-level customization techniques to CAD software.

DDT 125 SURFACE DEVELOPMENT
(1T, 2E, 3M) 3 credits
PREREQUISITE: DDT 111, DDT 112 or Permission of instructor
This course covers surface intersections and developments. Emphasis is placed on the basic types of intersections using simple geometric forms. Upon completion, students should be able to draw common types of surface intersections and handle them simply as applications of the concepts learned in this class.

DDT 131 MACHINE DRAFTING BASICS
(1T, 2E, 3M) 3 credits
FORMERLY: DDT 104
PREREQUISITE: DDT 111, DDT 112, DDT 103 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 block and parts lists, assembly drawings, detail drawings, dimensioning and application of engineering controls in producing industrial-type working drawings, including the application of title blocks, parts lists, assemblies, details, dimensions, and engineering controls.

DDT 132 ARCHITECTURAL DRAFTING
(1T, 2E, 3M) 3 credits
FORMERLY: DDT 232
PREREQUISITE: DDT 111, DDT 112, DDT 103 or Permission of instructor
This course in architectural design and drafting introduces basic terminology, concepts and principles of architectural design and drawing. Topics include design consideration, lettering, terminology, site plans, and construction drawings. Upon completion, students should be able to draw, dimension, and specify basic residential architectural construction drawings.

DDT 133 BASIC SURVEYING (1T, 2E, 3M) 3 credits
FORMERLY: DDT 210
This course covers the use of surveying instruments, mathematical calculations and the theory of land surveying. Topics include USGS benchmarks, measuring horizontal and vertical angles and distances, terms, and recording and interpreting field notes. Upon completion, students should be able to recognize benchmarks and measure, specify, and record field notes.

DDT 134 DESCRIPTIVE GEOMETRY
(1T, 2E, 3M) 3 credits
FORMERLY: DDT 177
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 planes, plane development, and calculations. Upon completion, students should be able to project and intersect points, lines, and planes with their relationship in space, as well as develop surfaces of an object for fabrication purposes.

DDT 150 THEORY OF RESIDENTIAL DRAWING AND DESIGN
(3T) 3 credits
COREQUISITE: DDT 155
PREREQUISITE: DDT 103 and DDT 112 or Permission of instructor
This course provides the theory of residential drawing and design. Topics include architectural styles, house design, site and space planning, climate, drawing requirements, construction materials and process, terminology, and specific types of drawings required to complete a full set of construction documents. Introductory, intermediate, and advanced topics are covered. Emphasis is placed on an understanding of the various issues and requirements essential to the field of residential drawing and design.

DDT 155 DRAWING FOR RESIDENTIAL CONSTRUCTION
(12M) 4 credits
COREQUISITE: DDT 150
PREREQUISITE: DDT 112 and DDT 103 or Permission of instructor
This course is a direct applications lab to the topics covered within DDT 150. Emphasis is placed upon the production of quality construction documents.

DDT 181 SPECIAL TOPICS IN DRAFTING AND DESIGN TECHNOLOGY (1-3T) 1-3 credits
These courses provide specialized instruction in various areas related to the drafting industry. Emphasis is placed on meeting students' needs.

DDT 182 SPECIAL TOPICS IN DRAFTING AND DESIGN TECHNOLOGY (1-3T) 1-3 credits
These courses provide specialized instruction in various areas related to the drafting industry. Emphasis is placed on meeting students' needs.

DDT 211 INTERMEDIATE MACHINE DRAFTING (1T, 2E, 3M) 3 credits
FORMERLY: DDT 201
PREREQUISITE: DDT 131 or Permission of instructor
This second course in machine drafting and design provides more advanced instruction in the largest specialty area of drafting. Topics include applications of previously developed skills in the organization and development of more complex working drawings, use of vendor catalogs and The Machinery's Handbook for developing specifications, and use of standardized abbreviations in working drawings.

DDT 212 INTERMEDIATE ARCHITECTURAL DRAFTING (1T, 2E, 3M) 3 credits
FORMERLY: DDT 233
PREREQUISITE: DDT 132 or Permission of instructor
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 constructions and details; and use of standard manuals, perspective drawings, electrical plans, plumbing plans, and building materials, with emphasis on residential and some light commercial applications. Upon completion, students should be able to draw and specify advanced-level plans including various architectural details.

DDT 213 CIVIL DRAFTING, PLAT MAPS (1T, 2E, 3M) 3 credits
FORMERLY: DDT 211
PREREQUISITE: DDT 111, 112, 103 or Permission of instructor
This course introduces the drafting practices, symbols, conventions, and standards utilized in civil engineering contract documents. Topics include site planning, land surveying, topographic surveys, along with civil terminology. Upon completion, students should be able to draw accurate plat maps, give legal descriptions of land parcels, draw simple site plans, and identify and use proper symbols and conventions on civil engineering drawings.

DDT 214 PIPE DRAFTING (1T, 4-6M) 3-4 credits
FORMERLY: DDT 205
PREREQUISITE: DDT 111, 112, 103 or Permission of instructor
This course covers the theory and practical application needed to understand piping fundamentals as used in refineries and petrochemical plants. Topics include process and mechanical flow diagrams, plant equipment, isometric drawings, instrumentation symbols, pipe symbols, flanges, fittings, and applications of basic math and trigonometry. Upon completion, students should be able to demonstrate pipe drafting techniques and fundamentals in order to prepare working drawings used in refineries and the petrochemical environment.

DDT 215 GEOMETRIC DIMENSIONING AND TOLERANCING (1T, 2E, 3M) 3 credits
FORMERLY: DDT 202
PREREQUISITE: DDT 111, 112, 113, or Permission of instructor
This course is designed to teach fundamental concepts of size description by geometric methods, including appropriate engineering controls. Emphasis is placed on the drawing and application of common geometric dimensioning and tolerancing symbols to engineering drawings as designated by the latest ANSI/ASME Standards. Upon completion, students should be able to use geometric dimensioning and tolerancing symbols in applying size information and manufacturing controls to working drawings.

DDT 221 ADVANCED MACHINE DRAFTING (1T, 2E, 3M) 3 credits
FORMERLY: DDT 203
PREREQUISITE: DDT 131 or Permission of instructor
This third course in machine drafting and design covers the development of complex, advanced working drawings by applying previously developed skills. Topics include application of previously developed skills in the organization and development of complex, advanced-level working drawings, including sub-assemblies and a basic design problem. Upon completion, students should be able to organize, layout, and produce complex, advanced-level working drawings, including sub-assemblies and a basic design problem.

DDT 222 ADVANCED ARCHITECTURAL DRAFTING (1T, 2E, 3M) 3 credits
FORMERLY: DDT 234
PREREQUISITE: DDT 132 or Permission of instructor
This third course in architectural design and drafting continues with advanced architectural plans, including a slant toward light commercial construction. Topics include climate control plans, application of building codes, building materials and finish specifications, cost estimating, and bid specifications. Upon completion, students should be able to apply current techniques in producing advanced-level architectural plans, including residential and light commercial applications.

DDT 223 ADVANCED CIVIL DRAFTING (1T, 2E, 3M) 3 credits
FORMERLY: DDT 212
PREREQUISITE: DDT 213 or Permission of instructor
This course is designed to build on the concepts learned in Civil Drafting I and introduce the student to more complex projects and problems. Topics include, but are not limited to profiles, staking plans, grading plans, utility plans, and civil detailing. Upon completion, students should be able to accurately draft the documents described previously.

DDT 224 STRUCTURAL CONCRETE DRAFTING (1T, 2E, 3M) 3 credits
FORMERLY: DDT 217
PREREQUISITE: DDT 111, 112, 103 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 materials. Upon completion, students should be able to construct engineering and shop drawings of concrete beams, columns, floors, roof, and wall framing plans using the A.I.S.C. manual and incorporating safety practices.

DDT 225 STRUCTURAL STEEL DRAFTING (1T, 2E, 3M) 3 credits
FORMERLY: DDT 215
PREREQUISITE: DDT 111, 112, 103 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 materials. Upon completion, students should be able to produce engineering and shop drawings incorporating standard shapes, sizes, and details using the A.I.S.C. Manual and incorporating safety practices.

DDT 226 TECHNICAL ILLUSTRATION (1T, 2E, 3M) 3 credits
PREREQUISITE: DDT 121 or Permission of instructor
This course provides the student with various methods of illustrating structures and machine parts. Topics include axonometric drawings; exploded assembly drawings; one point, two point, and three point perspectives; surface textures; and renderings. Upon completion, students should be able to produce drawings and illustrations using the previously described methods.

DDT 227 STRENGTH OF MATERIALS (4T) 4 credits
This course in statics and strength of materials includes the study of forces and how they act and react on bodies and structures. Topics include the effects of forces as found in structures and machines under conditions of equilibrium, how materials resist forces, strengths of common construction material and structural components. Force systems such as parallel, concurrent, and non-concurrent are studied and coplanar and non-coplanar situations are included. Upon completion, students should be able to apply the principles of force in engineering drawings.

DDT 231 ADVANCED CAD (3T, 2E) 4 credits
FORMERLY: DDT 154
PREREQUISITE: DDT 131 or Permission of instructor
This course covers the advanced applications of CAD software to engineering projects in various applications, including architectural, civil, mechanical, and environmental engineering, with consideration for advanced physical and psychological principles of CAD. These principles will be applied toward CAD customization and programming principles, for the express purpose of increasing productivity and improving the performance of the CAD operator, thereby making CAD much more productive in an engineering environment. Emphasis will be placed on using intelligent CAD techniques to increase the quality of output. 3D modeling and rendering will be introduced. Upon completion, students should be able to apply advanced CAD techniques in solving complex problems related to all engineering applications.

DDT 232 CAD CUSTOMIZATION (2T, 2E, 3M) 4 credits
FORMERLY: DDT 155
PREREQUISITE: DDT 123 or Permission of instructor
This course introduces the various methods of customizing CAD software to meet individual or company needs. Topics include menu customization, programming, custom command macros, script files, slides, and slide libraries. Upon completion, students should be able to write menus, write programming routines, and write script files for the purpose of increasing the proficiency of the CAD operator.

DDT 233 SOLIDS MODELING (2T, 2E, 3M) 4 credits
PREREQUISITE: DDT 123 or Permission of instructor
This course provides instructions in 3D Design Modeling, utilizing the 3D capabilities of CAD software. Emphasis is placed on 3D wire frame, surface and solids modeling along with the development of 2D detail drawings from 3D models. Upon completion, students should be able to generate 3D surface and solid models and 2D orthographic production drawings from created solid models.

DDT 235 **SPECIALIZED CAD (2T, 2E, 3M)** **4 credits**
FORMERLY: DDT 214
PREREQUISITE: DDT 103 or Permission of instructor
This course introduces alternative CAD application software and alternative platforms, and can serve as a means of introducing third party programs that work in conjunction with a specific CAD application. Topics include various Graphical User Interfaces (GUI's) and how to navigate them, as well as how to use a third party application to make working in a specific CAD package easier and more productive. Upon completion, students should be able to use more than one CAD software package and produce hardcopy and use third party software to make certain tasks easier with a specific CAD program.

DDT 236 **DESIGN PROJECT (1T, 2E, 3M)** **3 credits**
FORMERLY: DDT 216
PREREQUISITE: Permission of instructor
This course is designed for advanced students who aspire to more advanced and specialized skills in one certain drafting area. Emphasis is placed on the student's ability to apply the principles learned in previous drafting classes in one special area, as approved by the instructor. The required project must be agreed upon by the instructor and the student, as well as how the work is to be accomplished. Upon completion, students will further reinforce previously learned concepts by applying engineering principles and controls to a personal design project.

DDT 240 **PUBLIC UTILITY DRAFTING**
(1T, 2E, 3M) **3 credits**
FORMERLY: DDT 213
PREREQUISITE: DDT 223 or Permission of instructor
This course is designed to develop the knowledge and skills necessary to understand the basic components of public utility systems. Emphasis is placed on drafting techniques, sections, fabrication and connection details and bills of materials for fresh water, storm water, and wastewater. Upon completion, students should be able to produce engineering and shop drawings, incorporating safety practices, and details using the A.I.S.C. Manual .

HORTICULTURE (HOC)

HOC 110 **INTRODUCTION TO HORTICULTURE SCIENCE**
(2T, 2E) **3 credits**
This course introduces students to botany, genetics, and plant nomenclature. Topics include an overview of the horticultural industry and career opportunities. Upon course completion, students will be able to perform basic tasks associated with employment in the horticulture industry.

HOC 111 **HORTICULTURE BUSINESS MANAGEMENT**
(1T, 2E, 3M) **3 credits**
This course provides the essential information needed to establish and maintain a horticulture-related business. Topics of discussion will include the basic principles of business and personnel management, customer services, insurance, and record keeping. The student will develop an understanding of the requirements placed on the manager of a small business to comply with mandated state and federal regulations and meet consumer demands.

HOC 115 **SOILS AND FERTILIZERS (2T, 2E)** **3 credits**
FORMERLY: HOC 1151
This course is a study of soil properties and the management practices related to the use of fertilizers. Topics include soil classification, mapping, and fertilizer needs based on current and intended use. Upon course completion, students will be able to develop soil fertility management programs.

HOC 120 **PLANT PROPAGATION**
(1T, 4E) **3 credits**
FORMERLY: HOC 1201
This course is a study of the seed production, root formation, wound healing, and other practical phases of plant reproduction. Methods commonly used to reproduce plants by sexual and asexual means are emphasized. Upon course completion, students will be able to identify and demonstrate methods of reproducing plants from seeds, cuttings, and layering.

HOC 125 **TURF MANAGEMENT**
(1T, 4E) **3 credits**
FORMERLY: HOC 1251
This course is the study of all major southern lawn and sports grasses, their establishment and maintenance. Topics include turf equipment, fertilizers, insect and disease problems, and mowing techniques. Upon course completion, students will be able to evaluate the quality of an existing turf area and prescribe a maintenance program for turf used for lawns, playing fields, and parks.

HOC 130 **NURSERY PRODUCTION**
(1T, 4E) **3 credits**
FORMERLY: HOC 1301
PREREQUISITE: HOC 115 or Permission of instructor
This course focuses on all aspects of producing plants in a nursery. Topics include soil and other media for plant growth, container selection, plant propagation,

watering, and fertilization, pest control, and product practices commonly used by commercial growers. Upon course completion, students will be able to demonstrate proficiency in all phases of nursery plant production.

HOC 134 INTRODUCTION TO FLORICULTURE
(1T, 2E) 2 credits
This course introduces students to principles of floral design and flower shop management. Topics include design techniques, marketing, and management practices. Upon completion, students should be able to create basic floral designs and demonstrate an understanding of effective flower shop management practices.

HOC 135 ORNAMENTAL PLANT IDENTIFICATION AND CULTURE
(1T, 4E) 3 credits
FORMERLY: HOC 1359
This course focuses on the identification and growth requirements of ornamental plants. Topics include identification, habits of growth, cultural requirements, and landscape use of ornamental plants in the southeastern United States. Upon course completion, students will know common and botanical names of landscape plants and will know the appropriate use of each plant.

HOC 136 RESIDENTIAL LANDSCAPE DESIGN (2T, 4E) 4 credits
FORMERLY: HOC 2201
This course provides an overview of the fundamentals of residential site design. Topics include site measuring and base map preparation, functional diagrams, landscape design principles, drafting and drawing procedures, design principles, appropriate use of plant materials, planting, site preparation, and spatial composition. Upon course completion, students will be able to develop a master plan for a residential property.

HOC 137 COMMERCIAL LANDSCAPE DESIGN
(1T, 2E, 3M) 3 credits
FORMERLY: HOC 2211
PREREQUISITE: Permission of instructor
This course is a study of landscape design principles, drafting and drawing procedures, and the use of plant materials. Emphasis will be placed on drawing techniques and the appropriate use of plant materials in the commercial setting. Lab time is provided for the student to develop landscape drawings.

HOC 140 ORNAMENTAL PLANT PEST MANAGEMENT
(2T, 2E) 3 credits
FORMERLY: HOC 1405
This course is a study of plant pests affecting the production and maintenance of ornamental plants. Emphasis is placed on anthropods, weeds, cultural control, chemical control, and disease-causing agents including environmental factors. Upon course completion, students will be able to identify the signs and symptoms of invading pests and the characteristics associated with the onset of diseases in turfgrass and ornamental plants and will be able to develop appropriate pest control plans.

HOC 151 IRRIGATION SYSTEMS (1T, 2E) 2 credits
FORMERLY: HOC 1511
This course is designed to provide students with the information needed to design, layout, and install an irrigation system on residential and commercial properties. Topics of discussion will include system design, cost estimating, installation techniques, and electronic control devices. Upon course completion, students will be able to design and install residential and commercial irrigation systems.

HOC 167 GOLF COURSE MAINTENANCE
(2T, 2E) 3 credits
FORMERLY: HOC 1513
This course introduces students to procedures commonly used to maintain golf course greens and fairways. Topics include mowing procedures, fertilizing, watering, pest control, overseeding, and greens protection. Upon completion, students will be able to demonstrate appropriate greens and fairway maintenance procedures.

HOC 175 SEMINAR IN HORTICULTURE
(1T) 1 credit
PREREQUISITE: Permission of instructor
This course focuses on current topics in horticulture. Topics are not normally included in the prescribed course of study, but are to ensure that students remain current in the field.

HOC 176 ADVANCED STUDIES IN HORTICULTURE
(6M) 2 credits
This course allows students to do practical research and develop a project of special interest under the guidance and supervision of a faculty member. Students and faculty confer in the selection of a project and in identification of objectives.

HOC 181 SPECIAL TOPICS IN HORTICULTURE
(2-6E, 3-9M) 3 credits
This course provides specialized instruction in various areas related to the horticulture industry. Emphasis is placed on meeting students' needs.

HOC 182 SPECIAL TOPICS IN HORTICULTURE
(2-6E, 3-9M) 3 credits
This course provides specialized instruction in various areas related to the horticulture industry. Emphasis is placed on meeting students' needs.

HOC 210 GREENHOUSE MANAGEMENT
(1T, 4E) 3 credits
FORMERLY: HOC 2109
This is an introductory course in greenhouse plant production. Topics include types of structures, construction techniques, covering materials, and temperature control. Upon course completion, students will be able to apply basic greenhouse production procedures.

HOC 211 **GREENHOUSE CROP PRODUCTION (1T, 4E)** **3 credits**
FORMERLY: HOC 2101
This is an introductory course in the use of greenhouse facilities for the production of foliage and flowering plant crops. Topics include propagation, scheduling, soils and media, crop selection, pest management, and methods of production. Upon course completion, students will be able to produce a wide range of commercial greenhouse crops.

HOC 216 **LANDSCAPE MAINTENANCE (2T, 2E)** **3 credits**
FORMERLY: HOC 2217
PREREQUISITE: Permission of instructor
This course focuses on maintaining plant materials and turf in an existing landscape. Topics include pruning, mowing techniques, pest management, and selection of maintenance equipment. Upon course completion, students will be able to demonstrate landscape maintenance techniques and will be able to prepare labor-time estimates and cost analysis for maintaining landscapes.

HOC 218 **LANDSCAPE CONSTRUCTION (2T, 2E)** **3 credits**
This course is an introduction to landscape construction. Emphasis is placed on grading and drainage, site development, irrigation systems, lighting, and other landscape construction. Upon course completion, students will be able to evaluate a blueprint and reconcile it to the job site.

HOC 230 **VEGETABLE AND ORCHARD CROPS (1T, 4E)** **3 credits**
FORMERLY: HOC 2303
PREREQUISITE: HOC 115 or Permission of instructor
This course focuses on vegetable and fruit crops. Topics include cultural requirements, production procedures, and marketing. Upon course completion, students should be able to grow vegetables and establish orchard layouts.

MASONRY (MAS)

MAS 111 **MASONRY FUNDAMENTALS (2T, 3M)** **3 credits**
COREQUISITE: MAS 151
This course is designed as an introduction and orientation to masonry construction, specifically to brick and block construction. Topics include the identification and safe use of tools, equipment, and masonry materials. Upon completion, students should be able to properly apply masonry techniques.

MAS 121 **BRICK/BLOCK MASONRY (3T)** **3 credits**
FORMERLY: MAS 112
COREQUISITE: MAS 161, 162
PREREQUISITE: MAS 111 or Permission of instructor
This course is designed to provide the student with a working knowledge of the various concrete block and brick sizes as well as types of joints. Emphasis is placed on understanding the modular system, wall types, joints, and wall insulation. Upon completion, students should be able to identify methods of brick and block reinforcements, wall supports, and wall types, joints, insulation, and sample panels and prisms.

MAS 131 **RESIDENTIAL/COMMERCIAL (3T)** **3 credits**
FORMERLY: MAS 124
COREQUISITE: MAS 171
PREREQUISITE: MAS 111 or Permission of instructor
This course introduces students to residential and commercial construction, plans and layouts, and reinforced masonry. Emphasis is placed on home building, shopping centers and high rise buildings, residential and commercial drawings and specifications, job costing, job preparation, as well as brick and block moisture control. Upon completion, students should be able to read full-scale construction drawings, estimate job costs, specify job preparation techniques, and identify methods for veneering a wall, constructing a composite wall, installing expansion joints, setting coping, and moisture control.

MAS 151 **MASONRY FUNDAMENTALS LAB (9M)** **3 credits**
COREQUISITE: MAS 111
This course provides a practical application of industry brick and block construction. Emphasis is placed on mixing mortar, using masonry equipment and tools, job preparation, spreading and furrowing mortar, and dry bonding. Upon completion, students should be able to demonstrate appropriate practices, including safety in brick and block construction to entry-level standards.

MAS 152 MASONRY FUNDAMENTALS LAB (9M) 3 credits
FORMERLY: MAS 123
PREREQUISITE: MAS 111
This course provides a practical application of introductory brick and block construction. Emphasis is placed on spreading mortar and laying bricks; coursing bricks; laying bricks in a running bond; building course pyramids; and building stretcher, wall common, Flemish, English and stack bonds. Upon completion, students should be able to demonstrate appropriate practices, including safety, in brick and block construction to entry-level standards.

MAS 153 SPECIAL TOPICS/PROJECTS (1T, 5E) 3 credits
A selection of topics/projects related to the masonry profession is addressed in this combined theory and lab course. Subject matter and projects will vary according to industry and student needs, and the course may be repeated for credit within institutional policy. Upon completion, students will demonstrate competencies designed to assess course objectives.

MAS 161 CONCRETE BLOCK MASONRY (9M) 3 credits
FORMERLY: MAS 122
COREQUISITE: MAS 121
PREREQUISITE: MAS 111 or Permission of instructor
This course provides practical application of concrete block advanced laying techniques. Emphasis is placed on developing skill in laying concrete block, constructing and reinforcing walls, joints, and sample panels and prisms. Upon completion, students should be able to construct concrete block walls to entry-level standards.

MAS 162 BRICK MASONRY LAB (9M) 3 credits
FORMERLY: MAS 113
COREQUISITE: MAS 121
PREREQUISITE: MAS 111 or Permission of instructor
This course provides practical application of advanced brick layout techniques. Emphasis is placed on developing skill in laying brick, constructing and reinforcing walls, joints, and sample panels and prisms. Upon completion, students should be able to construct brick walls to entry-level standards.

MAS 171 RESIDENTIAL/COMMERCIAL (9M) 3 credits
COREQUISITE: MAS 131
PREREQUISITE: MAS 111 or Permission of instructor
This course provides application of residential and commercial techniques for plans and layouts, as well as brick veneer, composite walls, expansion joints, and moisture control. Emphasis is placed on developing skill in reading residential and commercial drawings and applying specifications to acceptable code standards, job costing, job preparation, and brick and block moisture control. Upon completion, students should be able to demonstrate use of the scaling rule for a set of plans; identify and sketch standard symbols for walls, openings, floors, and materials; estimate job costs according to plan; utilize appropriate methods to ensure moisture control; lay brick and block to the line; and build brick and block foundations to entry-level standards.

MAS 181 SPECIAL TOPICS IN MASONRY (3-9M) 1-3 credits
These courses provide specialized instruction in various areas related to the industry. Emphasis is placed on meeting students' needs.

MAS 281 SPECIAL TOPICS IN MASONRY (3-9M) 1-3 credits
These courses provide specialized instruction in various areas related to the industry. Emphasis is placed on meeting students' needs.

UPHOLSTERY (UPH)

UPH 111 UPHOLSTERY FUNDAMENTALS AND DESIGN (3T) 3 credits
FORMERLY: UPH 100
This course is designed to introduce the student to a working knowledge of upholstery techniques and hands-on experience using the fundamentals of Upholstery/Design. Emphasis is placed on safety, upholstery terminology, housekeeping, tools, equipment, minor sewing machine repair, a brief history of furniture styles, color, fabrics, woods, and an introduction to principles and elements of furniture/automotive design. Upon completion, the student should be able to cite the principles and elements of design and apply upholstery techniques in all areas specified to complete requirements of this course.

UPH 112 UPHOLSTERY DESIGN FURNITURE LAB (9M) 3 credits
FORMERLY: UPH 111
This course is designed to teach the student specific techniques and applications in furniture design foundations. Emphasis is placed on proper use, care, storage, and maintenance of tools and equipment and proper application of design techniques working with the function, beauty, and individuality of a good design plan or foundation. Upon completion, students should be able to identify tools and equipment and apply foundation techniques including tying springs, applying stuffing and padding, and using a variety of materials to achieve a good design plan.

UPH 113 UPHOLSTERY DESIGN AUTO LAB (9M) 3 credits
FORMERLY: UPH 222
This course provides an introduction to automotive techniques and design with application or live work projects. Emphasis is placed on the application of design techniques including working with springs, door panels, headliners, auto seating, rear shelves, carpet, windlace, arm rests, and dashboards. Upon completion, students should be able to perform hands-on upholstery techniques including design to automotive upholstery.

UPH 114 UPHOLSTERY DESIGN EXPERIMENTAL LAB (6E) 3 credits
FORMERLY: UPH 101
This course is an experimental lab in Upholstery/Design. It consists of demonstrations by the instructor and experimentation by students. Upon completion, students should be able to demonstrate, with appropriate safety precautions, the basic principles of Upholstery/Design.

UPH 121 CORRELATING DECORATIVE ELEMENTS (3T) 3 credits
PREREQUISITE: Permission of instructor
This course is designed to effectively bring together the elements and principles of design while allowing the student to specialize in automotive, furniture, or both areas including job planning and decorative techniques. This course covers job planning, layouts, correlation of decorative elements including simple floor plans, color, draperies, wall coverings with special emphasis on diamonds, channeling, and decorative trims. Upon completion, students should be able to plan layouts, identify and apply the principles and elements of design, and select decorative trims that blend with the décor.

UPH 122 DECORATIVE ELEMENTS FURNITURE LAB (9M) 3 credits
FORMERLY: UPH 212
PREREQUISITE: Permission of instructor
This course is designed to teach the student to use a layout in computing yardage and to plan decorative techniques to be used with furniture projects. Topics include layouts, planning, redesigning, use of decorative trims, yardage charts and accessories necessary to achieve a harmonious design. Upon completion, students should be able to execute plans, compute yardage, redesign furniture, and select decorative techniques and accessories to complete a design.

UPH 123 DECORATIVE ELEMENTS AUTO LAB (9M) 3 credits
FORMERLY: UPH 241
PREREQUISITE: Permission of instructor
This course is designed for instruction in using a layout to compute yardage and in planning decorative techniques which include windlace, hidem welt, various trims, and finishing techniques. Upon completion, students should be able to compute yardage from a well-planned layout and apply decorative techniques to the finished automotive upholstery project.

UPH 124 DECORATIVE ELEMENTS EXPERIMENTAL LAB (6E) 3 credits
FORMERLY: UPH 233
PREREQUISITE: Permission of instructor
This course is an experimental lab in Decorative Elements. It consists of demonstrations by the instructor and experimentation by students. Upon completion, students should be able to demonstrate the basic principles of planning, measurement, and the use of appropriate decorative techniques.

UPH 131 WOOD REPAIR AND REFINISHING (1T, 2E, 3M) 3 credits
FORMERLY: UPH 122
PREREQUISITE: Permission of instructor
This course provides the students with skills necessary to repair or refinish antique woods, repair scars or scratches, and touch-up existing finishes. Topics covered in this course include tools, supplies, repairs, stains, sanding, refinishing products, and special techniques to restore a finish. Upon completion, students should be able to restore woods, replace broken parts, and refinish woods.

UPH 132 HISTORY OF FURNITURE STYLES (3T) 3 credits
PREREQUISITE: Permission of instructor
This course is designed to teach the student to identify period furniture and some of the basics of style using the vocabulary of furniture description. Topics include history of furniture, furniture facts, period furniture, furniture identification, and important trends, fabrics, motifs, woods, finishes, and styles. Upon completion, students should be able to identify furniture styles, periods, motifs, woods and finishes, and coordinate styles.

UPH 183 SPECIAL TOPICS (1-3T) 1-3 credits
These courses are designed to allow the student to specialize in a particular area of study with minimum supervision in Upholstery/Design application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any automotive, furniture, or related area in Upholstery/Design. Upon completion, students should be able to work with minimum supervision and execute the necessary techniques to finish a live work project of their choice.

UPH 211 DESIGN INTERIORS FURNITURE AND AUTO (3T) 3 credits
PREREQUISITE: Permission of instructor
This course is designed for instruction in planning interiors that satisfy individual needs in furniture or automobiles, using the elements and principles of design. Emphasis is placed on blending styles, specifying interior materials, correlating a color scheme, placing furniture in a room, placing seats in a car or resort vehicle as well as vans and boats. Upon completion, students should be able to work with a customer on appropriate color schemes, materials, and designs which are appropriate for the lifestyles or needs of the family.

UPH 212 DESIGN INTERIORS FURNITURE LAB (9M) 3 credits
FORMERLY: UPH 251
PREREQUISITE: Permission of instructor
This course is designed for instruction in applying the principles and elements of design when upholstering furniture and to create a unified design. Emphasis is placed on the use of appropriate fabrics, colors, textures, types of furniture, needs of customers,

lifestyles, occupation, commercial or residential setting. Upon completion, students should be able to identify elements of design and apply them to the principles of design in order to achieve a unified design which best suits the décor.

UPH 213 DESIGN INTERIORS AUTO LAB (9M) 3 credits
FORMERLY: UPH 242
PREREQUISITE: Permission of instructor
This course is designed to instruct the student to apply the principles and elements of design when upholstering automobiles and to create a unified design. Emphasis is placed on the use of appropriate fabrics, colors, textures, types of automobiles, needs of customers, and purpose for which the vehicle is being upholstered. Upon completion, students should be able to identify elements of design and apply them to the principles of design in order to achieve a unified design which best suits the automobile décor.

UPH 214 DESIGN INTERIORS EXPERIMENTAL LAB (6E) 3 credits
FORMERLY: UPH 231
PREREQUISITE: Permission of instructor
This course is an experimental lab in Design Interiors. It consists of demonstration by the instructor and experimentation by students. Upon completion, students should be able to demonstrate their knowledge of materials and other elements of design.

UPH 215 SHOP MANAGEMENT AND LAYOUT (3T) 3 credits
FORMERLY: UPH 133
PREREQUISITE: Permission of instructor
This course is designed to provide the student with necessary information to operate and manage an upholstery business. Emphasis is placed on shop layouts, necessary equipment, supplies, tax information, setting up an accounting system and managing work loads and inventory control in a simulated working atmosphere. Upon completion, students should be able to layout, perform set-up, and manage an upholstery business.

UPH 216 DRAPERIES, CORNICES, BEDDING (1T, 2E, 3M) 3 credits
FORMERLY: UPH 232
PREREQUISITE: Permission of instructor
This course provides the student with basic techniques in designing draperies, cornices, and bedding. Emphasis is placed on designing headboards, comforters, pillow shams, dust ruffles, cornices, pinch pleats, rod pockets, drapery, and various shades. Upon completion, students should be able to design functional draperies, cornices, and bedding accessories to contribute an aesthetic quality to the décor.

UPH 217 UPHOLSTERY CRAFTS AND ACCESSORIES (1T, 2E, 3M) 3 credits
FORMERLY: UPH 213
PREREQUISITE: Permission of instructor
This course is designed to teach the student to construct the most up-to-date crafts/accessories in upholstery. Emphasis is placed on creating patterns, designing crafts, using various fabrics, and identifying a list of new crafts using upholstery materials. Upon completion, students should be able to design upholstery crafts/accessories, create patterns, and use various fabrics.

UPH 221 AUTOMOTIVE UPHOLSTERY AND DESIGN (3T) 3 credits
FORMERLY: UPH 244
PREREQUISITE: Permission of instructor
This course is designed to introduce the student to several different types of automobile interior designs. Topics covered include fabric, vinyl and leather seat inserts, sheared and loop carpet, headliners, and interior panels. Upon completion, students should be able to select suitable materials and complete an automotive upholstery project using a style of their choice.

UPH 222 INTERIOR MATERIALS - FURNITURE (1T, 2E, 3M) 3 credits
FORMERLY: UPH 113
PREREQUISITE: Permission of instructor
This course is designed to teach the student to choose the most appropriate interior materials to be used on and with furniture. Emphasis is placed on wall paper, paint, upholstery fabrics, drapery fabrics, carpet, paneling, floor coverings, and window treatments. Upon completion, students should be able to utilize interior materials and to advise customers in planning décor.

UPH 223 INTERIOR MATERIALS-AUTO (1T, 2E, 3M) 3 credits
FORMERLY: UPH 243
PREREQUISITE: Permission of instructor
This course is designed to teach the student to use interior materials available in the ever-changing industry of automotive upholstery. Emphasis is placed on design, color, pattern, texture, type of vehicle, and durability of fabric to be used in customizing or restoring a vehicle to its original status. Upon completion, students should be able to select materials, match colors, choose suitable patterns, search for new materials, repair damaged materials, and contour new designs.

UPH 224 AUTO UPHOLSTERY DESIGN EXPERIMENTAL LAB (6E) 3 credits
PREREQUISITE: Permission of instructor
This course is an experimental lab in Automotive Upholstery/Design. It consists of demonstrations by the instructor and experimentation by the students. Upon completion, students should be able to apply appropriate techniques in Automotive Upholstery/Design.

UPH 225 ADVANCED FURNITURE TECHNIQUES (1T, 2E, 3M) 3 credits
FORMERLY: UPH 214
PREREQUISITE: Permission of instructor
This course is designed for instruction in advanced techniques of furniture coverings and design. Emphasis is placed on advanced cushion making, diamond tufting,

redesigning furniture frames, redesigning coverings, advanced skirts, headboards, and other specific projects. Upon completion, students should be able to perform advanced skills necessary to complete furniture redesigns and coverings.

UPH 226 ADVANCED AUTOMOTIVE TECHNIQUES (1T, 2E, 3M) 3 credits
PREREQUISITE: Permission of instructor
This course is designed to instruct the student in advanced automotive techniques necessary to perform skills to complete jobs. Emphasis is placed on tuck and roll, customization, convertible tops, and specialized techniques in boat seats, boat carpeting, tarps, and recreational vehicles. Upon completion, students should be able to apply advanced techniques and skills in any aspect of automotive upholstery.

UPH 227 QUILTING TECHNIQUES AND DESIGN (1T, 2E, 3M) 3 credits
PREREQUISITE: Permission of instructor
This course is designed to introduce the student to basic techniques in quilt design. Emphasis is placed on selecting colors, fabrics, and patterns; piecing; marking appliques; assembling quilt blocks; using a quilting machine; and using quilting techniques as applied to upholstery. Upon completion, students should be able to select colors, fabrics, assemble quilt pieces in a design, use appliques, and use basic techniques of quilting in upholstery projects.

UPH 281 SPECIAL TOPICS (3M) 1 credit
These courses are designed to allow the student to specialize in a particular area of study with minimum supervision in Upholstery/Design application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any automotive, furniture, or related area in Upholstery/Design. Upon completion, students should be able to work with minimum supervision and execute the necessary techniques to finish a live work project of their choice.

WELDING TECHNOLOGY (WDT)

WDT 111 CUTTING PROCESSES THEORY (1-3T, 0-4E, 0-6M) 2-3 credits
This course covers the rules of safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting, carbon arc cutting and plasma arc welding. Topics include safety, proper equipment setup, and identification of oxy-fuel, carbon arc cutting and plasma arc cutting equipment. Upon completion, students should be able to identify safety hazards, gases, equipment and components, and set up equipment for proper application.

WDT 112 SHIELDED METAL ARC FILLET THEORY (1-3T, 0-4E, 0-6M) 2-3 credits
This course provides the student with instruction on safety practices and terminology in the shielded metal arc welding (SMAW) processes. Emphasis is placed on safety, welding terminology, equipment identification, setup and operation, and related information in the shielded metal arc welding process. Upon completion, students should be able to identify safety hazards and welding equipment, understand welding terminology related to SMAW, and know the proper clothing to wear while in a welding environment.

WDT 113 BLUEPRINT READING (1-3T, 0-4E, 0-6M) 2-3 credits
FORMERLY: WDT 133
This course provides students with the understanding and fundamentals of industrial blueprint reading. Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations, and weld symbols. Upon completion, students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication.

WDT 114 GAS METAL ARC FILLET THEORY (1-3T, 0-4E, 0-6M) 2-3 credits
FORMERLY: WDT 132
This course introduces the student to the gas metal arc welding process. Emphasis is placed on safe operating practices, handling and storage of compressed gases, process principles, component identification, and base and filler metal identification. Upon completion, students should be able to identify safe operating practices and principles describing proper cylinder storage and identify base and filler metals.

WDT 151 CUTTING PROCESSES LAB (6-9M) 2-3 credits
FORMERLY: WDT 143
This course is designed to instruct students in the safe operation of oxy-fuel, plasma arc, and carbon arc cutting. Topics include safety, proper equipment and setup, and operation of oxy-fuel, plasma arc, and carbon arc cutting equipment with emphasis on straight line, curve, bevel, and gouging operation. Upon completion, students should be able to safely operate oxy-

fuel, plasma arc, and carbon arc equipment and perform those operations as per AWS D1.1.

WDT 152 SHIELDED METAL ARC FILLET WELDING (9M) 3 credits
PREREQUISITE: WDT 112 or Permission of instructor
This course introduces the student to the proper setup and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up for fillet joints. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F3 and F4 groups in accordance with AWS D1.1.

WDT 153 SHIELDED METAL ARC WELDING GROOVES (9M) 3 credits
FORMERLY: WDT 191
PREREQUISITE: WDT 112 or Permission of instructor
This course provides instruction and demonstration 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 size F3 and F4 group electrodes in all positions. Upon completion, students should be able to make visually acceptable groove weld joints in accordance with AWS D1.1 welding certification procedures.

WDT 154 GAS METAL ARC LAB (9M) 3 credits
FORMERLY: WDT 172
PREREQUISITE: WDT 112 or Permission of instructor
This course provides a period of instruction and demonstration using the various transfer methods of gas metal arc fillet welds. Topics included are safety, equipment setup, joint design and preparation, and gas flow rates. Upon completion, students should be able to perform fillet welds with the prescribed electrodes and transfer mode in various positions.

WDT 180 SPECIAL TOPICS (1-3T) 1-3 credits
This course allows the student to plan, execute, and present results of individual projects in welding. Emphasis is placed on enhancing skill attainment in the welding field. The student will be able to demonstrate and apply competencies identified and agree upon between the student and the instructor.

WDT 217 SMAW CARBON PIPE THEORY (1-3T, 0-4E, 0-6M) 2-3 credits
This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, electrodes, proper joint geometry, joint preparations, and fit-up in accordance with applicable code.

WDT 227 GAS TUNGSTEN ARC GROOVE THEORY (1-3T, 0-4E, 0-6M) 2-3 credits
FORMERLY: WDT 142
This course introduces the student to the gas tungsten arc welding process as described in AWS D1.1 for groove welding of ferrous and non-ferrous metals. Emphasis is placed on safe operating practices, joint and groove design, flowmeter operation, and amperage settings for each size and type of tungsten. Upon completion, students should be able to explain safe operating practices, purpose of the various tungsten end shapes, and determine correct amperage and flow times and rates.

WDT 257 SMAW CARBON PIPE LAB (9M) 3 credits
FORMERLY: WDT 293
COREQUISITE: WDT 217 or Permission of instructor
This course is designed to provide the student with skills in welding carbon steel pipe with the shielded metal arc weld (SMAW) process using electrodes in the F4 and F3 group. 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 266 EXPLORING METALWORKING LAB (9M) 3 credits
FORMERLY: WDT 294
PREREQUISITE: WDT 226 or Permission of instructor
This course provides instruction and demonstrations for both hand and power tools to help students build their own projects. Topics include tool and equipment safety, using measuring devices for layout, using hand and power tools to fabricate, and selecting the type of metal and welding process needed to build the project. Upon completion, students should be able to use safe work practices, select material and welding process, and build a project as designed in exploring metalworking theory.

WDT 267 GAS TUNGSTEN ARC GROOVE LAB (9M) 3 credits
FORMERLY: WDT 211
PREREQUISITE: WDT 227 or Permission of instructor
This course provides a period of instruction and demonstration with the gas tungsten arc process to produce groove welds, using both ferrous and non-ferrous metals, in all positions, according to AWS D1.1 code. Topics include safe operating principles, equipment setup, joint preparation, and selection of tungsten with emphasis placed on manipulative skills. Upon completion, students should be able to produce groove welds on ferrous and non-ferrous metals using the gas tungsten arc process according to AWS D1.1.

Course Descriptions

WDT 268 GAS TUNGSTEN ARC FILLET LAB (9M) 3 credits
FORMERLY: WDT 212
PREREQUISITE: WDT 114 or 132 or Permission of Instructor
This course provides a period of instruction and demonstration with the gas tungsten arc process to produce fillet welds, using both ferrous and non-ferrous metals, according to AWS code D1.1. Topics include safe operating principles, equipment setup, and correct selection of tungsten, polarity, shielding gas, and filler metals. Upon completion, students should be able to produce fillet welds on ferrous and non-ferrous metals, using the gas tungsten arc process according to AWS code D1.1.

WDT 269 BOILER TUBE LAB (9M) 3 credits
FORMERLY: WDT 292
PREREQUISITE: Permission of instructor
This course is designed to provide the student with the skills in welding boiler tubes using the gas tungsten arc and shielded metal arc welding processes using filler metals in the F6 and F4 groups to applicable code. Emphasis is placed on welding boiler tubes using the gas tungsten arc and shielded metal arc welding process in the 2G and 6G positions in accordance with the applicable code. Upon completion, students should be able to perform gas tungsten arc and shielded metal arc welding on boiler tubes with the prescribed filler metals in the 2G and 6G positions to the applicable code.

WDT 270 SHIELDED METAL ARC CERTIFICATION LAB (9M) 3 credits
FORMERLY: WDT 141
This course is designed to enhance skills with the shielded metal arc welding process on carbon steel plate using groove joints without backing. Emphasis is placed on joint preparation, fit-up, and welding groove joints without backing in the 1G, 2G, 3G, and 4G positions using electrodes in the F3 and F4 group. Upon completion, students should be able to perform groove welds on carbon steel plate with the prescribed electrodes in the 1G, 2G, 3G, and 4G positions in accordance with AWS D1.1 structural welding code.

WDT 281 SPECIAL TOPICS IN WELDING TECHNOLOGY (1-3T, 0-6E, 0-9M) 3 credits
This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs.

Administration
Faculty
Staff

COLLEGE ADMINISTRATION

OFFICE OF THE PRESIDENT

HARTSELL, ED. PRESIDENT. B.A.E., University of Florida; M.A.E., Florida Atlantic University; Ed.D., Auburn University.

HAWKINS, JACKIE, CPS. Secretary to the President. M.S.M., Faulkner University.

YOUNG, JERROD K. INTERIM EXECUTIVE ASSISTANT TO THE PRESIDENT. B.S., Mississippi State; M.S.E., The University of Alabama in Huntsville; Additional graduate credits.

CARPENTER, ED. School-to-Career Coordinator.

VACANT. EXECUTIVE VICE PRESIDENT.

GARRISON, DEBI, CPS. Secretary to the Executive Vice President. M.S.M., Faulkner University.

HALL, LAURA. ASSISTANT TO THE PRESIDENT FOR SPECIAL PROJECTS AND INSTITUTIONAL EFFECTIVENESS. B.S., Morris College; M.A., Ohio State University.

JORDAN, CAROLYN. Secretary.

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HUGHES, JAMES G. CHAIRPERSON, DIVISION OF TECHNOLOGIES. A.A.S., Calhoun Community College; B.S., Athens State College.

SOMMERVILLE, ROBERTA. Secretary, Division of Technologies.

BLIZZARD, MIKE. MACHINE TOOL TECHNOLOGY. A.A.S., Calhoun Community College; B.S., Athens State College.

BRIDGES, JAMES MICHAEL. AEROSPACE TECHNOLOGY, MACHINE AND FABRICATION SPECIALIST. B. S., Athens State Univeristy.

GIBBS, CHRIS. MACHINE TOOL TECHNOLOGY LAB ASSISTANT.

HOLMES, DENNIS. AEROSPACE TECHNOLOGY, STRUCTURE AND ASSEMBLY SPECIALIST.

PARTON, BEN. REFRIGERATION AND AIR CONDITIONING. A.A.S., Calhoun Community College; B.S., Athens State College.

RICHARDSON, JOSEPH. MACHINE TOOL TECHNOLOGY. A.A.S., Calhoun Community College; B.S., Athens State College.

TAYLOR, RONALD M. ELECTRICITY. A.A.S., Shoals Community College; B.S., Athens State University.

TEPPER, WILLIAM L. APPRENTICESHIPS. B.S., Athens State University.

DIVISION OF SOCIAL SCIENCES

ARMOR, JERRY. CHAIRPERSON, DIVISION OF SOCIAL SCIENCES. B.A., Samford University; M.S., Troy State University; Ph.D., The University of Alabama.

JOHNSON, JUDY. Secretary, Division of Social Sciences.
BROOKS, BRENDA. Teacher, Child Development Laboratory.
SATTERFIELD, SUSAN. Teacher, Child Development Laboratory.

ANDERSON, KENNETH. PSYCHOLOGY. B.A., Oakwood College; M.S., Alabama A&M University.

BLALOCK, CARMEN. SOCIOLOGY. B.S., M.S., Ed.D., The University of Alabama.

CHENAULT, CAROL. PROGRAM LEADER;BEHAVIORAL SCIENCE. B.S., Athens College; M.S., Auburn University; Ed.D, The University of Alabama.

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FELTS, DELL. PROGRAM LEADER/HISTORY AND POLITICAL SCIENCE. B.A.E., M.S.S., University of Mississippi; Ed.D., The University of Alabama.

KING, J. CRAWFORD, Jr. HISTORY. B.A., M.A., Ph.D., The University of Alabama.

KINNEY, A. MICHAEL. HISTORY AND POLITICAL SCIENCE. B.S., University of Maryland; M.S., D.A., Illinois State University.

SIMMONS, ROBERT B. HISTORY AND GEOGRAPHY. B.S., The University of Alabama; B.A., M.A.T., Athens State College; Additional graduate credits.

HUNTSVILLE/ CUMMINGS RESEARCH PARK

YARBROUGH, MARY M. DEAN, RESEARCH PARK. B.S., PH.D., The University of Alabama; M.S., Auburn University.

BURKE, WAYMON E. CHAIRPERSON, GENERAL DIVISION/ RESEARCH PARK. A.S., Calhoun Community College; B.A., University of Montevallo; M.Ed., Alabama A&M University; Ph.D., The University of Alabama.

BRASHER, CHARLES. Administrative Assistant/Cummings Research Park (p.t.)

DARWIN, MARILYN. VA Coordinator, Financial Aid.

HILLIARD, ANTHONY. General Maintenance.

JOHNSON, DAVID. Weekend Coordinator/Research Park (p.t.)

KELLEY, LINDA. Evening Secretary/Cummings Research Park (p.t.)

NEWMAN, LINDA. Lab Assistant/Cummings Research Park.

OTT, DEBBIE. Administrative Secretary/Cummings Research Park

PLEASURE, SADIE. Weekend Secretary/Cummings Research Park (p.t.)

TERRY, BILLY. Maintenance.

USERY, SHARON. Secretary/Cummings Research Park.

WASHINGTON, WYLA T. Interim Director, Professional Certifications. B.S., M.S., Alabama A&M University.

VACANT. Administrative Assistant, Student Affairs

FACULTY

ALFORD, RODNEY. PROGRAM LEADER/MATHEMATICS. B.S., Auburn University; M.Ed., Alabama A&M University.

CARROLL, ELOISE H. OFFICE ADMINISTRATION. B.S., M.S., Alabama A & M University; Additional graduate credits.

NORWOOD, RON. PARALEGAL. J. D., Columbia University School of Law; LL.M., The University of Alabama School of Law.

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THAMES, ELIZABETH M. PROGRAM LEADER/ENGLISH. B.S., The University of Alabama; M.S.W., University of North Carolina; M.A., The University of Alabama in Huntsville.

LIMESTONE CORRECTIONAL FACILITY

NEWSOM, OTTIE L. DIRECTOR OF INSTRUCTION. B.S., M.Ed., Auburn University; Additional graduate credits.

McCAY, PAT. Secretary.

BRYANT, JOHN DAVID. WELDING. A.A.S., Calhoun Community College; B.S., Athens State College.

EMBODY, DAVID. UPHOLSTERY. Diploma, Calhoun Community College.

FRANKLIN, HERSHEL. DRAFTING. A.A.S., Calhoun Community College

HALL, CHRISTOPHER. ADULT LITERACY. B.S., M.S., Alabama A & M University.

JIMERSON, GLEN. CONSTRUCTION TRADES. A.A.S., Northeast Alabama State Junior College.

PARKER, CHARLES LYNN. DRAFTING. Vocational Diploma, A.A.S., Calhoun Community College.; B.S., Athens State College.

REESE, WILLIAM TOM. AUTO MECHANICS. B.S., Athens State College.

RICHARDSON, JULIUS. AUTO MECHANICS-CONSTRUCTION-UPHOLSTERY LAB ASSISTANT. A.S., Science, Central Texas College.

SCOTT, JIMMY. AUTO BODY REPAIR. College credit in Auto Body Repair, Calhoun Community College; B.S. Athens State College.

WILLIAMS, TERRY. AUTO BODY-HORTICULTURE-WELDING LAB ASSISTANT. Welding Diploma, Muscle Shoals State Technical College.

WILLIAMSON, HOYT E., JR. HORTICULTURE. B.S., Auburn University; M.S., Alabama A & M University.

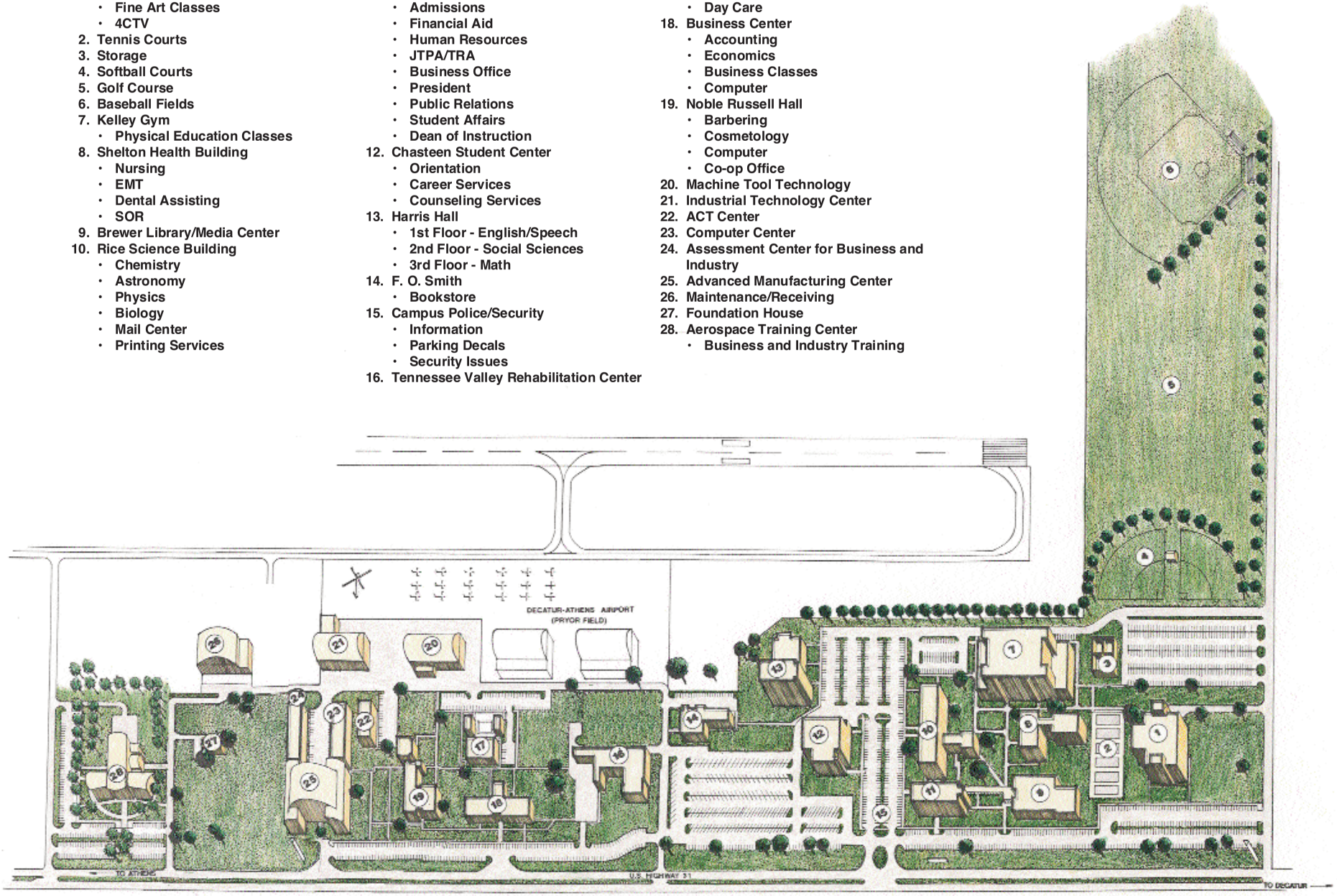
REDSTONE ARSENAL SITE

LYBARGER, JOHN. DIRECTOR. B.G.S., University of Nebraska; M.A., Webster University; M.S., University of Denver; Ed.S., Ball State University; Additional graduate credits.

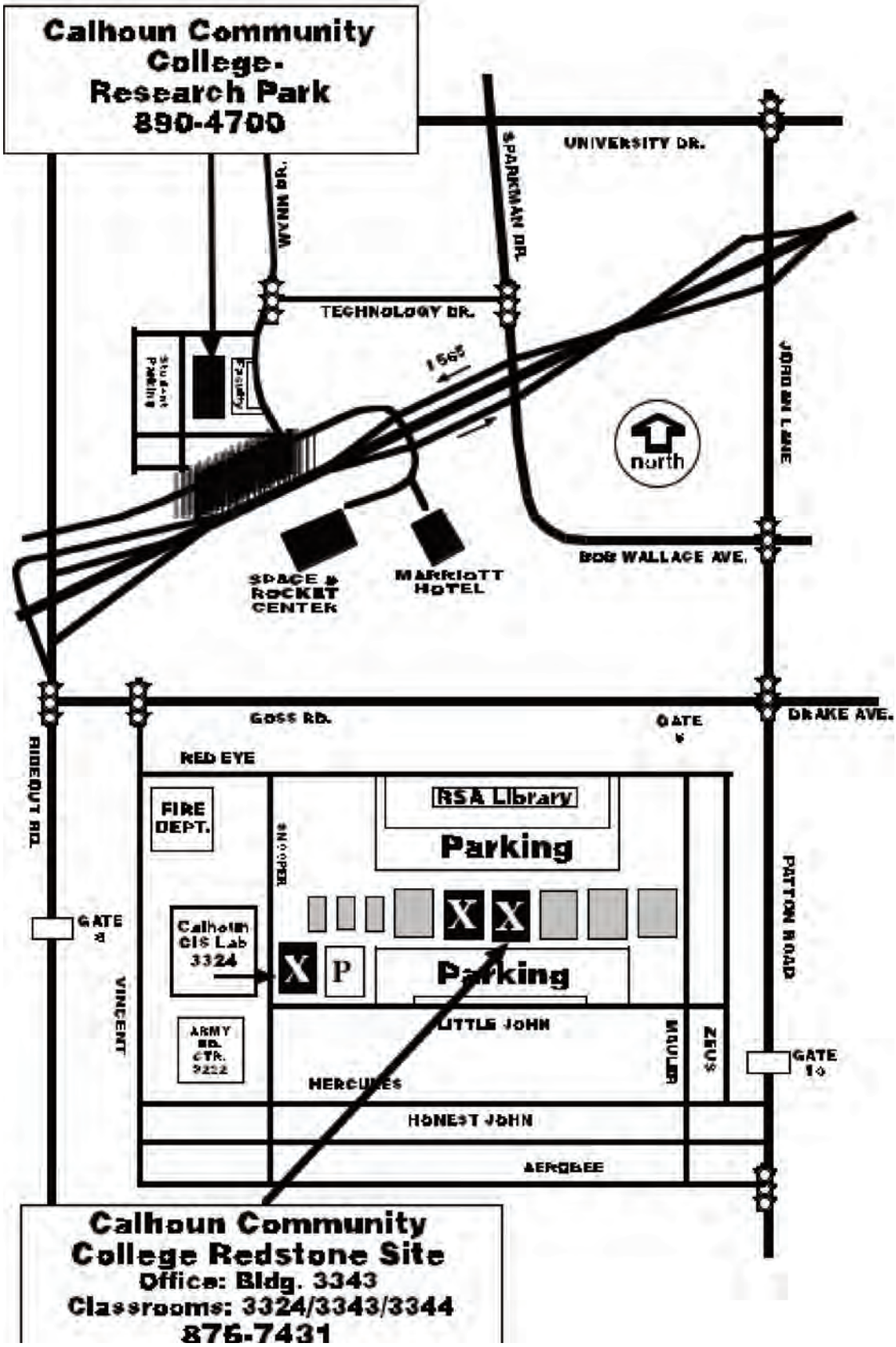
PAWLUK, BETH. Evening Instructional Support.
PAWLUK, NICHOLAS. Computer Lab Assistant.
SALYER, PHYLLIS. Administrative Secretary.
VACANT. Administrative Assistant.

DECATUR CAMPUS MAP

1. Fine Arts Building
   - Fine Art Classes
   - 4CTV
2. Tennis Courts
3. Storage
4. Softball Courts
5. Golf Course
6. Baseball Fields
7. Kelley Gym
   - Physical Education Classes
8. Shelton Health Building
   - Nursing
   - EMT
   - Dental Assisting
   - SOR
9. Brewer Library/Media Center
10. Rice Science Building
    - Chemistry
    - Astronomy
    - Physics
    - Biology
    - Mail Center
    - Printing Services
11. Wallace Administration Building
    - Admissions
    - Financial Aid
    - Human Resources
    - JTPA/TRA
    - Business Office
    - President
    - Public Relations
    - Student Affairs
    - Dean of Instruction
12. Chasteen Student Center
    - Orientation
    - Career Services
    - Counseling Services
13. Harris Hall
    - 1st Floor - English/Speech
    - 2nd Floor - Social Sciences
    - 3rd Floor - Math
14. F. O. Smith
    - Bookstore
15. Campus Police/Security
    - Information
    - Parking Decals
    - Security Issues
16. Tennessee Valley Rehabilitation Center
17. Child Development Center
    - Day Care
18. Business Center
    - Accounting
    - Economics
    - Business Classes
    - Computer
19. Noble Russell Hall
    - Barbering
    - Cosmetology
    - Computer
    - Co-op Office
20. Machine Tool Technology
21. Industrial Technology Center
22. ACT Center
23. Computer Center
24. Assessment Center for Business and Industry
25. Advanced Manufacturing Center
26. Maintenance/Receiving
27. Foundation House
28. Aerospace Training Center
    - Business and Industry Training



Huntsville Site Map



HUNTSVILLE/RESEARCH PARK MAP

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The Alabama College System

Vision, Mission, Goals, and Objectives

Vision Statement

The Alabama College System believes education improves the life of every individual and advances society as a whole.

Mission Statement

The Alabama College System, consisting of public two-year community, junior, and technical colleges and an upper division university, seeks to provide accessible quality educational opportunities, promote economic growth, and enhance the quality of life for the people of Alabama.

Goals

- To provide accessible quality educational opportunities.
- To promote economic growth.
- To enhance the quality of life.

Objectives

The Alabama College System shall provide:

- General education and other collegiate programs at the freshman and sophomore levels that prepare students for transfer to other colleges and universities.
- Technical, vocational, and career education that prepares students for immediate employment, retrains existing employees, and promotes local and state economic stability and competitiveness.
- An upper division university that provides selected baccalaureate opportunities for students within the postsecondary system.
- Developmental education that assists individuals in improving learning skills and overcoming educational deficiencies.
- Student services and activities that assist individuals in formulating and achieving their educational goals.
- Learning resources that support the needs of the institution and the community.
- Business and industry development training that meets employer needs.
- Continuing education and personal enrichment opportunities that support life-long learning and the civic, social, and cultural quality of life.
- Expanded partnerships with schools and school systems in the state to deliver seamless educational options and supportive articulation services.

2002-2003 Student Handbook

DIRECTORY

12-MONTH CALENDAR
2002-2003

SEPTEMBER

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AUGUST

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31						

If Your Problem Concerns:	You Should Contact:
Absences	Instructor
Academic Advising	Advising Center
Academic Programs	Dean of Instruction
Address Change	Admissions Office
Adding or Dropping a Class	Admissions Office
Admissions	Admissions Office
Auditing a Course(s)	Registrar
Books/Supplies	Bookstore
Bus (riding to college)	Receptionist
Career Information	Career Services
Catalogues	Admissions Office
Clubs & Organizations	Student Activities
Counseling (Decatur Campus)	Advising Center
Counseling Advising (Huntsville/RSA)	Counselor H-RSA
Disabilities	Services for Persons with Disabilities
English Difficulties	English/Math Learning Ctr
Extension Courses	Admissions Office
Evening Program	Director of Evening Program
Fees	Business Office
Final Exams (Missing of)	Dean of Instruction
Financial Aid	Director of Student Financial Services
First Aid and Health Concerns	Campus Police/Security
Forming a Club	Student Activities Coordinator
GED Testing	Advising Center
Grade Change	Instructor
Grades	Instructor
Graduation Applications	Admissions
Graduation	Admissions
Honors Classes	Director of Honors Program
Insurance (student)	Business Office
Job Placement	Career Services
Lost and Found	Campus Police
Math Difficulties	English/Math Learning Ctr.
Music (Band and/or Chorus)	Music Department
Parking	Security
Parking Permits	Security
Personal Problems	Counselor or Faculty
Placement Tests	Admissions Office
Probation and Suspension	Dean of Instruction
Quality Points	Admissions Office
Refunds	Business Office
Registration	Admissions Office
Rooms for Meeting in Student Center	Counseling Center
Scholarships	Director of Student Financial Services
Selective Service	Student Financial Services
Social Functions	SGA
Student Government Association	Student Government Office
Students on Transfer Program	Advising Center
Testing (all types-personal)	Advising Center
Transcripts	Admissions Office
Transfer	Advising Center
Transfer Credit to Calhoun	Registrar
Tutoring	Developmental Services-Special Services-EOC
Veterans' Affairs	Director of Student Financial Services
Veterans' Tutoring Service	Director of Student Financial Services
Withdrawal (from College or certain courses)	Admissions Office
Work Study	Director of Student Financial Services

REGISTRATION INFORMATION

COURSE PLACEMENT TESTING

Applicants and students are required to complete a course placement examination prior to enrollment in any English, reading, or mathematics course unless the student qualifies for an exemption listed below. Course placement testing is mandatory; students may not enroll for any course above the level designated by the placement exam.

Placement testing is available using untimed computerized testing. Individual computerized testing appointments may be scheduled by calling the Advising Centers.

DECATUR CAMPUS
Chasteen Student Center
306-2648

HUNTSVILLE/RESEARCH PARK
Room 101P
890-4770

REDSTONE ARSENAL
Building 3343
876-7431

EXEMPTIONS TO COURSE PLACEMENT TESTING POLICY

1. Successful completion of English and/or mathematics course(s) at a regionally accredited college or university. The level of the course(s) successfully completed determines the level of course(s) for which a student may be eligible. Example: a student who completes an intermediate college algebra class is not eligible for a calculus course, but rather the next course in sequence.

2. An ACT English score of 20 or better or a SAT Verbal of 480 or better exempts the placement requirement for English 101.

3. An ACT mathematics score of 20 or better or a SAT Math of 526 or better exempts the placement requirement for college mathematics courses. Placement is based on the high school background of the student in consultation with an academic advisor.

NOTE: Exemptions to the Course Placement Testing Policy must be documented by submission of ACT or SAT score reports and/or submission of official college transcripts. ACT or SAT scores should be within two years of high school graduation.

EXIT TESTING

Any student pursuing an Associate in Applied Science Degree or a Certificate may be required to successfully complete an exit examination before the degree or certificate will be awarded. Currently, exit testing involves the use of ACT's WorKeys.

ADVISING CENTERS

Advising Centers staffed by advisors and counselors are open and operational on the Decatur Campus, Huntsville/Research Park location, and for limited hours at the Redstone Arsenal site. The personnel manning the centers will help students plan their schedule, plan their program of study, and register for classes. New students are required to meet with Advising Center personnel. Students may stop by or call for an appointment at the numbers listed below.

DECATUR CAMPUS
Chasteen Student Center (256) 306-2648
Hours: 8:00 a.m. - 7:00 p.m. M-TH
8:00 a.m. - 12:00 Noon F

HUNTSVILLE/RESEARCH PARK
Room 101R (256) 890-4770
Hours: 12:00 Noon - 7:00 p.m. M-TH

REDSTONE ARSENAL SITE
Building 3343 (256) 876-7431
Little John Rd. near Gate 10 Patton Rd.

WEB ACCESS
www.calhoun.edu

Calhoun has installed a Web system accessible by the internet that allows eligible students to:

- Register for classes.
- Check (view) their schedule for a specific term.
- Check their grades by term.
- Drop and add classes during specific time periods.
- Search for open classes.
- Pay tuition and fees online.

In order to use Calhoun's Web system, eligible students must have:

- An assigned seven digit college identification number,
- An assigned seven digit Personal Identification Number (PIN),
- Access to the internet,
- No holds or restrictions that prohibit registration.

Access Calhoun's website by going to www.calhoun.edu, click on Online Services, and follow the Student Self Service link.

STUDENT ACTIVITIES

Student activities at Calhoun present various opportunities for students to participate in educational experiences not otherwise provided in the curriculum. The student activities program at Calhoun Community College is the responsibility of the students through the Student Government Association. The purpose of the Student Government Association is to represent every student as a direct line of communication to staff, faculty, and administration. The Student Government Association operates under the direction and supervision of the Student Activities Facilitator and the Assistant Dean for Student Affairs.

STUDENT GOVERNMENT ASSOCIATION

The SGA is intended to provide for active student self-government; to encourage mutual respect among students, faculty, and administrators; to promote the involvement of students in community programs and projects; to provide social and recreational outlets for all students; to function as an organized and realistic laboratory through which students may acquire and "try out" those skills necessary for living in and improving their communities. Calhoun Community College encourages student participation in institutional decision-making. The SGA represents student views to the college administration through representation on the College Council, College Cabinet, Discipline Committee, and the Parking/Traffic Appeals Committee, as well as other special appointments. Calhoun's College Council consists of full-time faculty, counselors, librarians, and administrators; selected representatives of the part-time faculty; and members of the Support Personnel Council and SGA. The College Cabinet consists of elected representatives from the above groups and serves as the executive group for the College Council. All students should take an active part in the SGA by (1) voting in every election; (2) taking the initiative to run for offices; and (3) conveying ideas and/or requests to elected student representatives.

The office of the SGA is located in the Chasteen Student Center, with regular hours maintained by the student government officials. All students are urged to meet with their representatives and to take an active part in the affairs of the student government.

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

PREAMBLE

The purpose of this Student Government Association Constitution is to provide a fair and just system of representation for every student at Calhoun Community College so that, through this representation, a direct line of communication will always be open from each student to Student Government officers and personnel, as well as from those officers and personnel to staff, faculty, and administration. These open lines of communication will foster a high degree of service to students and employees, as well as stimulate appreciation of the privileges and responsibilities of citizenship in a democratic society.

ARTICLE I NAME, PURPOSE, MEMBERSHIP

Section 1. Name

The name of this organization shall be the Calhoun Community College Student Government Association, hereinafter referred to as SGA.

Section 2. Purpose

The purpose of the SGA shall be to serve the college by representing the student body and its concerns by communicating these concerns to the students, faculty, and administrators through representation in the College Council, the College Cabinet, and various other college committees.

Furthermore, the purpose of the SGA shall be to present various opportunities for students to participate in educational, social, and cultural experiences not otherwise provided in the curriculum.

Section 3. Membership

The SGA shall be composed of all currently enrolled students. These students shall be represented by the elected Executive and Legislative branches.

ARTICLE II ADMINISTRATIVE DEPARTMENTS

Section 1. Branches

The SGA shall be composed of the Executive and Legislative Branches.

ARTICLE III POWERS OF EXECUTIVE BRANCH

Section 1. Executive Members

All executive powers of the SGA shall be vested in these members: President, Vice President, Secretary and Treasurer.

Section 2. Powers and Duties of the President

A. Administer and enforce the SGA Constitution, its by-laws, and student senate statutes.
B. Appoint committee chairpersons and committee members, and make a recommendation for the removal of a committee chairperson or committee member.
C. Instruct and require reports from executive officers and committee chairs.
D. Call and preside over bi-monthly meetings of the SGA and the Executive Branch.
E. Make recommendations for legislation to the Student Senate.
F. Serve, or appoint a member of the elected body of the SGA to serve, on the Discipline Committee, Student Activities Advisory Committee, College Council, College Cabinet, and other appropriate institutional committees.
G. Keep regular, posted SGA office hours - three (3) to five (5) hours a week - approved by the SGA Advisor or Assistant Dean for Student Affairs.
H. Have only membership status in other Calhoun clubs or organizations.
I. Serve in all other proper and necessary capacities as assigned by the SGA Advisor or Assistant Dean for Student Affairs.

Section 3. Powers and Duties of the Vice President

A. In the absence of the President, assume the powers and duties of the President.
B. In the event of the President's resignation or removal from office, assume the office of the President until the next regularly scheduled election.
C. Serve in an advisory capacity to all SGA committees and require weekly, written reports from committee chairs.
D. Keep regular, posted SGA office hours - three (3) to five (5) hours a week - approved by SGA Advisor or Assistant Dean for Student Affairs.
E. Process correspondence for the SGA.

Section 4. Powers and Duties of the Secretary

A. Record and report the minutes of each meeting of the SGA and the Executive Branch.
B. Submit to the SGA President, SGA Advisor, and Assistant Dean for Student Affairs, bi-monthly typed written minutes of the SGA and Executive Branch meetings.
C. Serve as corresponding secretary for the Executive Branch.
D. Call or check roll (or make provisions for the task) at each meeting and activity and keep a permanent record of attendance.
E. Keep regular, posted SGA office hours - three (3) to five (5) hours a week - approved by the SGA Advisor or Assistant Dean for Student Affairs.
F. Keep the SGA Constitution updated as it is amended.

Section 5. Powers and Duties of the Treasurer

A. Be responsible for writing all SGA purchase orders.
B. Give a weekly report to the SGA Executive and Legislative Branches.
C. Give a monthly report to the SGA Advisor and Assistant Dean for Student Affairs.
D. Keep a record of all SGA monies.
E. Keep regular, posted SGA office hours - three (3) to five (5) hours a week - approved by the SGA Advisor or Assistant Dean for Student Affairs.

ARTICLE IV POWERS OF LEGISLATIVE BRANCH

Section 1. Legislative Members

The legislative powers of the SGA shall be vested in:
- Ten (10) representatives elected at large from the student body.
- One (1) active member of each Calhoun club or organization with a demonstrable membership of at least 15 active members, having the appropriate SGA qualifications, who are elected by the membership of that club.

Section 2. Powers and Duties of the Legislative Branch

A. Administer and enforce the SGA Constitution.
B. Propose amendments to the SGA Constitution.
C. Be responsible for attending all SGA meetings and participating in all SGA activities, unless excused by the SGA Advisor or Assistant Dean for Student Affairs.
D. Require student publications to print such notices as it may deem necessary for the information of members of the SGA, but shall have no powers to restrict freedom of expression in student publications.
E. Have the responsibility and right to formulate procedures and rules of practice to be followed by the Senate.
F. Keep regular, posted SGA office hours - minimum one (1) hour a week.
G. Elect from its membership a parliamentarian, who shall have the following duties:

    1. Advising the chair on parliamentary matters for which purpose he/she will have on hand at each meeting a copy of Robert's Rules of Order, Newly Revised and a copy of the SGA Constitution.
    2. Calling expiration of time at regular meetings.

ARTICLE V QUALIFICATIONS FOR EXECUTIVE AND LEGISLATIVE BRANCHES

Section 1. Qualifications of Executive Branch

A. Any student running for SGA President must have prior Calhoun SGA experience.
B. Officers shall be students in good standing taking at least 12 semester hours. Each officer shall maintain a 2.5 or better overall grade point average during his or her term of office.
C. The Secretary and Treasurer must have demonstrated computing skills.

Section 2. Qualifications for Legislative Branch

A. All senators of the student body shall be students in good standing taking at least 9 semester hours. Each senator shall maintain a 2.5 or better overall grade point average during his or her term of office.
B. First semester freshmen desiring to run for election shall do so on the basis of high school grades.

ARTICLE VI ELECTIONS AND SUCCESSION

Section 1. Election of Executive Branch

A. All officers and two (2) senators of the SGA shall be elected and installed to assume office during the month of March.
B. Any qualified student may be placed on the official ballot by submitting to the SGA Advisor or Assistant Dean for Student Affairs an application fourteen (14) days prior to the election with 2.5 grade point average verified by the Director of Admissions.

Section 2. Election of Legislative Branch

A. Eight senators of the SGA shall be elected and installed to assume office during the month of September.

B. Any qualified student may be placed on the official ballot by submitting to the SGA Advisor or Assistant Dean for Student Affairs a Letter of Intent with grade point average verified by the Director of Admissions.

Section 3. Election Procedures

A. All elections shall be by secret ballot.
B. Each student shall present his/her current Calhoun I.D. number and picture identification.

Section 4. Succession

A. The President shall be succeeded by the Vice President of the student body.
B. The Vice President shall be succeeded by nominations from the executive board to be voted on by the SGA.
C. All other vacancies of officers shall be filled by election within the governing body by 2/3 vote of the members present. (See Article XI, Section 2.)
D. All senatorial vacancies shall be filled by the candidate with the next highest vote in the prior election. If the quorum of the original members isn't met, nominations will be taken from the floor and elected by a 2/3 vote. (See Article XI, Section 2.)

E. If there is a quorum of the original members, then no new senators will be expected after the fall semester.

ARTICLE VII CONTINUITY OF SERVICE

Section 1. Executive Branch

A. An Executive member in the SGA will be removed from office by a 2/3 vote of the governing body only after the cause has been deemed just by the Student Senate.
B. An executive member of the SGA will be removed from office for failure to uphold the oath of office.
C. Any disciplinary action taken against an executive member of the SGA by the Discipline Committee may be deemed just cause for removal from office.
D. An executive member of the SGA nominated for removal from office shall have the right to be informed in advance and be present at the meeting for the purpose of defending himself/herself.
E. Without a vote of the Senate, an executive member of the SGA will be removed from office for failure to attend meetings, scheduled activities, or failure to meet the GPA requirements. Excuses for absences must be obtained from the SGA President or SGA Advisor. Any more than three (3) unexcused absences from meetings or activities will be deemed just cause for immediate removal from office by the SGA Advisor or Assistant Dean for Student Affairs.
F. Legislative members can remove a committee chair or co-chair by a majority vote upon a recommendation from the SGA President or the SGA Advisor.
G. If a legislative member is removed, he/she must be replaced within two (2) weeks.

Section 2. Legislative Branch

A. A legislative member in the SGA will be removed from office by a 2/3 vote of the governing body only after the cause has been deemed just by the Student Senate.
B. A legislative member of the SGA will be removed from office for failure to uphold the oath of office.
C. A senator will be removed from office without a vote of the senate for failure to attend meetings, scheduled activities, or failure to meet the GPA requirements. Excuses for absences must be obtained from the SGA President or SGA Advisor. Any more than three (3) unexcused absences from meetings or activities will be deemed just cause for immediate removal from office by the SGA Advisor.
D. Any disciplinary action taken against a legislative member of the SGA by the Discipline Committee will be deemed just cause for removal from office.
E. A legislative member of the SGA nominated for removal from office shall have the right to be present at the meeting for the purpose of defending himself/herself.

ARTICLE VIII OATH OF OFFICE

Section 1. Oath of Office

I solemnly swear (or affirm) that I will faithfully execute the office (Name of Office). I will act always in the best interest of Calhoun Community College and will, to the best of my ability, preserve, protect, and enforce the SGA Constitution of Calhoun Community College.

Section 2. Upholding Oath of Office

Any elected or appointed officer shall uphold the oath of office or shall be dismissed from the SGA.

ARTICLE IX MEETINGS

Section 1. General Sessions

The bi-monthly meetings will be held the first and third Thursdays of each month in the Chasteen Student Center, Decatur campus. A committee of at least three (3) members, including one (1) member of the Executive Board, will be appointed by the SGA President and hold a public meeting at least once per semester at the Research Park location.

Section 2. Executive Meetings

The Executive Branch of the SGA shall meet once a week for the purpose of planning.

Section 3. Special Meetings

Special meetings shall be called when deemed necessary.

ARTICLE X RULES OF ORDER

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the SGA in all cases in which these rules are not inconsistent with the by-laws and any special rules of order the SGA may adopt.

ARTICLE XI CONSTITUTIONAL AMENDMENTS

Section 1. Amendments

A. An amendment to the SGA Constitution may be proposed during a regular meeting by any SGA member.
B. After review by an appointed committee, amendments to the SGA Constitution must be ratified by 3/4 of the active, elected membership.

Section 2. Quorum

A quorum shall be defined as 3/4 of the active, elected membership; a quorum must be present to vote on ANY official business.

Effective 10/00

NOTE: Each SGA member will be required to serve on committees, which include some listed below (subject to change):

- *Comedy Club*
- *Costume Contest*
- *Food/Hospitality*
- *Pool Tournament*
- *Disciplinary*
- *Spring Fest*
- *Parking Appeals*
- *Blood Drive*
- *Homecoming*

STUDENT ORGANIZATIONS AND CLUBS

Cocurricular organizations and clubs are recognized as an integral part of the total educational program of Calhoun Community College. Students are encouraged to participate in organizations and clubs in order to share their talents and ideas with classmates and college staff, to influence positively the total college program, to enhance personal skills through leadership experiences, and to enjoy a fuller social life through contacts made in cocurricular activities.

The student activities program at Calhoun Community College is the responsibility of the students through the Student Government Association. The purpose of the SGA is to represent every student as a direct line of communication to staff, faculty, and administration. The SGA operates under the direction of the Student Activities Facilitator and the Assistant Dean for Student Affairs.

THE FOLLOWING IS A LIST OF CAMPUS ORGANIZATIONS AND BRIEF DESCRIPTIONS OF THEIR FUNCTIONS.

Calhoun's College Council - consists of full-time faculty, counselors, librarians, and administrators; selected representatives of the part-time faculty; and members of the Support Personnel Council and SGA. The College Cabinet consists of elected representatives from the above groups and serves as the executive group for the College Council.

Student Government Association - represents student views to the college administration and coordinates and carries out the Student Activities Program. Officers and two senators are elected in May. Eight senators are elected in September. Petitions to run for SGA may be acquired from the Student Activities Facilitator or SGA office. The SGA President, Vice President, Secretary, and Treasurer receive a tuition scholarship for the academic year.

Calhoun Community College encourages student participation in institutional decision-making. The Student Government Association represents student views to the college administration through representation on the College Council, College Cabinet, Discipline Committee, Parking/Traffic Appeals Committee, as well as other special appointments. Kelly Hovater, Sponsor - Student Activities Facilitator (SA) (306-2640)

College Daze – Students plan, write, lay out, and distribute a newspaper twice a semester. Reporters, photographers, and hard workers are all welcome. Sponsor - Steve Calatrello (306-2716)
Meets: A two credit hour class, meets Tuesdays and Thursdays from 12:30 - 1:30 p.m. in room 224 of the Chasteen Student Center.

Warhawks (Hosts and Hostesses) – The Warhawks are Calhoun's official hosts and hostesses. They represent the college at official functions, give campus tours, host student and faculty receptions, represent Calhoun Community College at various high school programs, assist with Scholars' Bowl competitions, and lots of other exciting activities. It's a great way to meet other students, faculty and administrators, and become involved in student activities. Some of the requirements for being a Warhawk are a positive attitude, a minimum GPA of 2.5, and nine hours. Sponsors - Mattie Burks (306-2614) and Carla Swinney (306-2870). Meets: Every Monday at 1:00 p.m., SGA Conference Room.

THE FOLLOWING IS A LIST OF CALHOUN'S CLUBS AND BRIEF DESCRIPTIONS OF THEIR FUNCTIONS.

Allied Health Students Assn. – gives students in the area of Allied Health a chance to meet, form new friendships, and learn more about the fields of Allied Health. Sponsor - Grant Wilson, 306-2950 (Shelton) Meets: TBA

BACCHUS/S.A.D.D. – A national award-winning, creative drug prevention education program. This student-led group utilizes the peer approach in a fun and exciting way to combat the major killer of teenagers and young adults due to alcohol-related car crashes and failure to wear seat belts. Sponsor - Kelly Hovater. Meets: TBA, Chasteen Student Center.

Black Students' Alliance Club – A one-of-a-kind group open to all students who want to get to know other students, talk about/plan activities, resolve questions or issues pertaining to Black students, respond to campus and community concerns, and enjoy college life together. Sponsor - Dr. Izora Harrison (306-2635), Chasteen Student Center, room 223. Meets: TBA.

Campus Ministries – Helps students increase their Christian faith, witness, and have fellowship with other Christians. Sponsor - Jerry Armor (306-2746). Campus minister, Virginia Alexander. Meets: Every Wednesday at 11:00 a.m., 12:00 noon, and 1:00 p.m., Chasteen Student Center.

The Centurions – The purpose is to assist individuals with disabilities as they gain access to all programs and facilities at Calhoun Community College; to increase awareness of the needs of individuals with disabilities; and to provide a support system for students with disabling conditions. Members do not have to have a disability to be a member. Sponsor - Randy Engle (306-2768). Meeting times and dates: TBA.

Criminal Justice Club – This club is primarily for students who are majoring in one of the Criminal Justice degrees, but is open to anyone who is interested in the field. The meetings often have guest speakers from Criminal Justice agencies. Refreshments and a meal are occasionally provided. The club annually sponsors a needy family at Christmas, has one major fund-raising event each year, participates in Spring Fest, and has an annual banquet in the Spring. There are usually one or two club-sponsored trips each year. Sponsor - Dr. Jerry Armor (306-2746), Harris Hall, room 246. Meets: TBA.

Dental Assistants Club – promotes education of dental assistant students, improves and sustains the profession, and advances the dental profession and the improvement of dental health. Sponsor - Pat Stueck, 306-2812 (S219). Meets: TBA.

Drama Club - auxiliary to theatre program whose purpose is to foster student interest in theatre arts by attendance at off-campus theatre performances. Sponsor - William Godsey, 306-2701, e-mail: wmg @calhoun.cc.al.us, (HH) Meets: TBA.

IAAP (International Association of Administrative Professionals) - IAAP's mission is to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence, and influence. Sponsor - Ms.. Eloise Carroll, 306-4732. Meets: 11:00 a.m. the first Saturday of each month at Huntsville/Research Park site, Room 19.

MENC (Music Club) - acquaints students with the privileges, responsibilities, and leaders of the music profession. Sponsor - Jim Crawley, 306-2691. Meeting dates and times: TBA.

Native American Club - This club is for students who are of Native American descent or for students who are interested in learning about the varied cultures that make up the Native American Community of North America. It is dedicated to preserving native American Heritage and educating the public at large about Native Americans and their rich cultural heritage. Sponsor: Dr. Carmen Blalock (306-2755), Harris Hall. Meeting dates and times TBA.

Nursing Students Association - promotes citizenship, leadership and fellowship; encourages responsibility for maintenance of high ideals for the nursing profession; encourages future participation in professional nursing organizations. Sponsors - Ann Bianchi, 306-2809 and Misty White, 306-2796. Meeting dates and times: TBA.

Phi Theta Kappa - Phi Theta Kappa is an international honor society. Students who meet the requirements are inducted by invitation. Newsletters announce club meetings, i.e., date, place, and time. Phi Theta Kappa has many campus and community service projects throughout the year. We make involvement in community service very accessible to our members by conducting projects in each of the surrounding counties. Members are encouraged to be active in our organization so they may fellowship with peers and other chapter members and enjoy a well-rounded college experience. Sponsor - Jack Barham (306-2723); Meeting dates and times TBA. Decatur campus meeting site, Chasteen Student Center; Huntsville/Cummings Research Park meeting site, Room 101 D.

Photography Club - The Calhoun Community College Photo Club meets monthly, and features fun-filled activities for students with an interest in analog and digital photography. The club hosts special exhibits, seminars and gallery visits. Sponsor - John Davis, e-mail: CalhounPhotoClub@email.com.

Practical Nursing Club - Encourages responsibility, professionalism and goal achievement through promoting peer and community involvement in various projects. Also encourages mutual respect among students and faculty and welcome ideas to promote positive and realistic change for our program and profession through adequate research and representation.

S.P.A.C.E. (Students Promoting Action/Community Education) - offers students the chance to volunteer a few hours to benefit the community. Volunteers participate in various ways. Examples are mentoring and role modeling, tutorial services through the Decatur Parent Involvement Centers, and assembling booklets for the County Extension Office called "Sanity Savers." The booklet is filled with phone numbers for crime prevention, shelters, and child services for victims of domestic violence. Sponsor - Pamela Miller (306-2691 or leave message with Fine Arts secretary at 306-2699). Meets monthly in Fine Arts rm. 155.

Student Artists (Club) - The purpose of the Student Artists is to provide a creative environment for all Calhoun students who wish to pursue, develop and utilize their artistic abilities. Sponsor - Kristine Beadle (306-2703). Meetings will be held on the 1st Wednesday of each month at 11:30 a.m. in the Fine Arts Building, Decatur campus.

Vocational and Industrial Clubs of America (VICA) - The VICA club is the organization for students enrolled in a trade, industrial, technical, or health occupation program. As a member of VICA, you will develop social and leadership abilities to better yourself, your school, and community. VICA offers competitive activities in April to the top three winners in each contest, which is organized in Montgomery through our partnership with industry. Meets: Third Monday each month at 11:45 a.m., Noble Russell Building. Sponsor - Sandra O'Shields, 306-2658.

Forming New Club- anyone interested in forming a new club should see the Student Activities Facilitator, Kelly Hovator, 306-2640, in the Chasteen Student Center.

TRAFFIC AND PARKING REGULATIONS

Every effort is being made to help students have a place to park while attending classes. Complete cooperation among drivers is requested. **All students who drive motor vehicles on any of Calhoun Community College's sites are responsible for knowing and abiding by parking/traffic regulations.**

PARKING/TRAFFIC REGULATIONS

Students who are enrolled at Calhoun Community College are required to secure parking permits for their vehicles **regardless of class location.**

Parking/Traffic Permits

1. Permits can be acquired from Campus Police on the Decatur campus at no charge. Permits also can be acquired from the Bookstore personnel at Huntsville/Research Park.

2. **Permits must be hung on rearview mirror of automobiles/trucks or affixed where visible on motorcycles.**

3. Students on campus may park only in those areas designated by red curbing. The parking color coding is as follows:

   White Zones - Administrative
   Blue Zones - Faculty
   Red Zones - Students
   Green Zones - Support Staff
   Yellow Curbs - No Parking
   Curbs not painted - General Parking
   Parking zones for disabled persons are appropriately designated.

4. If a student drives more than one vehicle on campus regularly, the student must have a permit for each vehicle.

5. In the event of car trouble or other extenuating circumstances, temporary permits may be obtained from Campus Police or Huntsville/Research Park Bookstore. Temporary permits must be obtained immediately upon arrival and displayed in vehicle.

6. Permits expire August 31 of each year.

FINES

1. The following schedule of fee penalties will be applied to parking and traffic violations.

   a. Failure to properly display parking decal
      (decal not properly displayed in vehicle) .....$ 10.00
   b. Speeding on Campus 10.00
   c. Running stop sign 10.00
   d. Unauthorized parking in zones for disabled.....25.00
   e. Improper parking.....10.00
   f. Other violations (example: obscured decal) 10.00

2. All fines must be paid within 7 days of ticketing. Fines that are not paid within the 7 days automatically double.

3. A student may not register for classes nor have transcripts released until all fines are paid.

4. Any student wishing to appeal a parking/traffic fine may do so by appearing before the S.G.A. Parking/Traffic Appeals Committee. This is a three-member committee made up of students appointed by the Student Government Association. It is charged with the responsibility of hearing and ruling on each case in which a student appeals having received a parking ticket. The committee meets on a scheduled basis in the Chasteen Student Center, Decatur campus. Parking appeals at the Huntsville/Cummings Research Park location should be made to the Dean for Cummings Research Park at that site.

ACCIDENTS

Students must report all campus motor vehicle accidents to a campus police officer.

NEED HELP?—CALL SECURITY

1. Extension 2574 on campus, (or)

2. Ask the Calhoun switchboard operator to contact Campus Police for you, (or)

3. Contact the Huntsville/Research Park Office personnel.

NOTES