



CALHOUN
COMMUNITY
COLLEGE

CATALOG

AND STUDENT HANDBOOK

2004-2005

DECATUR CAMPUS
P.O. Box 2216
Decatur, AL 35609-2216
Phone (256) 306-2500

CUMMINGS RESEARCH PARK CAMPUS
102B Wynn Drive
Huntsville, AL 35805
(256) 890-4747

<http://www.calhoun.edu>

FIRST EDITION

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

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



MARILYN C. BECK
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 Bob Riley	President of the Board, Montgomery
Mr. Randy McKinney	First District, Mobile
Mrs. Betty Peters	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, Huntsville
Dr. Roy W. Johnson	Chancellor
The Alabama College System	

WELCOME

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 life-long 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.

A PLAN FOR STUDENT SUCCESS **Institutional Priorities**

1. Students
2. Technology
3. Building Community
4. Preparing the Workforce
5. Facilities

2004-2005 CALENDAR

Fall Semester 2004

Faculty Duty Days – 87 / Instructional Days – 78

Professional Development/Duty Day	M	Aug.	16
Duty Day	T	Aug.	17
Registration/Faculty Duty Day	W	Aug.	18
Registration/Faculty Duty Day	Th	Aug.	19
Duty Day	F	Aug.	20
Classes Begin	M	Aug.	23
Holiday – Labor Day	M	Sept.	6
Holiday – Veterans' Day	Th	Nov.	11
State Professional Development/Duty Days	M-T	Nov.	22-23
Faculty Duty Day	W	Nov.	24
Holiday – Thanksgiving	Th-F	Nov.	25-26
Finals	M-F	Dec.	13-17
Grade Reporting/Duty Day	M	Dec.	20

	Faculty Duty Days	Instructional Days
Aug.	12	7
Sept.	21	21
Oct.	21	21
Nov.	19	16
Dec.	14	13
Total	87	78

Spring Semester 2005

Faculty Duty Days – 88 / Instructional Days – 81

Local Professional Development	T	Jan.	4
Registration/Duty Day	W	Jan.	5
Registration/Duty Day	Th	Jan.	6
Duty Day	F	Jan.	7
Classes Begin	M	Jan.	10
Holiday - King/Lee	M	Jan.	17
Spring Break	M – F	Mar. 28 – Apr. 1	
Classes Resume	M	Apr.	4
Final Exams	W – T	May 4 – 10	
Grading/Duty Day	W	May	11
Grade Reporting/Duty Day	Th	May	12
Graduation/Duty Day	F	May	13

	Faculty Duty Days	Instructional Days
Jan.	19	15
Feb.	20	20
Mar.	19	19
Apr.	20	20
May	10	7
Total	88	81

Summer Semester 2005

Faculty Duty Days – 54 / Instructional Days – 51

Registration/Duty Day	M	May	23
Classes Begin	T	May	24
Holiday/Memorial Day	M	May	30
Holiday/Independence Day	M	July	4
Final Exams	T – Th	Aug.	2 – 4
Grading/Duty Day	F	Aug.	5
Grade Reporting/Duty Day	M	Aug.	8

	Faculty Duty Days	Instructional Days
May	6	5
June	22	22
July	20	20
Aug.	6	4
Total	54	51

Grand Totals

Faculty Duty Days and Instructional Days

Semester	Faculty Duty Days	Instructional Days
Fall	87	78
Spring	88	81
Total	175	159
Summer	54	51
Grand Total	229	210

The college will be closed the following nine holidays:

Monday	September 6, 2004	Labor Day
Thursday	November 11, 2004	Veterans' Day
Thursday	November 25, 2004	Thanksgiving Day
Friday	November 26, 2004	Day after Thanksgiving
Friday	December 24, 2004	Christmas Eve
Monday	December 27, 2004	Christmas Day (for Saturday, Dec. 25)
Friday	December 31, 2004	New Year's Day (for Saturday, Jan. 1)
Monday	January 17, 2005	Martin Luther King/Robert E. Lee
Monday	May 30, 2005	Memorial Day
Monday	July 4, 2005	Independence Day

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

Tuesday	December 28, 2004
Wednesday	December 29, 2004
Thursday	December 30, 2004
Thursday	March 31, 2005
Friday	April 1, 2005

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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 pre-

vent 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 counselors' 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; copy-

ing, or copying from, another student's work; soliciting, providing, and/or receiving any unauthorized aid or assistance (whether orally 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

General Information

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 evi-

dence 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.

General Information

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 disciplinary 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 Technology. 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.”

General Information

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), hold 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 grievance 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 Vice President for Instruction and Student Services 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 violation 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 (256) 306-2574. For emergencies only call (256) 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 campus.

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. Jody Upchurch at (256) 306-2542.

General Information

Calhoun Community College Campus Crime Statistical Disclosure Report

Crime	2001	2002	2003
Murder	0	0	0
Rape	0	0	0
Sex Offenses:			
Forcible	0	0	0
Non-Forcible	1	0	0
Robbery	0	0	0
Aggravated Assaults	1	0	0
Burglary	1	0	0
Breaking & Entering			
Motor Vehicle	8	6	4
Arrests	6	0	0
Motor Vehicle Thefts	1	0	1
Liquor Law Violations	0	0	0
Drug Violations	0	0	0
Weapons Violations	0	0	0
Criminal Mischief	2	1	0
Thefts	7	2	12
Harassment	4	2	2
Leaving Scene of Accident	1	0	1
Public Intoxication	0	0	0
Property Damage	2	1	0
Trespassing	0	0	0
Disorderly Conduct	1	0	1
Misc. Calls for Service	103	121	200

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 other 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.

ABANDONED VEHICLES

If a vehicle is left unattended or is left in the same place for more than ten (10) days, the vehicle will be considered abandoned and will be towed at the owner's expense. If a vehicle is illegally parked (for example, blocking another vehicle that is legally parked), the illegally-parked vehicle will be towed at the owner's expense.

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 Office, Decatur campus. Parking

appeals at the Huntsville/Cummings Research Park campus 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.

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).

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 offi-

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cial 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 Occupational 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 document 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 clearance form (obtain from school advisor to which he/she is transferring).
- c) Be in-status at the most recent college/university attended. Individuals who are out-of-status must apply for reinstatement through their former school.

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

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 cumula-

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- tive "B" average and recommends the student for enrollment;
- 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:

- Comply with items 1, 2, and 3 as noted above.
- 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:

- The student must have a "B" average in completed high school courses;
- The student must have written approval of his/her principal and the local superintendent of education; and
- 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

- Applicants must complete an application for admission and submit it 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

- 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.
- Applicants who hold a GED must have an official GED transcript sent directly to the Admissions Office at the address noted above or bring a copy of the score results indicating that he/she has passed the exam.

Transfer Students

- 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

- 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

- 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.
- Students who have not been in attendance for one semester, excluding summer, 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.

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- 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:

- 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;
- Official transcripts are sent to institutions, companies, agencies, etc., upon the student's written release;
- Transcript requests are processed as they are received. REQUESTS SHOULD BE MADE AT LEAST TWO WEEKS BEFORE THE TRANSCRIPTS ARE NEEDED;
- Transcripts will not be issued for persons who have finan-

cial, 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, signature, 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	\$ 72.00 per credit hour
Out-of-State	\$144.00 per credit hour
Distance Learning	\$ 90.00 per credit hour*
Distance Learning Out-of-State	\$180.00 per credit hour*

FEES

Technology Fee	\$9.00 per credit hour
Facility Renewal Fee	\$9.00 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 Begin100% Refund

During Drop/Add

Drops a class or classes but less than total100% 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 totalNo refund
Total withdrawal during first week of classes.....75% of net
Total withdrawal during second week of classes50% of net
Total withdrawal during third week of classes25% 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.

RETURNED CHECK POLICY

In the event your check is returned, your account can be electronically debited for the face amount and the state allowable fees by Federal Automated Recovery Systems, Inc.

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 227 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 (256) 306-2648 or 306-2610 for more information.

BUSINESS OFFICE HOURS (Decatur Campus)

Monday-Thursday 8:00 a.m. – 7:00 p.m.
Friday 8:00 a.m. - 3:00 p.m.

**BUSINESS OFFICE HOURS (Huntsville Campus)
Room 105 890-4726**

Monday-Thursday 9:30 a.m. – 7:30 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.

General Information

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 assessed 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 assessed 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. Workforce Investment Act (WIA)
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 Workforce Investment Act (WIA).

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 Mariana 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 1965, 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 reapplication 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

General Information

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 (SAP)

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, and IP 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 placed on financial aid probation must earn grades of 'C' or better in *each* class, with no withdrawals (grades of W, WP, WF, I, and IP calculate as hours attempted in the Financial Aid SAP Policy).

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

Appeal Policy

A student who wishes to appeal a financial aid suspension must submit a **Claim of Hardship** form to the Office of Student Financial Services, where it will be forwarded to the Financial Aid Committee for approval or denial. All 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 postsecondary 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.

- a. 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.
 - b. Loan Entrancing Counseling is mandatory for all first-time borrowers.
 - c. Students placed on financial aid probation are not eligible for the student loan program(s).
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 or 890-4715. The VA Office is the certifying authority for veterans, active duty ser-

vice 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.

FAX (256) 306-2948

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 (256) 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. **WORKFORCE INVESTMENT ACT (WIA)** is a federally funded program to provide training assistance to dislocated individuals. Students may qualify for tuition assistance, book allowances and tool assistance. Interested dislocated workers should apply at their local Alabama State Employment Service.
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, Vice-President, and Secretary/Treasurer 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 CAMPUS

Monday-Thursday

12:00 p.m.-4:00 p.m.

4:30 p.m.-8:00 p.m.

General Information

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: (256) 306-2574
Emergency Phone: 306-2911
Page : (256) 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 incompleteness 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 developmental 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

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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 eight 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, 'R,' may denote a course repeat. Zero credit hours can also indicate a course repeat. 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 complet-

ed 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.

Not more than 25% of total credit required for any program may be awarded through nontraditional means towards 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

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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.
Scores for computer based tests only.

Business

Accounting, Intro.....50	BUS 241-242	6
Information Systems and		
Computer Applications50	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.....50	ENG 101-102	6
English Literature50	ENG 261-262	6

Science and Mathematics

Biology50	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 II50	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

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 published by the

American Council on Education, 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 cumula-

tive 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/departamental 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

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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.

CERTIFICATES

Certificates are awarded to those students who successfully complete the designated requirements in career programs.

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 dependent upon availability of space for the visitor after its own students are accommodated.
6. Distance Education and CIS courses are restricted enrollment and are not normally available to visiting students.
7. Enrollment in courses is subject to appropriate prerequisite and/or placement testing.

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/>

Mission: We put information in the hands of users.

Brewer Library, Decatur Campus

The mission of the Albert P. Brewer Library, located on the Decatur Campus, is to put information in the hands of users. Books, eBooks, magazines, journals, newspapers, CD-ROM databases, videotapes, books-on-tape, microform, and reserve shelf materials are available. Computers provide access to online library resources through the Brewer Library/LRC website 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 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 all are accessible remotely via authentication of a Username and Password. Information for remote access can be found on the Calhoun Library/LRC website 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. 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, the library

catalog (OPAC) enables users to search and locate books and eBooks 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 library catalog is available from the Brewer Library/LRC website at <http://lib.calhoun.edu/lib/>.

Reciprocal borrowing privileges are in place for Calhoun students to borrow books at the libraries of Athens State University and Alabama A&M University without a charge. 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.

Point-of-use instruction, personal assistance in conducting library research and traditional reference services are available at all times the Library is open. Electronic reference service is available through the Library/LRC website. Hands-on instruction may be scheduled within the Library Instruction Room that is equipped with 23 student workstations by calling 256/306-2777. Orientation is provided through handouts, library guides, flyers, posters, the Library/LRC website, and a RealOne module available on the website.

For more information, including hours, please access the Brewer Library/LRC website.

Learning Resources Center, Huntsville Campus

The Learning Resources Center was opened in June 1998, at the Huntsville, Research Park campus.

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 sites and remotely (Off Campus) via a Username and Password. Information for remote access is found at <http://lib.calhoun.edu/lib/unpw.html>.

The library catalog (OPAC) displays the holdings in the LRC as well as the Brewer Library and includes the 27,400 eBooks available from NetLibrary. Students at the Huntsville campus may request a book from Brewer Library through interlibrary loan by making the request to the LRC circulation desk staff. A courier delivers books from Brewer Library to the LRC for checkout.

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

A Virtual Reference Desk available on the Library/LRC website offers general reference resources such as dictionaries and directories 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 Library Catalog, this collection is processed and maintained by the Library/LRC staff and available for use within the LRC by Calhoun students and faculty.

The Huntsville Literary Association contributes books to the LRC in the field of Southern Literature.

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, including hours, access the Brewer Library/LRC website at <http://lib.calhoun.edu/lib/>.

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 located on the Decatur campus, 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 campus, and at the Redstone Arsenal. 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 - Statewide Articulation Reporting System**). STARS is a computerized articulation and transfer planning system designed to inform students who attend Alabama

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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.troy.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. This can be accessed via the web by calling Calhoun's Career Services Office for a password. 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 campus. The goal of Counseling Services is to foster the growth and development of each student as a unique individual. Counseling Services are limited and 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 one credit hour 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 Director of Services for Special Student Populations. The office is located on the second floor of the Chasteen Student Center.

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 participation in the Student Support Services program is limited to those applicants who meet the following criteria: 1) must be a citizen or meet residency requirements 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); 4) must meet low income status as established by the US Census Bureau; and 5) students with disabilities are eligible.

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.

tion 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
Sigma Kappa Delta (English)
S.P.A.C.E. (Students Promoting Action/Community Education)
Starving Student Artists
Vocational and Industrial Clubs of America (VICA)

INTRAMURAL SPORTS

An Intramural Sports Program is offered through the Physical Education Department during the fall and spring semesters. Students

currently enrolled in the college are eligible to participate. Contact the Physical Education Department for more information.

WELLNESS CENTER

The Wellness Center offers a variety of cardiovascular machines: computerized treadmills, stairmaster, stationary bicycles, Nordic Track machine, and Reebok Body Trec elliptical machine. The center also offers a variety of strength training equipment: Nautilus equipment, Universal weight machine, and free weights. Full dressing rooms and shower facilities are available. Students have access to the Wellness Center by enrolling in a variety of Physical Education courses: Fundamentals of Fitness, General Conditioning, and Personal Fitness. If not enrolled in a physical education class, students may purchase a Wellness Center membership for \$25 per semester. Pay fee in the Calhoun Business Office and verify enrollment with receipt in the Wellness Center. Hours of operation vary each semester. The Calhoun Wellness Center is located in Kelley Gymnasium, K-125 on the Decatur campus. Contact the Physical Education Department for additional information.

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 campus, 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 campus or Redstone extension 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, 480 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) 306-2610.

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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 exhibit economic need.

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 enrolled in technology or applied science programs 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. Ms. Jones is also available in the Advising Center during peak registration times. Her hours are generally 9:00 a.m. until 12:00 noon in the Advising Center.



SPECIAL PROGRAMS

ADULT EDUCATION (AE)

This program offers adults 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 AE office at 256/306-2830.

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.

SERVICEMEMBERS' 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 postsecondary 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, Madison City 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 is working with high schools in the consortium, as well as high schools in Lawrence and Madison Counties, to develop additional agreements in these and other areas such as child development and health care.

If you are interested in more information about **Tech Prep**, call 256/306-2665.

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 during Fall and Spring semesters. 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 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 6:00 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 CAMPUS

For students who wish to take Calhoun classes in the Huntsville area, Calhoun offers courses each semester at its Huntsville campus 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



General Information

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 campus should call (256) 890-4701. Huntsville offices are open Monday - Thursday, 8:00 a.m. - 9:45 p.m.

REDSTONE ARSENAL

Calhoun primarily serves military personnel, active and retired; their dependents; Department of Defense personnel; NASA employees; and contract personnel through its Redstone Arsenal, 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

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) 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.troy.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 develop courses or programs specific to individual organizational needs.

Our mission is to provide accessible, quality educational opportunities, promote community and economic development, and enhance the quality life for those we serve. To achieve this mission, we partner with companies to support and extend their training capabilities to meet increasingly complex job skill needs.

Our services are unique because they are low in cost, convenient, flexible and can be customized to meet the unique needs of business and industry.

A number of job-related services are provided, including ACT WorkKeys Job Profiling to determine the basic skills needed for specific jobs; individual assessments to determine the level of skills one can bring to a job; instructional programs that can be targeted to the specific skill development needs of individuals; and customized training to meet the specific needs of companies and organizations.

Professional Development Training is available in diverse subjects such as ISO 9001:2000, basic statistics for quality engineering, leadership training, lean manufacturing and a host of personal development, computer usage, safety, technology, and business development courses, as well as Achieve Global training and more.

Apprenticeship learning is offered for tool makers, millwrights, maintenance mechanics, machine repair, tool and die, electricians, and air conditioning and refrigeration technicians.

On-line Learning is available in many topics. Calhoun operates an ACT Center with over 2,600 on-line, skill-based courses in Key Work Skills, Computer Basics, Industrial Technology and Safety, Information Technology, Management and Leadership, and Personal Development. These courses may be taken from any computer providing access to the Internet. Additional on-line courses are offered through the Education 2 Go organization and a number of instructor-led courses are offered through the Achieve Global organization.

Certificate Programs are available in paralegal, basic supervision, supply chain management, customer service, logistics, manufacturing excellence, purchasing, total quality, nursing continuing education, MS Windows, Microsoft Office, Project, and a host of other programs.

Corporate IT Training is offered in Microsoft Certified Systems Engineer, Microsoft Certified Database Administrator, Microsoft Certified Solutions Developer, Comp TIA, A+ and Networking+ as well as other programs.

Further details are available on the Business and Industry Services Website: www.calhoun.edu then click on Business and Industry.

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Music Education.....	51	24.0102
Nursing/Pre-Nursing.....	52	24.0102
Paralegal Studies.....	52	24.0102
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III. Associate of Applied Science Degrees

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Option I-Accounting Technology.....	56	52.0201
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and Management.....	59	52.0201
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Option I-Graphic Design.....	61	50.0401
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Entrepreneurship	57	52.0201
Quality Control Technology	59	52.0201
Traffic & Transportation	60	52.0201
Child Development	61	19.0708
Computer Information Systems		
General Office Assistant	63	11.0101
Software Applications	64	11.0101
Word Processing Specialist	64	11.0101
Medical Office Assistant	64	11.0101
Legal Office Assistant	64	11.0101
Cosmetology	65	12.0401
Esthetics (Skin Care)	65	12.0401
Instructor Training	65	12.0499
Nail Technology	66	12.0401
Dental Assisting	67	51.0601
Design Drafting/Computer Aided Drafting	69	15.1301
Design Drafting/Residential Drafting	69	15.1301
Emergency Medical Services		
EMT-Basic	70	51.0904
Emergency Medical Paramedic	70	51.0904
Fire Science	74	43.0202
Machine Tool Technology		
Machinist	75	48.0507
Computer Numerical Control	75	48.0507
Manufacturing	76	48.0507
Music-Church Music	78	50.0902
Paralegal Studies	85	22.0302
Practical Nursing	85	51.1613
Security	90	43.0107
Surgical Technology	90	51.0909

SPECIAL PROGRAMS

Certificates

Automotive Body Repair		
Basic Repair	92	47.0603
Advanced Repair	92	47.0603
Automotive Mechanics		
Basic Repair	93	47.0604
Advanced Repair	93	47.0604
Carpentry		
Finish	93	46.0201
Rough	93	46.0201
Design Drafting		
Basic Design	93	15.1301
Basic Architectural	94	15.1301
Advanced Computer Aided Drafting	94	15.1301
Electro-Mechanical	94	15.1301
Basic Civil-Structural	94	15.1301
Horticulture		
General	95	01.0601
Landscape Development	95	01.0601
Nursery & Greenhouse Management	95	01.0601
Masonry	95	46.0101
Upholstery		
Basic	95	48.0303
Automotive Interior & Trim	96	48.0303
Furniture Repair & Refinishing	96	48.0303
Welding		
Basic Structural	96	48.0508
Basic Pipe	96	48.0508

ACADEMIC PROGRAMS

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)	Music (A)
Foreign Language (H)	Philosophy (H)
Library Science (H)	Religion (H)
Literature (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	Political Science
Economics	Psychology
Geography	Sociology
History	

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.

GENERAL EDUCATION REQUIREMENTS

ASSOCIATE IN ARTS OR ASSOCIATE IN SCIENCE DEGREE:

Area I: Written Composition I and II6 Credit Hours

Area II: Humanities and Fine Arts12 Credit Hours

- *Must complete 3 semester hours in Literature.
- Must complete 3 semester hours in the Arts.

Area III: Natural Science and Mathematics11 Credit Hours

- Must complete 3 semester hours in Mathematics at the Precalculus Algebra or Finite Math Level.
- Must complete 8 semester hours in the Natural Sciences which include Laboratory Experiences.

In addition to Mathematics, disciplines in the Natural Sciences include Biology, Chemistry, Physics and Physical Science.

Area IV: History, Social, and Behavioral Sciences12 Credit Hours

- *Must complete 3 semester hours in History.
- Must complete at least 6 semester hours from among other disciplines in the Social and Behavioral Sciences. Social and Behavioral Sciences include, but are not limited to, Economics, Geography, Political Science, Psychology, and Sociology.

Area I – IV: Minimum General Education Requirements41 Credit Hours

Area V: Pre-Professional, Pre-Major, and Elective Courses ** 19 – 23 Credit Hours

- Courses appropriate to degree requirements and major of the individual student and electives.

Students completing courses that have been approved for the General Studies Curriculum and are appropriate to their major and/or degree program may transfer these courses with credit applicable to their degree program among two-year and four-year colleges and universities.

Area I – V: General Studies Curricula ** 60 – 64 Credit Hours

- * Must complete a 6 semester hour sequence in either Literature or History. The sequence in Area II and Area IV in Literature or History needs to follow the sequence requirement according to the student's major and transfer plans.

- ** Respective program of study for baccalaureate degrees at Alabama public universities range from 120 to 128 semester credit hours in length.

Dependent upon the total hours allocated for the bachelor's degree, institutions in The Alabama College System will be authorized to provide only 50 percent of that total (60 – 64).

ASSOCIATE IN APPLIED SCIENCE DEGREE:

Area I: Written Composition I and II3 – 6 Credit Hours

Area II: Humanities and Fine Arts3 – 6 Credit Hours

In addition to Literature, disciplines include, but are not limited to, Art, Music, Philosophy, Religion, Spanish and Theater.

An additional three hours are required in Speech3 Credit Hours

Requirements Prescribe: Minimum of 9 hours in Area I and Area II which could include 6 hours in Written Composition I and II and 3 hours in Area II; or 3 hours in Written Composition I and 3 hours in Technical Writing and 3 hours in Area II; or 3 hours in Area I and 6 hours in Area II; or 3 hours in Area I and 3 hours in Speech in Area II, plus 3 additional hours in Area I or II.

Area III: Natural Science and Mathematics9 – 11 Credit Hours

In addition to Mathematics, disciplines in the Natural Sciences include Biology, Chemistry, Physics and Physical Science.

Requirements Prescribe: Distributed in Mathematics (100 or above) or Science or Computer Science. Minimum of 3 hours in Mathematics is required.

One Computer Science course is required.

Area IV: History, Social, and Behavioral Sciences3 – 6 Credit Hours

In addition to History, the Social and Behavioral Sciences include, but are not limited to, Economics, Geography, Political Science, Psychology, and Sociology.

Area I – IV: Minimum General Education Requirements18 – 29 Credit Hours

Area V: Maximum General Education Core, Technical Concentration, and Electives47 – 58 Credit Hours

Courses appropriate to degree requirements, occupational or technical specialty requirements, core courses, and electives.

Area I – V: General Studies Curricula76 Credit Hours

Semester Credit Hour Range of Award60 - 76

ACADEMIC PROGRAMS

ASSOCIATE OF ARTS/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 through 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 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 246 Accounting on the Microcomputer 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

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

Programs of Study

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
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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
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TOTAL CREDITS.....	62
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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
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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 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
CIS 146 Microcomputer Applications.....	3
CIS Programming Electives.....	9
*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
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*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*	

Programs of Study

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 Mathematics11

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 Sciences12

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 Core41

*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 I6

Two math courses (one must be precalculus algebra level or higher from Area III not already taken)6

CHD 209 Infant and Toddler Education Programs3

CHD 206 Children's Health and Safety3

Must take two of the following (5-6 semester hours)

CHD 203 Children's Literature and Language Development3

CHD 204 Methods and Materials for Teaching Children2

CHD 205 Program Planning for Educating Young Children3

CHD 215 Supervised Practical Experiences in Early Childhood Education3

Total Pre-Professional Hour23

Total Core and Pre-Professional Hours64

**CHD 201/PSY 211 Child Growth and Development Principles3

**CHD 202 Children's Creative Experiences3

**CHD 210 Educating Exceptional Young Children3

**May be substituted for courses in professional education requirements.

Professional Education Requirements (63 semester hours)

***AR 310 Fine Arts Connection3

ED 300 Foundations of Education3

ED 302 Theories and Stages in Language Development3

ED 303 Professional Education Communication3

ED 305 Computers and Media for Teachers3

ED 310 Principles of Early Childhood Education3

ED 312 The Child in a Diverse Society3

ED 318 Literature in Early Childhood Education3

ED 321 Teaching Language Arts3

ED 323 Teaching Reading in the Primary Grades3

ED 324 Teaching Mathematics in the Primary Grades3

ED 350 Administering and Managing Early Childhood

Programs3

ED 420 Teaching Science3

ED 423 Teaching Social Studies3

ED 470 Early Childhood Curriculum (Capstone Course)3

ED 480 Internship in Early Childhood Education9

PE 431 Motor Development and Physical Activities3

***PS 332 Child Psychology3

***SE 301 Introduction to Exceptional Learners3

Total Professional Education Course Hours63

Underlined courses require admission to the Teacher Education Program.

Total Hours for Graduation124-128

***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 Development3, 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 I3

ENG 102 English Composition II3

Literature3

ART 100 Art Appreciation3

SPH 107 Fundamentals of Public Speaking3

PHL/REL/MUS/

FOREIGN LANGUAGE3

MTH 110 Finite Math OR MTH 112 Precalculus Algebra3

BIO 103 and 104 Principles of Biology I and II8

*History sequence (Choose from HIS 101 and 102 OR

HIS 121 and HIS 122 OR HIS 201 and HIS 2026

Social/Behavioral Sciences (ANT, ECO, GEO, POL, SOC)6

Total41

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

MAJOR COURSE REQUIREMENTS:

CIS 146 Microcomputer Applications3

Natural Science (other than BIO)8

MTH 112 or higher3

PSY 200 General Psychology3

**General Electives3

HED 221 Personal Health OR

HED 222 Community Health3

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 Sequence	6
ECO 231 Macroeconomics	3
ECO 232 Macroeconomics.....	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
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BUS 242 Principles of Accounting II	3
BUS 271 Business Statistics I	3
BUS 272 Business Statistics II OR Elective	3
SOC 247 Marriage and the Family	3
CIS 146 Microcomputer Applications.....	3
Elective.....	1
**CSM 201 and CSM 204	

Total	19
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TOTAL CREDITS.....	60
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* 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
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TOTAL CREDITS.....	64
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*Students intending to transfer should take MTH 112.

Programs of Study

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

Total41

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
Natural Science Electives.....	8
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
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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

Programs of Study

Total41

* 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 I1
 MUS 112 Music Theory II.....3
 MUS 114 Music Theory Lab II1
 MUS 251 Introduction to Conducting**3
 MUP Electives in major instrument or voice5
 MUL Electives in ensembles4
 Class Piano required for non-keyboard majors

Total23

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

** Verify transferability with senior institution

TOTAL CREDITS64

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 I3
 ENG 102 English Composition II3
 Literature (Choose from American or English)3
 PHL 106 Introduction to Philosophy3
 Humanities Elective3
 Fine Arts Elective3
 HIS 101/102 Western Civilization I and II6
 MTH 112 Precalculus Algebra3
 BIO 103 Principles of Biology I4
 CIS Elective1
 SOC 200 Introduction to Sociology3
 PSY 200 General Psychology3
 CHM 104 Introduction to Inorganic Chemistry4
 Total42

MAJOR COURSE REQUIREMENTS:

BIO 201 Human Anatomy and Physiology I4
 BIO 202 Human Anatomy and Physiology II4

BIO 220 General Microbiology.....4
 MTH 265 Elementary Statistics3
 *Natural Science Elective.....4
 **Social Science Elective3
 Total22

TOTAL CREDITS.....64

*CHM 105 Introduction to Organic Chemistry is required by some four-year institutions.

**Suggested course: PSY 210 Human Growth and Development

PARALEGAL STUDIES**Associate of Science Degree**

This program prepares students for entry level paralegal positions with such law-related employers as law firms, government agencies, financial institutions, and real estate firms who also want to transfer to a senior institution to pursue a B.S. degree.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I3
 ENG 102 English Composition II3
 Literature Elective3
 Math Electives (MTH 110 Finite Math OR, for students planning to transfer to a senior college, MTH 112 Precalculus Algebra)3
 Humanities/Fine Arts Elective6
 Natural Sciences/Math Electives (Science must include lab)8
 History Sequence (HIS 101-102, 121-122, OR 201-202)6
 Social/Behavioral Science Electives: (Choose two from PSY, SOC, POL, ANT 200 OR ECO).....6
 SPH 107 Fundamentals of Public Speaking3
 Total41

MAJOR COURSE REQUIREMENTS

CIS Elective (CIS 146 or higher)3
 *PRL 101 Introduction to Paralegal3
 *PRL 102 Basic Legal Writing & Research.....3
 PRL 262 Civil Injuries & Litigation.....3
 PRL 150 Commercial Law3
 PRL 230 Domestic Law3
 PRL 240 Wills, Trusts & Estates.....3
 PRL Elective2
 (Choose one course from the following: PRL 210 Introduction to Real Property Law, RLS 125 Real Estate Law, PRL 160 Criminal Law and Procedure, CRJ 120 Criminal Law and Procedure, PRL 103 Advanced Legal Research & Writing, PRL 282 Law Office Management, PRL 220 Corporate Law, PRL 250 Bankruptcy & Collections; PRL 170 Administrative Law, PRL 270 Workers' Compensation, PRL 192 Selected Topics in Paralegalism, **PRL 291 Paralegal Internship)
 Total Hours in Major.....23
 TOTAL CREDITS.....64

* PRL 101 and PRL102 must be taken before any other courses with the PRL prefix, except that PRL 101 and PRL 102 may be taken concurrently.

** Prerequisites are PRL 101, PRL102, PRL 262, and permission of the program director.

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.

Total41

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

Programs of Study

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

Total23

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

Total23

TOTAL CREDITS.....64

APPLIED DEGREES/CERTIFICATES

ADVANCED ELECTRONICS MANUFACTURING

Associate of Applied Science Degree

The Associate Degree in Advanced Electronics Manufacturing is designed to provide skilled technicians for work in the advanced manufacturing industry. Various industry operator and worker certification requirements that are established and controlled by IPC, the US based electronic interconnect trade association, are integrated into the course material and students will have the opportunity to take the certification exam.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101	English Composition I	3
ENG 130	Technical Writing.....	3
MTH 117	College Mathematics with Applications	3
MTH 118	Technical Mathematics	3
SPH 107	Fundamentals of Public Speaking	3
CIS 146	Microcomputer Applications	3
PHS 121	Applied Physical Science I	4
PHY 115	Technical Physics	4
PSY 200	General Psychology	3
	Fine Arts/Humanities Elective	3
BUS 190H	Time/Project Management.....	1
BUS 190B	Problem Solving	1
	Subtotal General Education	34

MAJOR COURSE REQUIREMENTS (Decatur Campus only):

AEM 100	Introduction to Electronics Manufacturing	3
AEM 105	Fundamentals of Electronics Manufacturing	3
AEM 150	Fundamentals of Cable/Harness Assembly	3
AEM 160	Principles of Electronics Manufacturing I	4
AEM 170	Principles of Electronics Manufacturing II	4
AEM 190	Optoelectronics	3
AEM 191	Optoelectronics Lab.....	1
AEM 200	Projects in Electronics Manufacturing	4
ARS 104	Safety in a Manufacturing Environment.....	3
ARS 202	Process Control and Quality Management.....	3
EET 281	Special Topics in Electronic Engineering Technology.....	3
PMC 180	Basic Electricity and Electronics	2
Total	36
TOTAL CREDITS	70



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 Math (non-electronics only).....	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 (non-electronics only)	4
	Social Science Elective	3
	Humanities Elective	3
Total (non-electronics specialty)	25
Total (electronics specialty)	24

AEROSPACE COMMON CORE (Decatur Campus only):

ARS 100	Print Reading, GD&T, and Precision Measurement	3
ARS 101	Fundamentals of Aerospace Manufacturing.....	3
ARS 102	Introduction to Aerospace Technology	1 *
ARS 104	Safety in a Manufacturing Environment	3 *
ARS 126	Machining Fundamentals.....	3
ARS 127	Advanced Machining	3
ARS 151	Welding Principles, Theory & Symbols	3
ARS 152	Orbital Tube Welding	3
ARS 176	Electrical/Electronic Assembly	3
ARS 178	Aerospace Mechanical Assembly.....	3
ARS 202	Process Control and Quality Management	3 *
ARS 229	Inspection and Test	3
ARS 280	Surface Preparation & Coatings.....	3
PMC 180	Basic Electricity & Electronics	3

* Common Core Courses that Electronics Specialty Students must take.

Total (non-electronic specialty)	40
Total (electronics specialty)	7

SPECIALTIES (Decatur Campus only):

Aerospace Machining and Fabrication

ARS 128	CNC Programming	3
ARS 227	Skin Forming and Hemi Milling.....	3
ARS 228	Vertical Turret Lathes	3

Subtotal Machining and Fabrication	9
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TOTAL CREDITS MACHINING/FABRICATION.....74

Aerospace Welding and Coatings

ARS 153	Gas Tungsten & Plasma Arc Welding	3
ARS 251	Specialized Welding Processes.....	3
ARS 253	Welding Certification Preparation	3

Subtotal Aerospace Welding & Coatings9

TOTAL CREDITS WELDING/COATINGS SPECIALTY.....74

Aerospace Structures and Assembly

ARS 276	Instrumentation Attachments and Adhesive Bonding Procedures	3
ARS 278	Composite Materials Fabrication & Assembly.....	3
ARS 284	Specialized Coating Processes	3

Subtotal Aerospace Structures and Assembly9

TOTAL CREDITS STRUCTURES/ASSEMBLY74

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
EET 201/202	Electronic Circuits Theory and Lab	4
EET 210/211	Digital Basics Theory and Lab	4
EET 227	Microwave Communication Systems.....	3
EET 230/231	Communications Basics Theory and Lab.....	4
AEM 100	Introduction to Electronics Manufacturing	3
AEM 105	Fundamentals of Electronics Manufacturing	3
AEM 150	Fundamentals of Cable Harness Assembly.....	3
AEM 190	Optoelectronics	3
AEM 191	Optoelectronics Lab	1

Subtotal Aerospace Electronics42

TOTAL CREDITS ELECTRONICS SPECIALTY.....73

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
Natural Science	Elective	3
Social Science	elective	3

Total21

MAJOR COURSE REQUIREMENTS (Decatur Campus only):

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 212	Motor Controls II	3

Total54

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
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

Total12



Programs of Study

MAJOR COURSE REQUIREMENTS (Decatur Campus only):

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 212 Motor Controls II	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 100 Intermediate College Algebra OR	
MTH 116 Mathematical Applications	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

Option I

Accounting Technology

Associate of Applied Science Degree

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 Accounting on the Microcomputer	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 197U Microsoft Word Core	3
BUS Electives	6
Total	39
TOTAL CREDITS	63

BUSINESS ADMINISTRATION

Option II

Business Administration

Associate of Applied Science Degree

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
Option III
Entrepreneurship

Associate of Applied Science Degree

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

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
Option IV
Management

Associate of Applied Science Degree

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 or BUS Elective	3
Total	39
TOTAL CREDITS	62

BUSINESS ADMINISTRATION
Option V
Quality Control Technology

Associate of Applied Science Degree

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	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 Option VI Real Estate Sales and Management

Associate of Applied Science Degree

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

Programs of Study

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 Electives	3
Total	37
TOTAL CREDITS	61

BUSINESS ADMINISTRATION Option VII Traffic and Transportation Technology

Associate of Applied Science Degree

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

Programs of Study

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 Elective3

Choose seven (7) of the following TRT courses:

TRT 101 History of Transportation3
 TRT 102 Regulation of Transportation3
 TRT 103 Industrial Traffic Management3
 TRT 104 Transportation and Distribution Logistics3
 TRT 190 Traffic and Transportation Workshop(s)3
 TRT 210 Tracking Systems3
 TRT 213 Freight Loss and Damage Claims3
 TRT 214 Import/Export Transportation Management3
 TRT 218 Transportation of Hazardous Materials3
 TRT 220 Directed Studies in Traffic & Transportation3

TOTAL CREDITS24

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 I3
 ENG 102 English Composition II3
 Fine Arts Elective3
 MTH 116 Mathematical Applications OR
 MTH 112 Precalculus Algebra3
 BIO 103 Principles of Biology I4
 CIS 146 Microcomputer Applications3
 History Elective3
 PSY 200 General Psychology3

Total General Credit Hours25

CHILD DEVELOPMENT COMMON CORE:

CHD 100 Introduction to Early Care and Education
 of Children3
 CHD 201 OR PSY 211 Child Growth and
 Development Principles3
 CHD 202 Children's Creative Experiences3

CHD 203 Children's Language and Literature3
 CHD 204 Methods and Materials for Teaching Children3
 CHD 206 Children's Health and Safety3
 CHD 214 Families and Communities3
 CHD 215 Supervised Practical Experiences in Early
 Childhood Education3
 SPH 107 Fundamentals of Public Speaking3

Total Child Development Common Core Credit Hours27

SPECIALTIES:

Early Childhood

CHD 205 Program Planning for Educating Young Children3
 CHD 209 Infant and Toddler Education Programs3
 CHD 210 Educating Exceptional Young Children3
 CHD 220 Parenting Skills3

Total Early Childhood Credit Hours12

Administration

CHD 208 Administration of Child Development Programs3
 BUS 263 The Legal and Social Environment of Business3
 BUS 275 Principles of Management3
 BUS 279 Small Business Management3

Total Administration Credit Hours12

School-Age

CHD 205 Program Planning for Educating Young Children3
 CHD 210 Educating Exceptional Young Children3
 CHD 230 Introduction to School-Age Programs3
 CHD 231 School-Age Programming3

Total School-Age Credit Hours12

TOTAL CREDITS64

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 Children3
 CHD 202 Children's Creative Experiences3
 CHD 204 Methods and Materials for
 Teaching Preschool Children3
 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

Programs of Study

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 through 115 OR MTH 120 through 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 197 or Higher)	6
CIS 147 Advanced Microcomputer Applications	3
CIS 197U Microsoft Word Core OR OAD 125 Word Processing I	3
CIS 197V Microsoft Word Expert OR OAD 126 Advanced Word Processing	3
CIS 197Z Microsoft PowerPoint OR OAD 232 The Electronic Office	3

CIS 197T Introduction to Web Pages OR OAD 233 Trends of Office Technology	3
CIS 288 Networking	3
CIS Programming Electives (can include CIS 198, CIS 212, CIS 213, CIS 282, CIS 244, CIS 251, CIS 252, CIS 255, CIS 261, CIS 262, CIS 293, CIS 299)	9
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 222 Database Management Systems	3
CIS 278 Operating Systems	3
CIS 251 C++ Programming	3
CIS Programming Electives (can include CIS 198, CIS 244, CIS 255, CIS 261 CIS 282)	9
CIS 281 Systems Analysis	3
CIS 288 Networking	3
CIS Advanced Programming Electives (can include CIS 213, CIS 252, CIS 262, CIS 293, CIS 299)	9
CIS 212 Visual BASIC	3
Total	45
TOTAL CREDITS	69

COMPUTER INFORMATION SYSTEMS

Option III

Office Administrative Professional

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
SPA 101 Introductory Spanish I	4
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
Science/Math/CIS Elective	3-4
ECO 231 Principles of Macroeconomics	3
Total	25-26

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 Microsoft Word Core	3
OAD 126 Advanced Word Processing OR CIS 197V Microsoft Word Expert	3
OAD 138 Records/Information Management	3
OAD 200 Machine Transcription	3
OAD 217 Office Management	3
OAD 230 Electronic Publishing	3
OAD 232 The Electronic Office OR CIS 197Z Microsoft PowerPoint	3
OAD 233 Trends in Office Technology OR CIS 197T Introduction to Web Pages	3
Total	39
TOTAL CREDITS	64-65

COMPUTER INFORMATION SYSTEMS

Option IV

Networking Technology

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 trans-

fer, although many of the courses are transferable to some senior institutions. Courses included are designed to prepare students to successfully complete CompTIA A+ Certification requirements. 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 Electives	6
ECO 231 Principles of Macroeconomics	3
Humanities/Fine Arts Elective	3
Total	24

PROFESSIONAL CORE REQUIREMENTS:

CIS 146 Introduction to Information Systems	3
CIS 147 Advanced Microcomputer Applications	3
CIS 150 Computer Program Logic	3
CIS 222 Database Management Systems	3
CIS 251 C++ Programming	3
CIS 266 Computer Software Installation and Problem Determination	3
CIS 267 Computer Hardware Problem Determination	3
CIS 278 Computer Operating Systems	3
CIS 281 Systems Analysis and Design	3
CIS 288 Microcomputer Networking	3
CIS Programming Electives (can include CIS 198, CIS 212, CIS 213, CIS 244, CIS 251, CIS 252, CIS 255, CIS 261, CIS 262, CIS 282, CIS 293, CIS 299)	9
Total	39
TOTAL CREDITS	63

COMPUTER INFORMATION SYSTEMS

General Office Assistant 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 so that degree requirements can be completed in an expedient manner. Required courses may not be available every semester. 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
SPA 101 Introductory Spanish I	4
Total	16

Programs of Study

PROFESSIONAL CORE REQUIREMENTS

BUS 215 Business Communications	3
BUS 241 Principles of Accounting I	3
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing I OR CIS 197U Microsoft Word Core	3
OAD 138 Records/Information Management	3
OAD 200 Machine Transcription	3
OAD 217 Office Management	3
OAD 230 Electronic Publishing	3
OAD 232 The Electronic Office OR CIS 197Z Microsoft PowerPoint	3
OAD 233 Trends in Office Technology OR CIS 197T Introduction to Web Pages	3
Total	30
TOTAL CREDITS	46

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 Specialist exams. Instruction is designed for those seeking to be more employable in the job market or to enhance current computer skills. While the certificate focuses on Microsoft Office Specialist objectives, vendor-sponsored testing is *not* a requirement for certificate completion.

CIS 197U Microsoft Word Core	3
CIS 197V Microsoft Word Expert	3
CIS 197X Microsoft Excel Core	3
CIS 197Y Microsoft Excel Expert	3
CIS 197W Microsoft Access	3
CIS 197Z Microsoft PowerPoint	3
CIS 197AA Microsoft Outlook	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 so that degree requirements can be completed in an expedient manner. Required courses may not be available every semester. 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 I OR CIS 197U Microsoft Word Core	3
OAD 126 Advanced Word Processing OR CIS 197V Microsoft Word Expert	3
OAD 138 Records/Information Management	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

COMPUTER INFORMATION SYSTEMS

Medical Office Assistant 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 so that degree requirements can be completed in an expedient manner. Required courses may not be available every semester. Degree seeking students may find it necessary to extend completion timelines and attend both day and evening classes.

PROFESSIONAL CORE REQUIREMENTS

OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing I OR CIS 197U Microsoft Word Core	3
OAD 200 Machine Transcription	3
OAD 211 Medical Terminology	3
OAD 212 Medical Transcription	3
OAD 214 Medical Office Procedures	3
OAD 215 Health Information Management	3
OAD 247 Special Projects (Patient Billing)	3
TOTAL CREDITS	24

COMPUTER INFORMATION SYSTEMS

Legal Office Assistant 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 so that degree requirements can be completed in an expedient manner. Required courses may not be available every semester. Degree seeking students may find it necessary to extend completion timelines and attend both day and evening classes.

PROFESSIONAL CORE REQUIREMENTS

OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing I OR CIS 197U Microsoft Word Core	3
OAD 138 Records/Information Management	3
OAD 200 Machine Transcription	3
OAD 202 Legal Transcription	3
OAD 203 Legal Office Procedures	3
OAD 247 Special Projects (Legal Keyboarding)	3
BUS 263 Legal and Social Environment of Business	3
TOTAL CREDITS	24

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 100 Intermediate College Algebra OR MTH 116 Mathematical Applications	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 100 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

Programs of Study

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 2.5 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 a 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: A student may be readmitted to a Dental Assisting Program one time following a failure of or withdrawal from a Dental Assisting course. Students who are currently returning following a failure are considered to be using their second and final opportunity to complete the Dental Assisting Program. Students may apply for readmittance within two years of original entry by submitting a letter of intent to the Program Director.

The readmission of a student is based on availability of space and the student-teacher ratio, provided the student is eligible to return. Any student requesting readmission must have a minimum Grade Point Average of 2.5 on all course work attempted. All requirements for students enrolling in the program will apply to students returning to the Dental Assisting Program. Students who re-enter the program may be subject to following the current curriculum.

To be readmitted to the Dental Assisting program, the student must contact Ms. Pat Stueck (256/306-2812) to schedule an appointment to discuss readmission.

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.

Programs of Study

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 2.5 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, 256/306-2812 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: A student may be readmitted to a Dental Assisting Program one time following a failure of or withdrawal from a Dental Assisting course. Students who are currently returning following

a failure are considered to be using their and final opportunity to complete the Dental Assisting Program. Students may apply for readmittance within two years of original entry by submitting a letter of intent to the Program Director.

The readmission of a student is based on availability of space and the student-teacher ratio, provided the student is eligible to return. Any student requesting readmission must have a minimum Grade Point Average of 2.5 on all course work attempted. All requirements for students enrolling in the program will apply to student returning to the Dental Assisting Program. Students who re-enter the program may be subject to follow the current curriculum.

To be readmitted to the Dental Assisting program, the student must contact Ms. Pat Stueck (256/306-2812) to schedule an appointment to discuss readmission.

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.

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 Electives (MTH 113-115 OR MTH 120-126)	6
Humanities Elective	3
Social Science Elective	3
Total	21

MAJOR COURSE REQUIREMENTS (Decatur Campus only):

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 116 Blueprint Reading for Construction	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 150 Theory of Residential Drawing and Design	3
DDT 155 Drawing for Residential Construction	4
DDT 213 Civil Drafting Plat Maps	3
DDT 225 Structural Steel Drafting	3
DDT 233 Solids Modeling	3
Total	47
TOTAL CREDITS	68

DESIGN DRAFTING/COMPUTER AIDED DRAFTING

Certificate

This certificate offers basic computer aided drafting skills.

COURSE REQUIREMENTS (Decatur Campus only):

DDT 103 Introduction to Computer Aided Drafting	3
DDT 111 Fundamentals of Design Drafting Technology	3
DDT 112 Introductory Technical Drawing	3
DDT 121 Intermediate Technical Drawing	3
DDT 123 Intermediate CAD	4
Total	16

**DESIGN DRAFTING/
RESIDENTIAL DEVELOPMENT PLANNING**

Certificate

(Decatur Campus only)

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:

(Decatur Campus only)

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:

(Decatur Campus only)

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
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HVAC OPTION SPECIALIZATION REQUIREMENTS:

(Decatur Campus only)

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
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INDUSTRIAL MAINTENANCE SPECIALIZATION REQUIREMENTS:

(Decatur Campus only)

ELT 217 Transformers	3
DDT 114 Industrial Blueprint Reading * OR DDT 116 Blueprint Reading for Construction	3

Programs of Study

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:

(Decatur Campus only)

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, and 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 must 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 companies, fire service agencies and law enforcement agencies.

In order to be eligible to attend clinicals, each student must attend a clinical orientation session. Date, time and location for clinical orientation sessions will be published each semester.

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, visit www.calhoun.edu/ems or contact Ann Wagnon, EMS secretary at 256-306-2786, e-mail www@calhoun.edu; Jarrod Taylor, EMS Program Director at 256-306-2781, e-mail jwt@calhoun.edu; or Jeff Mitchell at (256) 306-2791, e-mail jpm@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 and must be successfully completed for eligibility for NREMT exam.

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

Optional course for EMT-Basic students including 45 additional hours of clinical education:

*EMS 145 Emergency Department Preceptorship	2
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*Includes 45 hours of clinical education (Insurance, Completion of EMS 113, and CPR Verification Required).

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 a grade of "C" or higher for a math and an English course - 100 level or above. To meet these course prerequisites, students are encouraged 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 203 Cardiovascular Patient Management.....	3

Paramedic Semester Three

*EMP 197 Paramedic Clinical Competencies I	3
*EMP 200 Medical Patient Management IIA	6
EMP 198 Medical Patient Management I	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
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*Includes clinical education (Insurance, Completion of EMS 113, and CPR Verification 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
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** Prior to admission to the Paramedic level, students must have received a grade of "C" or higher for a math and an English course - 100 level or above.

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

Paramedic Semester Two:

EMP 193 Patient Assessment and Management	3
EMP 194 Paramedic General Pharmacology	2
EMP 196 Advanced Trauma Management B	3
EMP 203 Cardiovascular Patient Management	3
*BIO 202 Anatomy and Physiology II	4
CIS Elective	1

Semester Total	16
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* Prerequisite for BIO 201 and 202 is BIO 103 or successful completion of placement exam.

Paramedic Semester Three

*EMP 197 Paramedic Clinical Competencies I	3
*EMP 200 Medical Patient Management IIA	6
EMP 198 Medical Patient Management I	3
PSY 200 General Psychology	3

Semester Total	15
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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
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Total Hours	76
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*Includes clinical education (Insurance Required).

Programs of Study

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 or equivalent;
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. Complete ENG 101 and MTH 100 or equivalent and with a grade of "C" or higher.
4. Have a current Alabama license as an EMT-Basic or Intermediate 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 or Intermediate is mandatory prior to beginning the second term of Paramedic courses.
5. Acceptance is granted to the most qualified applicants, with preference given to students progressing through Calhoun's EMS Program.

- 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/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, but are not limited to:

- Not being 18 years of age or older;
- Convicted of any criminal act, including any DUI convictions;
- Addicted to the use of intoxicating liquors or controlled substances at the present or in the past; and
- 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:

- Progress through the required courses of the EMS curriculum in the prescribed sequence;
- Attain an average of 75% in all coursework to include didactic, laboratory, clinical, and/or field internship training;
- Submit acceptable physical examinations at intervals not to exceed 12 months;
- Maintain current professional liability, health, and hospitalization insurance while enrolled in the EMS courses;
- Maintain annual Basic Cardiac Life Support Certification at the Health Care Provider level or equivalent;
- Comply with the "Essential Functions" required for EMT-Basic and Paramedic courses;
- 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

Programs of Study

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 Dive 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: (Decatur Campus only)

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 Fundamentals of Public Speaking OR SPH 228 Group Communications	3
Total	12

MAJOR COURSE REQUIREMENTS (Decatur Campus only)

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 (Decatur Campus only)

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 Fundamentals of Public Speaking OR SPH 228 Group Communications	3
Total	12

Programs of Study

MAJOR COURSE REQUIREMENTS (Decatur Campus only)

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 (Decatur Campus only)

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 (Decatur Campus only)

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
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MISSILE AND MUNITIONS TECHNOLOGY

Basic

Associate of Applied Science Degree

(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 REQUIREMENTS27-42**

*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 CREDITS64

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

Option I

Calibration Specialist

Associate of Applied Science Degree

(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:

Total27-42**

*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 CREDITS64

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

Option II

Technical Management

Associate of Applied Science Degree

(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:

Total27-42**

Programs of Study

*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 minor 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 abuse 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. These same legal requirements or others may apply to taking the NCLEX-RN 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.

POLICIES AND 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.

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	

Total12

*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

Total16

* 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

Total15

SEMESTER III (Fall)

BIO 220, General Microbiology.....	4
NUR 265, Advanced Nursing I.....	6
NUR 266, Advanced Nursing II.....	6

Total16

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

Total13

TOTAL CREDITS.....72

Nursing courses are offered only on the Decatur campus.

Programs of Study

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 (256/306-2804 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 into 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 $2.5 + .3 = 2.80$). **NOTE: Overall GPA must be at least 2.0 to be considered.**

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 the 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 into 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. Documentation of immunity to rubella (German measles), immunization record or titer level.
6. Proof of purchase of professional liability insurance through the College as outlined by the Nursing Department at Calhoun Community College.
7. 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 his/her acceptance into the program.

Transfer students must meet the same requirements for immunizations, student health examination, evidence of current CPR course completion, drug testing 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 overall on 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:

<u>Passing for nursing students</u>	<u>Failing for nursing students</u>
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 component. 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 desiring 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 Nursing Department 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 Nursing Department 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.

Effective fall semester 2003, students who have withdrawn from NUR 110, Fundamentals of Nursing, may re-enter the nursing program **ONE TIME** only following re-admission advising. If the student withdraws from NUR 110 a second time or does not enter after one (1) readmission advising conference, the student will be required to go through the application process to the nursing program as a beginning student.

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 com-

Programs of Study

mittee. 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
Drug Testing	45.00
Nurse Pacs	75.00
NCLEX-RN Review	280.00
Commercial Achievement Tests	100.00
Graduation Pictures	30.00
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).

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. An individual seeks to meet his/her 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 a technologically changing 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 constantly 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 well-being 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 response, which indicates 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 for clinical decision making. The purpose of nursing activity is to promote the individual's adaptive behaviors in any setting.

NURSING EDUCATION

We believe that nursing education consists of cost effective general education and nursing courses with flexible scheduling at convenient locations. 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 life long process that promotes professionalism and 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 has the obligation to provide opportunities for this achievement. We believe that learning is continuous throughout the life cycle and is an active process that results in a change in behavior. We further believe that learning takes place within the learner; therefore, self-understanding and self-evaluation are emphasized. With this belief in mind, we base our teaching on the following statements as a rationale for the teaching-learning process.

1. Learning is meaningful when there are goals.
2. Learning is enhanced when the climate is non-judgmental.
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 his own needs.

ASSOCIATE DEGREE NURSE

We believe that the associate degree nurse functions in a variety of settings using critical thinking, skill and judgment to manage care. The associate degree nurse provides caring intervention to individuals of all ages from a variety of sociocultural backgrounds that 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 socio-cultural backgrounds who are experiencing:
 - a. acute or chronic illness
 - 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 utilizing a holistic approach and current technology in a cost effective manner.
3. utilize the nursing process with evidence based information from 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 team members with regard to data base
 - (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 therapeutic communication with the patients, significant others, and health care team members
 - (3) Implements teaching plans to meet the patient's specific needs
 - e. evaluating goal/outcome achievement, modifying when necessary, with the patient, significant others, and health care team members.
4. value professionalism, accountability and nursing research by:
 - a. participating in professional development
 - b. recognizing individual parameters of knowledge and experience
 - c. supporting professional nursing organizations and community health promotion
 - d. adhering to the ANA Code of Ethics and the legal scope of nursing practice.
5. delegate appropriately to other nursing care providers.
6. seek assistance from other health care team members when the situation encountered is beyond the nurse's knowledge and experience.

CAREER OPPORTUNITIES

Graduates of the Calhoun Associate Degree Nursing Program have been employed by hospitals, physicians' offices, industry, nursing homes, long-term health care facilities, and other community health care agencies. Over the past three years, 100% of the students graduating from the program who sought employment have secured employment as graduate nurses at the time of graduation. The starting base salary range for a new graduate Associate Degree nurse is approximately \$15.00-\$18.00 an hour. The starting base salary range for a new Practical Nurse is approximately \$11.00 - \$14.50 an hour. Additional information related to occupational outlook may be obtained from the Calhoun Career Planning and Job Placement Center, located in the Chasteen Student Center on the Decatur campus. References available include the following:

OCCUPATIONAL OUTLOOK HANDBOOK, updated annually

FINNEY COMPANY OCCUPATIONAL BRIEFS, updated as updates are available

DICTIONARY OF OCCUPATIONAL TITLES, updated as updates are available

CAREERS PLACEMENT COUNCIL SALARY SURVEYS, quarterly updates received

CAREER CLUSTER FILE, Careers, Inc., updated as updates are made available

COLLEGE PLACEMENT ANNUALS, provided yearly through College Placement Council membership

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 desire to pursue further study toward an associate in applied science degree in nursing. 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.

Programs of Study

POLICIES/CURRICULUM

Policies/curriculum 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/curriculum 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 OR 202, Human Anatomy and Physiology I OR II	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 201 OR 202, Human Anatomy and Physiology I OR II	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

Challenge Exam Credits.....15

TOTAL CREDITS.....72

ADMISSION POLICY

In order to be admitted into 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 OR 202*, 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 Rubella (German measles) and 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 STUDIES

Certificate

The Certificate in Paralegal Studies prepares students for entry level paralegal positions, or may be used to supplement the skills of persons employed in law related areas.

ENG 101 English Composition I	3
CIS Elective (CIS 146 or higher)	3
*PRL 101 Introduction to Paralegal	3
*PRL 102 Basic Legal Writing & Research	3
PRL 262 Civil Injuries & Litigation	3
PRL 150 Commercial Law	3
PRL 230 Domestic Law	3
PRL 240 Wills, Trusts & Estates	3
PRL Elective	2
(Choose one course from the following: PRL 210 Introduction to Real Property Law, RLS 125 Real Estate Law, PRL 160 Criminal Law and Procedure, CRJ 120 Criminal Law and Procedure, PRL 103 Advanced Legal Research & Writing, PRL 282 Law Office Management, PRL 220 Corporate Law, PRL 250 Bankruptcy & Collections; PRL 170 Administrative Law, PRL 270 Workers' Compensation, PRL 192 Selected Topics in Paralegalism, **PRL 291 Paralegal Internship)	
TOTAL CREDITS	26

* PRL 101 and PRL102 must be taken before any other courses with the PRL prefix, except that PRL 101 and PRL 102 may be taken concurrently.

** Prerequisites are PRL 101, PRL102, PRL 262, and permission of the program director.

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

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 43 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.

Programs of Study

PHILOSOPHY

The faculty of the Practical Nursing program believe that the purpose of the educational program is to prepare the individual student to function as a team member 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 opportunity 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 Nurse 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 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 societal 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:

1. Assess basic physical, emotional, spiritual, and socio-cultural needs of the health care client.
2. Collect data within established protocols and guidelines from various sources:
 - a. client interviews
 - b. observations/measurements
 - c. health care team members, family, and significant others health records
3. Utilize knowledge of normal values to identify deviations in health status.
4. Develop individualized nursing care plans utilizing established nursing diagnoses for clients with common, well defined health problems throughout the lifespan.
5. Review and revise nursing care plans to meet the changing needs of clients.
6. Provide quality nursing care according to accepted standards of practice, priority of client's needs, and individual and family rights.
7. Utilize effective communication in:
 - a. documentation
 - b. therapeutic relationships with client, families, significant others
 - c. collaboration with health care team.

8. Teach clients regarding basic care and comfort needs.
9. Seek guidance as needed in the delivery of nursing care.
10. Function as a member of the discipline by:
 - a. complying with the scope of practice as outlined in the Nurse Practice Act of Alabama and any other state in which they may be licensed.
 - b. identifying need for life long education to accomplish personal and professional growth.
 - c. adhering to a nursing code of ethics.
11. Assume accountability for managing actions when providing and/or delegating nursing care for individuals and groups of clients while considering costs.
12. Describe the role of the LPN as:
 - a. an advocate for the health care client.
 - b. participant in societal activities that affect nursing and health.

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

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/	4
Medical Terminology	
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 Certificate43

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/	4
Medical Terminology	
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 Certificate43

ADMISSION POLICY

General Admission Requirements

Students interested in pursuing a Practical Nursing Certificate at Calhoun Community College must:

- Submit a completed application to the Admission and Registrar's Office at Calhoun Community College and be accepted for enrollment by the College.
- Take the placement test through the Advising Center and have appropriate scores for COM 100 (Introductory Technical English) and MAH 105 (Math for Nurses). Appointment for placement test must be made through the Advising Center.
- Request transcripts from all previously attended accredited colleges/technical schools. A **Transfer Equivalency Report** will be sent to the student when the evaluation of coursework is completed through the Calhoun Community College Admissions Office.
- Meet minimum cumulative Grade Point Average (GPA) of 2.0.
- Submit the Practical Nursing Notification form and a copy of a transcript or placement scores to the Nursing Department at Calhoun Community College, Shelton Health Building, Room 204.

Practical Nursing Admission Process

Students who have met the general admission criteria and are accepted for enrollment with appropriate placement scores for COM 100 and MAH 105 will be notified by correspondence regarding a designated day and time for advising/registration. Students must be prepared to provide the following documentation at the time of registration or the time specified on the correspondence:

Programs of Study

1. Verification of placement scores and/or a student copy of Calhoun grade transcript or Transfer Equivalency Report.
2. Verification of Malpractice Insurance payment (included in correspondence).
3. Verification of current Cardiopulmonary Resuscitation (CPR) course completion.
4. Verification of Two-Step Mantoux TB skin Test (PPD) or chest x-ray indicating the student is free of tuberculosis.
5. Verification of vaccination for Hepatitis B and/or positive antibodies or sign a waiver.

Class size is limited. Students providing complete verification of the above mentioned documentation at the scheduled time for advising/registration will fill the class slots.

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 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
3. Purchase course syllabi and Nurse Pacs (equipment/supplies) through the Calhoun Community College Bookstore.
4. Pay for National League for Nursing Achievement Test (NLN) or other commercial test as administered periodically throughout the program.
5. As stipulated by the health agencies with which the Department of Nursing contracts for clinical experience, each student accepted into 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.

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.

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 MAH 105 and COM 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 following failure of a nursing course with a clinical lab component. 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 mandatory 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

A = 90 - 100%
B = 80 - 89%
C = 75 - 79%

Failing for PN students

D = 60 - 74%
F = 59% and below

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 License (optional)	50.00
Textbooks (approximate)	\$540.00
Nurse Packs	60.00
Uniforms (approximate)	124.00
Health Exams, PPD, Immunizations	Cost Varies
CPR Course	30.00
Drug Testing	45.00
Graduation Pictures	35.00

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.

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 minor 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 abuse 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.

Programs of Study

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.

PROCESS TECHNOLOGY

Associate of Applied Science

This program is designed for individuals seeking employment in the process industry as a Process Technician. The process industry plays a significant role in U.S. businesses and our economy, serving the pharmaceutical, food and beverage, textile, chemical and petroleum processing, power production, plastic, paint, cosmetic, and other sectors.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition.....	3
ENG 130 Technical Report Writing	3
MTH 103 Technical Math.....	3
PHS 121 Applied Physical Science	4
PHY 115 Technical Physics	4
SPH 107 Fundamentals of Public Speaking	3
CIS 146 Microcomputer Applications	3
Humanities Elective	3
Social Science Elective	3
TOTAL	29

MAJOR COURSE REQUIREMENTS:

PMC 180 Basic Electricity and Electronics.....	3
PCT 100 Fundamentals of Process Technology.....	3
PCT 105 Safety, Health and Environment	3
PCT 110 Process Technology I Equipment.....	4
PCT 115 Instrumentation I	3
PCT 215 Instrumentation II	4
PCT 220 Process Technology II Systems	4
PCT 225 Quality Processes and Quality Management.....	3
PCT 230 Process Technology III Operations	4
PCT 234 Industrial Co-Op Training, or Workplace Elective	3
PCT 240 Process Troubleshooting	4
TOTAL	38

TOTAL CREDITS.....67

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

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 Surgical Technology.....	5 credits
SUR 102 Applied Surgical Techniques	4 credits
SUR 107 Surgical Anatomy and Pathophysiology	3 credits

HPS 114 Basic Pharmacology	<u>2 credits</u>
	14 credits

SEMESTER 2

SUR 103 Surgical Procedures	<u>5 credits</u>
SUR 104 Surgical Practicum I	<u>4 credits</u>
	9 credits

SEMESTER 3

SUR 105 Surgical Practicum II	<u>5 credits</u>
SUR 106 Special Topics in Surgical Technology	<u>1 credit</u>
	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.
- Completion of, concurrent enrollment in, or eligibility to enroll (ACT English score of 20 or better, SAT verbal score of 480 or better, or appropriate entrance exam score) 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.
- Complete Math 100, 112, OR 116 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 "10". 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 - up to 4 points 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 a maximum of 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



Programs of Study

the **first day of class** (forms available in the Allied Health Department).

PROGRESSION IN THE PROGRAM

- Students must fulfill all course requirements as stated in each SUR syllabus
- Achieve a minimum grade of "C" (75%) in each SUR course.
- Successfully complete all lab, practical, and clinical components of each SUR course.
- Successfully complete Program Assessment Exam
- Complete the Certified Surgical Technologist Exam.

Specific questions concerning the program can be answered by calling the Surgical Technology program (Monday-Thursday at 256/306-2786/306-2950).

SURGICAL TECHNOLOGY PROGRAM ESTIMATED COSTS

Tuition: See college catalog section covering financial information.

Malpractice Insurance (per year)	\$21.75
Standardized Exams	\$60.00
Graduation Fee	\$35.00
Certification Exam	\$245.00
Textbooks	\$400.00
Health Exams, PPD, Immunizations.....	Cost Varies
CPR Course	\$45.00

READMISSION POLICY

A student may be readmitted to a SUR course ONE TIME following a failure of or withdrawal from 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.

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.

Programs of Study**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

Programs of Study**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 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 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 CREDITS24

COURSE DESCRIPTIONS

98

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 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 Descriptions

AIR CONDITIONING AND REFRIGERATION (ACR)

- ACR 111 REFRIGERATION PRINCIPLES (2T, 4M) 3 credits**
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**
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**
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**
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**
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**
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**
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**
PREREQUISITE: ACR 111
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
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

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

PREREQUISITE: ACR 111

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 systems, 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

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

PREREQUISITE: ACR 111

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

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

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.



Course Descriptions

ADVANCED ELECTRONICS MANUFACTURING (AEM)

AEM 100 INTRODUCTION TO ELECTRONICS MANUFACTURING (2T, 3M) 3 credits
This course is an introduction to electronics manufacturing and covers basic electricity concepts, through-hole and surface mount component identification, electrostatic discharge, materials and processes, including a basic overview of through-hole and surface mount soldering, manual cleaning, visual inspection and basic work techniques. An IPC J-STD-001 Operator Certification is included as part of this course. Successful completion of the certification testing is not a requirement for receiving credit for this class.

AEM 105 FUNDAMENTALS OF ELECTRONICS MANUFACTURING (2T, 3M) 3 credits
PREREQUISITE: AEM 100
This is a fundamentals of electronics manufacturing course that covers printed circuit board (PCB) layout and design for manufacturability, printed circuit board manufacturing, solder paste and other materials, PCB fabrication, solder paste printing, component placement, reflow soldering and wave soldering, automated cleaning, automated inspection, in-circuit and functional test and conformal coating. An IPC-A-600 and IPC-A-610 Worker Proficiency Certification is included as part of this course. Successful completion of the certification testing is not a requirement for receiving credit for this class.

AEM 150 FUNDAMENTALS OF CABLE/HARNESS ASSEMBLY (2T, 3M) 3 credits
This is a cable/harness assembly course that covers materials and wire configurations, tools for wire preparation and assembly, stripping of insulation from conductors and cables, and general connection requirements such as marking and labeling, terminal assembly, solder connections, crimp connections, solder splices, shield terminations, tying and lacing, cable/harness protective coverings, hardware installation, solderless wrap, acceptability requirements, and testing. Industry specification/standards covered during this course will be IPC/WHMA-A-620 Requirements for Acceptance for Cable and Wire Harness Assemblies. An IPC Worker Proficiency Certification to IPC/WHMA-A-620 is included as part of this course. Successful completion of the certification testing is not a requirement for receiving credit for this class.

AEM 160 PRINCIPLES OF ELECTRONICS MANUFACTURING I (3T, 3M) 4 credits
PREREQUISITE: AEM 105, MTH 113, ARS 202
COREQUISITE: PMC 180, ARS 104
This course covers the manufacture and assembly of electronic printed circuit boards, from component selection and board layout to soldering and testing. Special emphasis on high-volume manufacturing techniques and state-of-the-art processes, such as surface mount technology (SMT) will be covered. Laboratory projects include CAD circuit board layout, using automatic placement and soldering equipment, investigating thermal

characteristics of circuit boards, process design and evaluation using SPC techniques and rework and repair.

AEM 170 PRINCIPLES OF ELECTRONICS MANUFACTURING II (3T, 3M) 4 credits
PREREQUISITE: AEM 160

This is a Principles of Electronics Manufacturing course that covers advanced packaging technologies. Topics include BGA, Flip Chip, Multi-chip module, and Chip Scale Packaging. Interconnect reliability, handling procedures, process requirements and yields for assembly, cleaning, automated inspection and testing will also be covered.

AEM 190 OPTOELECTRONICS (3T) 3 credits
COREQUISITE: AEM 191

This course covers Optoelectronic packaging technologies including active and passive components and discrete fiber cable, their characteristics, and the manner that these parts will become an integral part of the functioning module, board or sub-assembly. Topics will include technology choices, design considerations, material properties, component mounting and interconnecting structures, assembly processes, testing, application, rework and reliability of completed optoelectronic assemblies. The industry specification/standards that will be covered during this course will be J-STD-040 Optoelectronics Assembly and Packaging Technology.

AEM 191 OPTOELECTRONICS LAB (3M) 1 credit
COREQUISITE: AEM 190

This is a companion course to AEM 190. Following all safety procedures, students will successfully terminate a variety of fiber optic connectors as well as perform mechanical and fusion splicing that meets the Electronics Technicians Association (ETA) and the Telecommunications Industry Association and Electronics Industry Alliance (TIA/EIA) standards. Additionally, students will be trained to fully test and troubleshoot fiber optic cables and fiber optic systems using a Visual Fault Finder (VFF), fiber optic light source and power meter and an Optical Time Domain Reflectometer (OTDR). Students will test and troubleshoot pre-faulted Local Area Network (LAN) links and properly identify all system faults.

AEM 200 PROJECTS IN ELECTRONICS MANUFACTURING (2T, 6M) 4 credits
PREREQUISITE: AEM 170, AEM 190
COREQUISITE: EET 281

This is a capstone course in electronics manufacturing. Students will be given a printed circuit board to layout and assemble using high volume manufacturing techniques and state-of-the-art processes. They will develop test strategies and implement statistical process control in order to validate process design. At the end of the course, each student will present written and oral reports on his or her part of the project. Students will evaluate each step of the manufacturing process.

AEROSPACE TECHNOLOGY (ARS)

ARS 100 PRINT READING, GEOMETRIC DIMENSIONING AND TOLERANCING AND PRECISION MEASUREMENT (3T) 3 credits

COREQUISITE: ARS 102

This course is designed to introduce the basic principles of print reading, interpretation, and design including the English and Metric Systems; precision measuring equipment; and geometric dimensioning and tolerancing based on industry standards. (This course should be taken during the first or second semester of enrollment in the program.)

ARS 101 FUNDAMENTALS OF AEROSPACE MANUFACTURING (3T) 3 credits

COREQUISITE: ARS 102

This course provides an overview of the materials and processes used in manufacturing high performance, light weight, and reliable structures for aerospace products. Emphasis is placed on process evaluation techniques that can be extrapolated to other system areas such as new products and new technology. (This course should be taken during the first or second semester of enrollment in the program.)

ARS 102 INTRODUCTION TO AEROSPACE TECHNOLOGY (1T) 1 credit

The purpose of this program is to provide students with a foundation of knowledge and technically oriented experience in the study of Aerospace Technologies, its effects upon their lives, and the choosing of an occupation. The content and activities include the study of safety in the manufacturing environment and stresses the understanding and demonstration of the technological tools, machines, instruments, materials, quality, processes, and systems in business and industry. (This course should be taken during the first semester of enrollment in the program.)

ARS 104 SAFETY IN A MANUFACTURING ENVIRONMENT (3T) 3 credits

COREQUISITE: ARS 102

This course is an introduction to general issues, concepts, procedures, hazards, and safety standards found in an aerospace industrial environment. This safety course is to make technicians aware of safety issues associated with their changing work environment and attempt to eliminate industrial accidents. (This course should be taken during the first or second semester of enrollment in the program.)

ARS 126 MACHINING FUNDAMENTALS (1T, 6M) 3 credits

PREREQUISITE: ARS 100, ARS 101, ARS 104

This course is an introduction to general machining issues, concepts, procedures, and safety standards found in an industrial environment. The technician is introduced to basic manual as well as introductory level computerized-numeric-control (CNC) programming and CNC manufacturing skills. Topics include benchwork, speeds and feeds, tooling applications, set-up, machine control

ARS 127 ADVANCED MACHINING (2T, 2E) 3 credits

PREREQUISITE: ARS 126

This is an advanced course covering general machining issues, concepts, and procedures; basic preventive maintenance; and safety standards found in an aerospace industrial environment. The course is designed to supply the aerospace technician with skills needed to perform basic computerized-numeric-control (CNC) machining using intermediate CNC programming skills, bending, and brake forming operations in an aerospace facility.

ARS 128 CNC PROGRAMMING (2T, 2E) 3 credits

PREREQUISITE: ARS 127

This course covers intermediate computerized-numeric-control (CNC) programming, intermediate computer-aided drafting/computer-aided manufacturing (CAD/CAM) programming, and preventive maintenance. Programming topics include sketching; solid modeling; 3-axes milling; CNC lathe programming; tool path and cutter compensations; and reading, writing, and using G & M code programming language (preparatory and miscellaneous commands) to complete intermediate-level machining projects.

ARS 151 WELDING PRINCIPLES, THEORY AND SYMBOLS (1T, 6M) 3 credits

PREREQUISITE: ARS 100, ARS 101, ARS 104

This is a theory and skill-based course in basic welding (gas and arc), plasma arc, brazing, soldering, and cutting processes used in maintenance and manufacturing. Other theory topics include forge, submerged arc, electroslog, stud arc, resistance, ultrasonic, electron beam, and laser beam welding. Students use welding symbols, joint designs, and weld positions to prepare specimens. The course also covers terminology, standards for welding acceptable and unacceptable welds, safety, and qualification tests.

ARS 152 ORBITAL TUBE WELDING (2T, 3M) 3 credits

PREREQUISITE: ARS 100, ARS 101, ARS 104

This course is a study in programmable orbital tube welding setup methods, programming methods, and safe operation of welders and tube preparation machinery. The course covers the application of automated gas tungsten arc welding (GTAW) on small thin-walled tubing.

ARS 153 GAS TUNGSTEN ARC AND PLASMA ARC WELDING (2T, 2E) 3 credits

PREREQUISITE: ARS 151

This course describes processes, methods, and skills required to produce acceptable welds with gas tungsten arc welding (GTAW) and plasma arc welding (PAW) equipment for aerospace hardware; the standard of acceptability is AWS D17.1:2001 (or latest revision). Topics include equipment, tooling, shielding gases, arc characteristics, welding techniques, non-consumable

Course Descriptions

	electrodes, filler metals, base materials, and related safety. Instruction covers manual, semi-automatic, and automatic welding procedures.		
ARS 176	ELECTRICAL/ELECTRONIC ASSEMBLY (2T, 3M) 3 credits This mechanics of electrical/electronics assembly course covers materials and wire configurations, tools for wire preparation and assembly, wire stripping, connection requirements, terminal assembly, solder connections, crimp connections, solder splices, shield terminations, tying and lacing, hardware installation, inspection, testing, safety, and industry specifications/standards. Worker proficiency certification in IPC/WHMA-A-620, "Requirements for Acceptance for Cable and Wire Harness Assemblies," is covered but certification testing is not a requirement to receive credit for the class.	ARS 229	INSPECTION AND TEST (2T, 2E) 3 credits PREREQUISITE: ARS 100, ARS 101, ARS 104 This course is an advanced class covering inspection processes, concepts, procedures, and safety standards found in an aerospace industrial inspection environment. Inspection topics emphasized are vernier and micrometer instruments, gage blocks, indicators, calibration procedures, coordinate measuring machines, theodolite and laser alignment equipment, ultrasonic testers, destructive and non-destructive test procedures, and failure analysis procedures.
ARS 178	AEROSPACE MECHANICAL ASSEMBLY (2T, 2E) 3 credits PREREQUISITE: ARS 100, ARS 101, ARS 104 This course is a study of mechanical assembly processes applied in aerospace and related manufacturing industries. Topics include drilling techniques, torquing techniques, fastener installation, related attachments, and safety.	ARS 251	SPECIALIZED WELDING PROCESSES (3T) 3 credits PREREQUISITE: ARS 153 This course is an overview of the basics of metals joining using processes other than electric arc. Topics include safety; brazing; soldering; diffusion bonding; and welding processes such as resistance, laser, electron beam, ultrasonic, friction, inertia, explosion, upset, thermite, and forge.
ARS 202	PROCESS CONTROL AND QUALITY MANAGEMENT (3T) 3 credits PREREQUISITE: MTH 103 OR MTH 112 OR MTH 118 This course provides the student with a basic understanding of quality assurance including the history of the quality movement in the United States; national and international standards for quality management systems; the impact of quality on an organization's performance; group problem solving; and statistical methods such as statistical process control (SPC); process capability studies; and the concepts associated with lean manufacturing.	ARS 253	WELDING CERTIFICATION PREPARATION (1T, 4E) 3 credits COREQUISITE: ARS 251 This course details the requirements for welder/welding operator certification in the aerospace industry. Training includes gas tungsten arc welding (GTAW) and plasma arc welding (PAW) processes and equipment and related safety. Emphasis is on materials in Groups I, II, III, and IV as defined in AWS D17.1:2001.
ARS 227	SKIN FORMING AND HEMI MILLING (2T, 2E) 3 credits PREREQUISITE: ARS 128 This course covers advanced skills needed to perform computerized-numeric-control (CNC) milling and machining processes, hemi milling operations, and bending and forming functions. The technician is introduced to advanced CNC programming, CNC operational and manufacturing skills, and brake forming operations including bump forming. Related safety and basic preventive maintenance techniques are covered.	ARS 276	INSTRUMENTATION ATTACHMENTS AND ADHESIVE BONDING PROCEDURES (2T, 2E) 3 credits PREREQUISITE: ARS 100, ARS 104 This course covers the use and installation techniques of instruments such as thermocouples, temperature sensors, and strain gages on different types of aircraft and structures. Topics include bonding materials, soldering techniques, electrical testing of temperature sensors and strain gages, mixing and applying adhesives for pressure, the effects of corrosion and weather, fuel tank sealing, adhesive selection, and safety.
ARS 228	VERTICAL TURRET LATHES (2T, 2E) 3 credits PREREQUISITE: ARS 128 This advanced course covers an introduction to vertical turret lathe operations; machining issues, concepts, and procedures; basic preventive maintenance; and safety standards. Topics include lathe tooling, chucking and fixturing, computerized-numeric-control (CNC) lathe programming, turning and threading operations, boring and facing, and manipulation of Fanuc machine controls.	ARS 278	COMPOSITE MATERIALS FABRICATION AND ASSEMBLY (2T, 2E) 3 credits PREREQUISITE: ARS 178 This is a course in composite materials manufacturing. Topics include design and manufacturing techniques such as wet layups, prepregs, vacuum bagging, and filament winding. The course also covers the history of composite manufacturing, types of materials used in composite component fabrication, drilling and repair techniques, and related safety.
		ARS 280	SURFACE PREPARATION AND COATINGS (2T, 2E) 3 credits PREREQUISITE: ARS 101, ARS 104 This course is a study of component surface preparation for various coating and painting applications. The content includes color development, paint booth opera-

tion (electrical and air system), wet and dry coating thickness measurement, manual and automated coating techniques, and general and hazardous material handling safety.

ARS 284 SPECIALIZED COATING PROCESSES (2T, 2E) 3 credits
PREREQUISITE: ARS 280
This course is a study in special coatings for aerospace structures. Topics include mixing, applying, and curing of coating materials, environmental effects on coating materials, and general and hazardous material handling safety. The course also covers equipment used in these processes.

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 experience 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 perceptual 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.

Course Descriptions

ART 114	DRAWING II (6E) 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.	3 credits	ART 134	CERAMICS II (6E) 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.	3 credits
ART 121	TWO-DIMENSIONAL COMPOSITION I (6E) 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.	3 credits	ART 173	PHOTOGRAPHY I (6E) 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 dark-room 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.	3 credits
ART 122	TWO-DIMENSIONAL COMPOSITION II (6E) 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.	3 credits	ART 174	PHOTOGRAPHY II (2T, 2E) 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.	3 credits
ART 126	COLOR (6E) 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.	3 credits	ART 176	FILMMAKING (6E) 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.	3 credits
ART 127	THREE-DIMENSIONAL COMPOSITION (6E) 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.	3 credits	ART 177	COLOR PHOTOGRAPHY (2T, 2E) 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.	3 credits
ART 133	CERAMICS I (6E) 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.	3 credits	ART 178	AUDIO-VISUAL TECHNIQUES (1T, 2E) 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.	2 credits
			ART 187	PHOTOGRAPHY, FILM, AND MEDIA I (1T, 2E) 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 pro-	2 credits

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 com-

pletion, 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.

Course Descriptions

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 extra-galactic objects, and cosmology. Laboratory is required.

BARBERING (BAR)

- BAR 110 ORIENTATION TO BARBERING (3T) 3 credits**
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**
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**
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**
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**
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**
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**
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**
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**
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**
This course provides the student with marketing and management skills that are essential for successful salon management. Topics include first aid, job search, book-keeping, 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**
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**
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**
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**
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**
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

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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**
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 sys-

tems; and the senses. Dissection, histological studies, gross anatomy, 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, gross anatomy, and physiology are featured in the laboratory experience. 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 micro-techniques, distribution, culture, identification, and control. Laboratories are required.
- BIO 240 FIELD BIOLOGY (3T, 2E) 4 credits**
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**
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 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 pro-

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	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 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 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 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 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 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 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 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 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 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 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 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 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 190V	MANAGEMENT FOR ENTREPRENEURS (1T) 1 credit This course is an overview of the principles of management as they relate to small and self-owned businesses. Emphasis is placed on planning, organizing, and controlling.
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 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) This course is an overview of the characteristics of leadership. Emphasis is placed on what effective leaders do, leadership styles, and the differences between leadership and management.	1 credit
BUS 193	BUSINESS CO-OP I (1T) 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.	1 credit
BUS 194	BUSINESS CO-OP II (1T) 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.	1 credit
BUS 195	BUSINESS CO-OP III (1T) 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.	1 credit
BUS 196	BUSINESS CO-OP IV (1T) 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.	1 credit
BUS 197	BUSINESS CO-OP V (1T) 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 eval-	1 credit

BUS 215	BUSINESS COMMUNICATIONS (3T) 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.	3 credits
BUS 241	PRINCIPLES OF ACCOUNTING I (3T) 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.	3 credits
BUS 242	PRINCIPLES OF ACCOUNTING II (3T) 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.	3 credits
BUS 246	ACCOUNTING ON THE MICROCOMPUTER (3T) 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.	3 credits
BUS 248	MANAGERIAL ACCOUNTING (3T) 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.	3 credits
BUS 253	INDIVIDUAL INCOME TAX (3T) 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.	3 credits
BUS 261	BUSINESS LAW I (3T) This course provides an overview of legal principles affecting businesses. Topics include contracts, agency	3 credits

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	and employment, negotiable instruments, bailments and sale of goods.		
BUS 262	BUSINESS LAW II (3T) 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.	3 credits	
BUS 263	THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS (3T) 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.	3 credits	
BUS 271	BUSINESS STATISTICS I (3T) PREREQUISITE: MTH 112 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.	3 credits	
BUS 272	BUSINESS STATISTICS II (3T) 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.	3 credits	
BUS 275	PRINCIPLES OF MANAGEMENT (3T) 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.	3 credits	
BUS 276	HUMAN RESOURCE MANAGEMENT (3T) 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.	3 credits	
BUS 279	SMALL BUSINESS MANAGEMENT (3M) 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.	3 credits	
BUS 280			INDUSTRIAL MANAGEMENT (3T) 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) 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) 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) 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) 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) 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

ic 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 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 PREREQUISITE: CHM 104

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 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 PREREQUISITE: CHM 111

This is the second course in a two-semester sequence designed primarily for the science and engineering student who is expected to have a strong background in mathematics. Topics in this course include chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, an introduction to organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive chemistry including the metals, nonmetals, semi-metals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required.

CHM 220

QUANTITATIVE ANALYSIS (3T, 2E) 4 credits PREREQUISITE: CHM 112

This course covers the theories, principles, and practices in standard gravimetric, volumetric, calorimetric, and electrometric analysis with special emphasis on equilibrium in acid-base and oxidation-reduction reactions and stoichiometry of chemical equations. Laboratory is required and will include classical techniques in chemical analysis, modern methods of chemical separation, and basic instrumental techniques.

CHM 221

ORGANIC CHEMISTRY I (3T, 2E) 4 credits PREREQUISITE: CHM 112

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

CHM 222

ORGANIC CHEMISTRY II (3T, 2E) 4 credits PREREQUISITE: CHM 221

This is the second course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, aromatic, and biological compounds, polymers and their derivatives, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

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.

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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 les-

son 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 208 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 childcare 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 150 COMPUTER PROGRAM LOGIC (3T) 3 credits**
This course includes logic and design techniques used by programmers and analysts in developing programming code. The most commonly used techniques of flowcharts, structure charts, and pseudocode will be covered. The student will be able to apply the techniques to designated situations and problems.
- CIS 151 GRAPHICS FOR THE WORLD WIDE WEB (3T) 3 credits**
Graphics are as important to the World Wide Web as is the written word. This course will provide an overview to the theory, tools, and techniques necessary for creating high-quality graphics using Adobe Photoshop.
- CIS 160 MULTIMEDIA FOR THE WORLD WIDE WEB (3T) 3 credits**
This course covers contemporary, interactive multimedia technology systems, focusing on types, applications, and theories of operation. In addition to the theoretical understanding of the multimedia technologies, students will learn how to digitize and manipulate images, voice, and video materials, including authoring a web page utilizing multimedia.

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CIS 197T INTRODUCTION TO WEB PAGES (3T) 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 MICROSOFT WORD CORE (3T) 3 credits
This course is designed to prepare students to take the Microsoft Office Specialist certification exam in Microsoft Word (core level). Topics emphasized are Microsoft Office Specialist 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 MICROSOFT WORD EXPERT (3T) 3 credits
This course is designed to prepare students to take the Microsoft Office Specialist certification exam in Microsoft Word (expert level). Topics emphasized are Microsoft Office Specialist 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 MICROSOFT ACCESS (3T) 3 credits
This course is designed to prepare students to take the Microsoft Office Specialist certification exam in Microsoft Access. Topics emphasized are Microsoft Office Specialist 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 MICROSOFT EXCEL CORE (3T) 3 credits
This course is designed to prepare students to take the Microsoft Office Specialist certification exam in Microsoft Excel (core level). Topics emphasized are Microsoft Office Specialist exam objectives and test-taking skills. The students will demonstrate mastery of core level 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 MICROSOFT EXCEL EXPERT (3T) 3 credits
This course is designed to prepare students to take the Microsoft Office Specialist certification exam in Microsoft Excel (expert level). Topics emphasized are Microsoft Office Specialist exam objectives and test-taking skills. The students will demonstrate mastery of expert level 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 MICROSOFT POWERPOINT (3T) 3 credits
This course is designed to prepare students to take the Microsoft Office Specialist certification exam in Microsoft PowerPoint. Topics emphasized are Microsoft Office Specialist exam objectives and test-taking skills. The students will demonstrate mastery of 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 MICROSOFT OUTLOOK (3T) 3 credits
This course is designed to prepare students to take the Microsoft Office Specialist certification exam in Microsoft Outlook. Topics emphasized are Microsoft Office Specialist exam objectives and test-taking skills. The students will demonstrate mastery of Outlook's integrated mail and scheduling 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 197BB MICROSOFT PROJECT (3T) 3 credits
This course teaches the concepts of and the technical skills of Microsoft Project. Students will gain hands-on experience in managing production and other types of schedules. Topics include resource allocation, budgeting, adjusting time and scope, tracking costs, reporting, and balancing resource workloads.

CIS 197CC DREAMWEAVER (3T) 3 credits
This course introduces Macromedia Dreamweaver, a web authoring tool. Topics include developing and publishing a basic web page, working with text and graphics, building links and tables, collecting data, using layers, adding multimedia elements, and managing library items and style sheets.

CIS 197DD FLASH (3T) 3 credits
This course introduces Macromedia Flash, a software tool used in designing web pages. Topics include creating animation, drawing, creating special effects, preparing and publishing movies, importing graphics, adding sounds, and using basic ActionScript. Students will build and publish web pages.

CIS 197EE FIREWORKS (3T) 3 credits
This course introduces Macromedia Fireworks, a software tool that is tightly integrated with Flash and Dreamweaver. Using Fireworks, students will learn to produce web graphics and to build complex interactivity into web pages. Topics include designing graphics, working with vector objects and bitmaps, using text, managing images by using layers, exporting graphics, and designing interactive web graphics.

CIS 197FF FREEHAND (3T) 3 credits
This course introduces Macromedia Freehand, a software tool used with other Macromedia Suite products to enhance web page drawings. Topics include creating images, using drawing tools, working with colors, applying fills and strokes, and inserting and formatting text.

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 212 VISUAL BASIC (3T) 3 credits
PREREQUISITE: Previous CIS Course
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 (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.

CIS 223 THREE-DIMENSIONAL COMPUTER MODELING (3T) 3 credits
PREREQUISITE: Previous CIS Course
This course is a study in 3D computer modeling and 3D painting beginning with primitive shapes and creating compelling 3D objects for use in model libraries, games, print material, web sites, visual simulation, and architectural applications. Powerful operations for modeling and 3D painting are incorporated into an interface that is simple and intuitive to use.

CIS 224 THREE-DIMENSIONAL COMPUTER ANIMATION (3T) 3 credits
PREREQUISITE: Previous CIS Course
This course is a study in 3D computer animation. Course contents include a review of 3D modeling, rendering the 3D animations, composition and special effects for both video and digital editing, video and film recording, storyboarding and sound design, technical testing and production estimates and scheduling.

CIS 244 CLIENT-SIDE SCRIPTING LANGUAGE (JavaScript) (3T) 3 credits
PREREQUISITE: CIS 198 or CIS 255
This course will introduce students to the working of a scripting language. Students are introduced to such concepts as objects, arrays, methods, and functions. Students will use a scripting language to add interactivity to HTML pages. Limitations and functionality of a scripting language will also be discussed. Upon completion, the student will be able to demonstrate knowledge of the topics through projects and appropriate exams.

CIS 251 C++ PROGRAMMING (3T) 3 credits
PREREQUISITE: Previous CIS Course
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 255 JAVA PROGRAMMING (3T) 3 credits
PREREQUISITE: CIS 251
This course is a first course sequence in program design and implementation in the Java programming language, using hands-on programming assignments, class demonstrations, and lectures. Topics include basic features of Java program structures, Java's built-in class libraries, data types, programming control structures, and object-oriented programming concepts.

CIS 261 COBOL PROGRAMMING (3T) 3 credits
PREREQUISITE: Previous CIS Course
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 problem Microsoft in COBOL using various data file structures. A structured approach

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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 266 COMPUTER SOFTWARE INSTALLATION AND PROBLEM DETERMINATION (3T) 3 credits
PREREQUISITE: Previous CIS Course

This course provides the student with hands-on practical experience in the installation of computer software, operating systems, and trouble-shooting.

CIS 267 COMPUTER HARDWARE PROBLEM DETERMINATION (3T) 3 credits
PREREQUISITE: Previous CIS Course

This course provides the student with hands-on practical experience in equipment operations and trouble-shooting. Routine replacement of parts and microcomputer configuration is covered.

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 282 WEB PAGE SCRIPTING (Perl) (3T) 3 credits
PREREQUISITE: Previous CIS Course

This course introduces Perl, a popular and widely used cross-platform programming language. Topics include fundamentals of Perl, including data types, control structures, I/O operations, regular expressions, arrays, and function. The course also explores the use of Perl in developing CGI (Common Gateway Interface) programs.

CIS 288 MICROCOMPUTER NETWORKING (3T) 3 credits
PREREQUISITE: Previous CIS Course

This course serves as a general introduction for students to acquire a foundation in current network technologies for local area networks (LANs), wide area networks (WANs), and the Internet. It provides an introduction to the hardware, software, terminology, components, design, and connections of a network, as well as the topologies and protocols for LANs. It covers LAN-user concepts and the basic functions of system administration and operation. The course uses a combination

of lectures, demonstrations, discussions, and hands-on labs.

CIS 293 ADVANCED JAVA PROGRAMMING (3T) 3 credits
PREREQUISITE: CIS 255

This is a second course of a sequence in program design and implementation in the Java programming language, using hands-on programming and assignments, class demonstrations, and lectures. Advanced topics covered include arrays, the file object, exceptions, threads, JDBC, and Sun's swing GUI components.

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 a 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
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
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
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,

ing, 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 sub-routines, 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.

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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
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
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
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.

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COS 114 CHEMICAL METHODOLOGY LAB (9M) 3 credits
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
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
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
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
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
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**
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**
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**
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**
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**
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**
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**
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**
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**
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 162 SPECIAL TOPICS IN COSMETOLOGY (2T) 2 credits**
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**
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**
This is a course designed to provide practical experience using the vapor and facial machine with hydraulic chair.

Course Descriptions

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
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
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
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
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
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
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 counter-measures.	
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 fluids, 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
	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
	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	

Course Descriptions

COURSE DESCRIPTIONS

	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 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 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 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 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 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 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 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 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 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 assist-	

ing 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 CLINICAL/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 I) 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 I) 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

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.

Course Descriptions

DESIGN DRAFTING TECHNOLOGY (DDT)

DDT 103 INTRODUCTION TO COMPUTER AIDED DRAFTING (2T, 3M) 3 credits

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 PREREQUISITE: DDT 103

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 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 116 BLUEPRINT READING FOR CONSTRUCTION (3T) 3 credits

This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the 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.

DDT 119 ADVANCED ELECTRONIC DRAFTING (1T, 2E, 3M) 3 credits PREREQUISITE: 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 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 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 150 THEORY OF RESIDENTIAL DRAWING AND DESIGN (3T) 3 credits

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: DDT 123

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 213 CIVIL DRAFTING, PLAT MAPS (1T, 2E, 3M) 3 credits
PREREQUISITE: 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 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

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 237 CURRENT TOPICS IN CAD (1T, 2E, 3M) 3 credits
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. (Taught on Demand)

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
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

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.

Course Descriptions

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, 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 201 ELECTRONIC CIRCUITS (3T) 3 credits**
PREREQUISITE: EET 161
 An introduction to analog electronic circuits. Topics include operational amplifiers, active filters, phase-lock loops, use and component selection/design for specific circuit behavior, circuit use, circuits as part of systems. Upon completion of this course and EET 202, a student should be able to choose circuitry to perform specific functions and design for specific behavior as part of the system.
- EET 202 ELECTRONIC CIRCUITS LABORATORY (3M) 1 credit**
PREREQUISITE: EET 161, 162
COREQUISITE: EET 201
 Companion to EET 201. Topics include behavior and use of circuitry using Op-Amps, PLL's and other IC components/circuits; emphasis is placed on construction testing and understanding of circuits. Upon completion of this course and EET 201, students should be able to describe circuits taught, evaluate behavior of circuits, and describe circuit use.
- 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) 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.	1 credit
EET 227	MICROWAVE COMMUNICATION SYSTEM (3T) PREREQUISITE: EET 161, 162 A study of microwave fundamentals and the behavior of circuit components at microwave frequencies. Topics include transmission lines, antennas, solid-state devices, test equipment, microwave devices, modulation techniques, microwave transmitters, and microwave receivers. Upon completion of this course, a student will be able to analyze and operate a simple microwave communication system.	3 credits
EET 230	COMMUNICATIONS BASICS (3T) PREREQUISITE: EET 201, 202 An introduction to electronic communication. Topics include AM and FM modulation and demodulation, RF amplifiers, mixers, heterodyning and frequency shifting and oscillators. Upon completion of this course and EET 231, students should be able to describe, operate, and troubleshoot basic communication circuits.	3 credits
EET 231	COMMUNICATIONS BASICS LABORATORY (3M) PREREQUISITE: EET 201, 202 COREQUISITE: EET 230 Companion to EET 230. Topics include RF amplifiers, oscillators, mixers, AM and FM modulation and demodulation. Upon completion of this course and EET 230, a student will be able to describe, operate, and troubleshoot basic communication circuits.	1 credit
EET 281	SPECIAL TOPICS IN ELECTRONIC ENGINEERING TECHNOLOGY (2T, 3M) PREREQUISITE: AEM 170 This course provides specialized instruction in various areas related to electronic engineering technology. Emphasis is placed on meetings students' needs.	3 credits

ELECTRICAL TECHNOLOGY (ELT)

ELT 105	DC AND AC ELECTRICITY (4T, 6M) 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	6 credits
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ELT 113

RESIDENTIAL WIRING (4T, 6M) 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.	6 credits
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ELT 120

MOTORS (4T, 6M) 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 types of AC and DC motors.	6 credits
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ELT 133

COMMERCIAL/INDUSTRIAL WIRING (4T, 6M) 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.	6 credits
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ELT 206

OSHA SAFETY STANDARDS (3T) 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.	3 credits
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Course Descriptions

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.	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 PREREQUISITE: 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 212	MOTOR CONTROLS II (2T, 3M) 3 credits 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 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 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	
ELT 241	NATIONAL ELECTRIC CODE (3T) 3 credits 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.	
EMP 189	APPLIED ANATOMY AND PHYSIOLOGY FOR THE PARAMEDIC (4T) 4 credits PREREQUISITE: Admission to the EMT-Paramedic Program and Permission of instructor. 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 and Permission of instructor. 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 and Permission of instructor.
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 and Permission of instructor.
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 and Permission of instructor.
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

EMP 195

ADVANCED TRAUMA MANAGEMENT A (2T, 2E, 9P3) 6 credits
PREREQUISITE: Admission to the EMT-Paramedic Program and Permission of instructor.
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 musculoskeletal trauma. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment, trauma management, advanced airway management, I.V./I.O. initiation and medication administration. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 196

ADVANCED TRAUMA MANAGEMENT B (2T, 2E) 3 credits
PREREQUISITE: Admission to the EMT-Paramedic Program and Permission of instructor.
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 and Permission of instructor.
COREQUISITE: Approved anatomy and physiology

Course Descriptions

COURSE DESCRIPTIONS

course(s), approved for clinical studies, EMS 113, and CPR verification.

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 and Permission of instructor.

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 and Permission of instructor.

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 and Permission of instructor.

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 and Permission of instructor.

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 and Permission of instructor.

COREQUISITE: Approved anatomy and physiology course(s), approved for clinical studies, EMS 113, and CPR verification.

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 and Permission of instructor.
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 and Permission of instructor.
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) and Permission of instructor.
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, Permission of instructor, EMS 113, and CPR verification.
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, Permission of instructor, EMS 113, and CPR verification.
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 external defibrillation (AED), and special situations for CPR. Upon course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for each condition. Students successfully completing this course will receive appropriate documentation of course completion.

EMS 101 **CARDIOPULMONARY RESUSCITATION II**
(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

Course Descriptions

COURSE DESCRIPTIONS

	<p>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.</p>	
EMS 103	<p>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.</p>	
EMS 104	<p>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.</p>	
EMS 105	<p>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.</p>	
EMS 106	<p>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</p>	<p>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.</p>
EMS 107	<p>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.</p>	
EMS 108	<p>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.</p>	
EMS 109	<p>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.</p>	
EMS 110	<p>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.</p>	
EMS 111	<p>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</p>	

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



Course Descriptions

	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.
COREQUISITE: EMS 113 and CPR verification.
 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.
COREQUISITE: EMS 113 and CPR verification.
 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

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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 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 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 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 208	DIVE 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 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 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 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 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 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

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	(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 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 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 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 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 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, spreadsheets, 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 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 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 220	DIVER MEDICAL TECHNICIAN – I (2T) 2 credits 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 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 the group thinking 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. Stu-

dents 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, RN, 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: RN, Paramedic, and/or as required by
program.**

EMS 274 **PRE-HOSPITAL 12 LEAD EKG (1T)** **1 credit**
PREREQUISITE: As required by program.

EMS 277 PEDIATRIC TRAUMA MANAGEMENT PROVIDER (1T) 1 credit
PREREQUISITE: EMS 267 and/or as required by program.

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).

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 pro-
 gram.

EMS 282 BASIC TRAUMA LIFE SUPPORT INSTRUCTOR (1T) 1 credit
PREREQUISITE: EMS 267 and/or as required by program.

EMS 284 **PEDIATRIC MEDICAL LIFE SUPPORT**
INSTRUCTOR (1T) **1 credit**
PREREQUISITE: EMS 269 and/or as required by program.

EMS 285 ADVANCED NEONATAL LIFE SUPPORT
INSTRUCTOR (1T) 1 credit
PREREQUISITE: EMS 270 and/or as required by pro-
gram.

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atrics 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
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
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
PREREQUISITE: A grade of "C" or better in ENG 092 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 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 com-

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- positions, 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.
- ENG 298 SPECIAL TOPICS IN LANGUAGE AND LITERATURE (1-2T) 1-2 credits**
This course, which may be repeated for credit so long as the topics differ, permits a student to study with an instructor a topic in English language or in literature. Emphasis is placed on a narrowly focused topic in which the instructor has special expertise, knowledge, or interest. Students will demonstrate through a research paper and/or a literary critique an understanding of the topic.
- ENG 299 DIRECTED STUDIES IN LANGUAGE AND LITERATURE (1-3T) 1-3 credits**
This course, which may be repeated for credit so long as the topics differ, provides the student the opportunity to study an English language or literary topic chosen by the student in consultation with the instructor. Emphasis is placed on the student's investigating the topic and reporting the results of the investigation. The student will demonstrate knowledge of the topic through either a written or an oral presentation.
- 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
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
PREREQUISITE: FRN 101 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
PREREQUISITE: FRN 102 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
PREREQUISITE: FRN 201 or equivalent
This continuation course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

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 use GIS in spatial analysis, output, graphics output design issues, modes of user/GIS interaction, generating complex products and GIS for archives. (Taught on Demand)

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)

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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
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
PREREQUISITE: GRN 101 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
PREREQUISITE: GRN 102 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
PREREQUISITE: GRN 201 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 power-

ful 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.
HIS 299A	HISTORY OF THE ANTEBELLUM SOUTH (1-3T)	1-3 credits	This is a special History section in that it revolves around a 2-day field trip in the Antebellum South. The trip will consist of visiting several antebellum plantations/homes in the South. Two major topics will be addressed in this course and on the trip; (1) Life in/on southern antebellum plantations, and (2) the Jacksonian Era. In the readings for this course, the student will be introduced to a variety of peoples, places, and events that played an integral part in shaping the antebellum south. On the trip, the student will see numerous sites ranging from Rippavilla Plantation to The Hermitage. This trip back through time will, among other things, enable the student to perceive the past as it was experienced by those at the time and acquire both a comprehension of diverse cultures and of shared humanity.
HIS 299B	SOUTHERN CIVIL WAR HISTORY (1-3T)	1-3 credits	This is a special History section in that it revolves around a 2-day field trip to southern Civil War locations. The trip will consist of visiting several locations that were important in the South's attempt at independence from the Union. Two major topics will be addressed in this course and on the trip; (1) Life in the south before, during, and after the Civil War, and (2) some of the battles that took place in the South. In the readings for this course, the student will be introduced to a variety of peoples, places, and events that played an integral part in shaping the South's struggle for independence. On the trip, the student will see numerous sites ranging from Carnton House to the Shiloh Battlefield. This trip back through time will, among other things, enable the student to perceive the past as those at the time experienced it and acquire both a comprehension of diverse cultures and of shared humanity.

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HIS 299C NACHEZ TRACE HISTORY (1-3T) 1-3 credits
This is a special History section in that it revolves around a 3-day field trip down the Natchez Trace Parkway. The trip will consist of visiting several locations that were important in development and growth of the Natchez Trace. Two major topics will be addressed in this course and on the trip; (1) Life and travel along the Old Natchez Trace, and (2) Mounds and Mound Builders along the Old Natchez Trace. In the readings for this course, the student will be introduced to a variety of peoples, and in some cases, specific individuals, who traveled, settled, lived, and died along this historic path. On the trip, the student will see numerous historic markers and sites ranging from pre-Columbian Indian mounds to early 19th century stands. This trip back through time will, among other things, enable the student to perceive the past as those at the time experienced it and acquire both a comprehension of diverse cultures and of shared humanity.

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
COREQUISITE: ILT 104, ILT 105
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.

MACHINE TOOL TECHNOLOGY (MTT)

MTT 101 BASIC MACHINING TECHNOLOGY (1T, 4E) 3 credits
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
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
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
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.

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- MTT 121 BASIC BLUEPRINT READING FOR MACHINISTS (3T) 3 credits**
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**
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**
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**
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**
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**
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**
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 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 news-gathering 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 105 MATH FOR NURSING (2T, 2E) 3 credits**
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 (3T) 3 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**
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.

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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 binomi-

al theorem. Additional topics may include matrices, Cramer's Rule, and mathematical induction.

MTH 113 PRECALCULUS TRIGONOMETRY (3T) 3 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 (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
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 117 COLLEGE MATHEMATICS WITH APPLICATIONS (3T) 3 credits
PREREQUISITE: MTH 092 or MTH 098 or appropriate placement score.

This is an applied course designed to meet mathematics requirements for some students in certificate and two-year terminal programs. Emphasis is placed on percent, interest, proportions, functions, graphing, systems of equations, logarithmic and exponential functions, quadratics, and linear programming as used to solve applied

problems in selected programs of study. This course does not meet the general core requirement for mathematics.

MTH 118 TECHNICAL MATHEMATICS (3T) 3 credits
PREREQUISITE: MTH 100 or appropriate mathematics placement score.

This course includes selected topics from algebra, analytic geometry, and trigonometry with emphasis on applications to engineering technology. Topics may include variation, determinants, conic sections, exponential and logarithmic functions, and solutions of right triangles. This course does not apply toward the general core requirement for mathematics.

MTH 120 CALCULUS AND ITS APPLICATIONS (3T) 3 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 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
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,

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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
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 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
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
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
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 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 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 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 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 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 PIANO (1E) 2 credits
102, 201 PREREQUISITE: MUL 101, 102 or Permission of instructor
202

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 reper-

toire 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 com-

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

Course Descriptions

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 (1T)** **1 credit**
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 completion, 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 melodies, basic rhythmic patterns in simple and compound meter and four-part triadic progressions in root position. Upon completion, students should be able to write, sing and play intervals, scales, basic rhythmic patterns, diatonic stepwise melodies, simple triads and short four-part progressions in root position. 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**
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**
 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**
 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**
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.



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MUSIC INDUSTRY COMMUNICATIONS (MIC)

MIC 100 INTRODUCTION TO MASS COMMUNICATIONS 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. Upon completion of this class, students should be able to decide which field of mass communications on which to focus.

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 hard-

ware. 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 or BIO 202, MTH 100 or MTH 112 or MTH 116, Validation, Permission of instructor, Current Alabama Practical Nursing License
COREQUISITE: PSY 210, BIO 201 or 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 269, 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 multi-disciplinary team and as a manager of care for groups of individuals. Stu-

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dents 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, 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 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, 6C) 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 118 MENTAL HEALTH CONCEPTS (2T) 2 credits
PREREQUISITE: 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 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, new-

born 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 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.

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 Keyboarding/Typing Skills Recommended
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 Keyboarding/Typing Skills Recommended
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.

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ments. 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

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/Typing 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 202 LEGAL TRANSCRIPTION (3T) 3 credits
PREREQUISITE: Keyboarding/Typing skills recommended

This course is designed to familiarize students with legal terms and provide transcription skill development in the production of legal correspondence, forms, and court documents through classroom instruction and outside lab. Emphasis is on transcribing legal documents from dictated recordings. Upon completion, students should be able to demonstrate the ability to accurately transcribe appropriately formatted legal documents.

OAD 203 LEGAL OFFICE PROCEDURES (3T) 3 credits
PREREQUISITE: Keyboarding/Typing skills recommended

This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a legal environment through classroom instruction and outside lab. Emphasis is on legal terminology, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a legal environment.

OAD 211 MEDICAL TERMINOLOGY (3T) 3 credits
This course is designed to familiarize the student with medical terminology. Emphasis is on the spelling, definition, pronunciation, and usage of legal terms. Upon completion, the student should be able to communicate effectively using medical terminology.

OAD 212 MEDICAL TRANSCRIPTION (3T) 3 credits
PREREQUISITE: Keyboarding/Typing skills recommended

This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction and outside lab. Emphasis is on transcribing medical records and operating a transcribing machine efficiently. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings.

OAD 214 MEDICAL OFFICE PROCEDURES (3T) 3 credits
PREREQUISITE: Keyboarding/Typing skills recommended

This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a medical environment through classroom instruction and outside lab. Emphasis is on medical terms, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment.

OAD 215 HEALTH INFORMATION MANAGEMENT (3T) 3 credits

This course is designed to promote an understanding of the structure, analysis and management of medical records through classroom instruction and outside lab. Emphasis is on filing and managing medical records; coding of diseases, operations and procedures; and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently.

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.

OAD 247 SPECIAL PROJECTS (3T) 3 credits
PREREQUISITE: OAD 125 or permission of instructor if taken for Legal Keyboarding; No Prerequisite required for Patient Billing.
This course is designed to provide the student with an opportunity for the expansion of knowledge in an area of special interest under the direct supervision of the instructor. Emphasis is on the student's use of modern technology to study, research and/or accumulate additional knowledge or improve skills in a specialized office support area. Upon completion, the student should be able to demonstrate enhanced knowledge and/or skills gained through an individualized project.

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 * (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

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	<p>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.</p>		
PED 108	<p>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.</p>		
PED 109	<p>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.</p>		
PED 118	<p>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.</p>		
PED 119	<p>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.</p>		
PED 120	<p>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.</p>		
PED 121	<p>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.</p>		
PED 122	<p>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.</p>		
PED 123	<p>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.</p>		
PED 124	<p>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.</p>		
PED 125	<p>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.</p>		
PED 126	<p>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.</p>		
PED 127	<p>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.</p>		
PED 129	<p>EQUITATION (2A) * 1 credit 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.</p>		
PED 131	<p>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.</p>		
PED 133	<p>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.</p>		

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 145	SPORT AND RECREATIONAL SCUBA DIVING (2A) 1 credit This course provides basic instruction in fundamental skills and safety procedures for scuba diving. Emphasis is placed on the history, theory, and principles of diving; development of diving skill; and care and maintenance of equipment. Upon completion, students should be able to demonstrate skills, knowledge, and techniques of scuba diving in preparation for diver certification.
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-phys-

ical means of self-defense. Upon completion, students 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 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.

Course Descriptions

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 188	YOGA (2A) + 1 credit This course introduces basic instruction in yoga for beginners. Emphasis is placed on instruction in gentle stretching, breathing practices, progressive deep relaxation, and posture. Upon completion, students should be able to participate in and appreciate the benefits of the activity.	
PED 190	WELLNESS LITERACY FOR SENIOR ADULTS (2A) 1 credit This is a "hands on" introduction to wellness literacy with emphasis placed on maintaining a healthy body to prevent premature deaths. This course provides students with a fitness evaluation, health assessment, and participation in fitness activities of their choice.	
PED 191	TEAM SPORTS (2A) # 1 credit This course covers the basic concepts involved in team sport competition. Emphasis will be placed on refining basic skills, rules and regulations, officiating, and team play. Upon completion, students should be able to participate and implement an intramural program.	
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.	

*Individual and Dual Sport Activity
+ Rhythms
Team Sport

PHOTOGRAPHY AND FILM (PFC)

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



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 pro-

Course Descriptions

duction. 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 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 201 GENERAL PHYSICS I- TRIG BASED (3T, 2E) 4 credits
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
PREREQUISITE: PHY 201
This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light, optics, electrostatics, circuits, magnetism and modern physics. Laboratory is required.

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 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.

PROCESS TECHNOLOGY (PCT)

PCT 100 FUNDAMENTALS OF PROCESS TECHNOLOGY (3T) 3 credits
This course provides an overview or introduction into the field of Process Operations within the process industry.

PCT 105 SAFETY, HEALTH AND ENVIRONMENT (3T) 3 credits
This course provides an overview or introduction into the field of Safety, Health and Environment within the process industry. Students will be introduced to various types of plant hazards, safety and environmental systems and equipment and regulations under which plants are governed.

PCT 110 PROCESS TECHNOLOGY I, EQUIPMENT (3T, 2E) 4 credits
PREREQUISITE: PCT 100
This course provides an overview or introduction into

the field of process technology equipment within the process industry. Students will be introduced to many process industry related equipment concepts including purpose, components, operation, and Process Technicians' role for operating and troubleshooting the equipment.

PCT 115 INSTRUMENTATION I (2T, 2E) 3 credits

PREREQUISITE: PCT 100
This course covers process variables and various instruments used to sense, measure, transmit and control these variables. Introduces the students to control loops and the elements that are found in different types of loops, such as controllers, regulators and final control elements. Concludes with a study of instrumentation drawings and diagrams and a unit on troubleshooting instrumentation.

PCT 215 INSTRUMENTATION II (3T, 3M) 4 credits
PREREQUISITES: PCT 110 and PCT 115

This course introduces the student to switches, relays and annunciators systems and moves on to discuss signal conversion and transmission. Students move on to learn about digital control, programmable logic control and distributed control systems before ending the course with a discussion of instrumentation power supplies, emergency shutdown systems and instrumentation malfunctions.

PCT 220 PROCESS TECHNOLOGY II, SYSTEMS (3T, 3M) 4 credits
PREREQUISITES: PCT 105 and PCT 110

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

PCT 225 QUALITY PROCESSES AND QUALITY MANAGEMENT (3T) 3 credits
PREREQUISITE: PCT 110

This course provides an overview or introduction to the field of quality within the process industry. Students will be introduced to many industry-related quality concepts including operating consistency, continuous improvement, plant economic skills and statistical process control and process charting.

PCT 230 PROCESS TECHNOLOGY III, OPERATIONS (3T, 3M) 4 credits
PREREQUISITES: PCT 215 and PCT 220

This course provides an overview or introduction into the field of operations within the process industry. Students will use existing knowledge of equipment, systems and instrumentation to understand the operation of an entire unit.

Course Descriptions

PCT 234 INDUSTRIAL CO-OP TRAINING (15M) 3 credits
PREREQUISITE: Permission of Instructor
 This course provides a supervised work experience on a part-time basis at an approved industrial facility. Students will work in a job directly related to the process technology industry. A training plan will be arranged to assure the student's opportunity to apply and /or expand principles and concepts in the field. The employer evaluates the student's performance, and the student will submit a descriptive report of his/her work experiences.

PCT 240 PROCESS TROUBLESHOOTING (3T, 3M) 4 credits
PREREQUISITES: PCT 215 and PCT 220
 This course involves instruction in different types of troubleshooting techniques, procedures, and methods used to solve process problems. Topics include application of data collection and analysis, cause-effect relationships and reasoning.

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 and 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 mea-

surement 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) 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.	2 credits
PMC 123	MATERIALS AND PROCESSES (3T) 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.	3 credits
PMC 124	INDUSTRIAL MATERIALS (3T) 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.	3 credits
PMC 125	INDUSTRIAL PROCESSES (2T) 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.	2 credits
PMC 130	GEOMETRIC TOLERANCING AND FORM (1T) This course is based on latest ANSI Y 14.5M standards. Geometric dimensioning and tolerancing is the system being used to assure precision and precisionness 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.	1 credit
PMC 134	DIEMAKING (2T) 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, strip-ping, die to press relationships, inverted dies, compound dies and combination dies. Upon completion, students should have knowledge of diemaking.	2 credits

PMC 135	PRECISION MEASUREMENTS METROLOGY (3T) 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.	3 credits
PMC 136	SHOP THEORY I (1T, 2E) 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.	3 credits
PMC 137	SHOP THEORY II (1T, 2E) 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.	3 credits
PMC 155	STATISTICAL QUALITY CONTROL (SQC) (3T) 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.	3 credits
PMC 158	INTRODUCTION TO STATISTICAL PROCESS CONTROL (SPCI) (2T) 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.	2 credits
PMC 163	PROBLEM SOLVING AND DECISION MAKING TECHNIQUES (2T) 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.	2 credits
PMC 180	BASIC ELECTRICITY AND ELECTRONICS I (3T) PREREQUISITE: PMC 101 or MTH 103 or MTH 118 This course is designed for the person who needs an understanding of electrical/electronic fundamentals and principles. Emphasis is placed on electrical theory and	3 credits

Course Descriptions

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. 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, 104, 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 electron-

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.

Course Descriptions

PRL 230	DOMESTIC LAW (3T) 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.	3 credits
PRL 240	WILLS, ESTATES, AND TRUSTS (2T, 2E) 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.	3 credits
PRL 245	EVIDENCE FOR PARALEGALS (3T) This course examines the rules of evidence, and the admissibility or inadmissibility of different types of evidence. The student should be able to recognize evidentiary problems on examination of trial transcripts to be raised as issues on appeal.	3 credits
PRL 250	BANKRUPTCY AND COLLECTIONS (3T) 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.	3 credits
PRL 262	CIVIL LAW AND PROCEDURE (3T) 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.	3 credits
PRL 270	WORKERS' COMPENSATION LAW (2T, 2E) 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.	3 credits
PRL 282	LAW OFFICE MANAGEMENT AND PROCEDURES (2T, 2E) 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	3 credits

apply appropriate law office management techniques and procedures.

PRL 291	INTERNSHIP IN PARALEGALISM (15M) PREREQUISITE: PRL 101, PRL 102, PRL 262, and Permission of instructor 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.	3 credits
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PSYCHOLOGY (PSY)

PSY 100	ORIENTATION (1T) 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.	1 credit
PSY 102	APPLIED PSYCHOLOGY (2T) 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.	2 credits
PSY 106	CAREER EXPLORATION (1T) 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.	1 credit
PSY 107	STUDY SKILLS (1T) 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.	1 credit
PSY 110	PERSONAL DEVELOPMENT (3T) 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.	3 credits
PSY 200	GENERAL PSYCHOLOGY (3T) This course is a survey of behavior with an emphasis on psychological processes. This course includes the	3 credits

- 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.

Course Descriptions

QUALITY CONTROL TECHNOLOGY (QCT)

QCT 101	INTRODUCTION TO QUALITY (3T) 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.	3 credits
QCT 102	STATISTICS I FOR QUALITY CONTROL (3T) 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.	3 credits
QCT 103	STATISTICAL PROCESS CONTROL (3T) 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.	3 credits
QCT 104	INSPECTION PLANNING AND METROLOGY (3T) 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.	3 credits
QCT 105	FACILITATOR TRAINING (2T, 3M) 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	3 credits

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) 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.	3 credits
QCT 204	AUDITING (3T) 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.	3 credits
QCT 205	CONTINUOUS IMPROVEMENT TECHNIQUES (3T) 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.	3 credits
QCT 206	QUALITY PRACTICES AND APPLICATION (3T) 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.	3 credits
QCT 207	SEMINAR IN QUALITY TECHNOLOGY (3T) 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.	3 credits
QCT 208	RELIABILITY FOR THE TECHNOLOGIES (3T) This course provides an overview of reliability for the technologies. Topics include Failure Modes and Effects Analysis (FMEA), failure rates and mean time between	3 credits

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**
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, meth-

ods 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.

Course Descriptions

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
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
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 (1-3T) 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
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
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
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
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.

Course Descriptions

SURGICAL TECHNOLOGY (SUR)

SUR 100 PRINCIPLES OF SURGICAL 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 technologist. Emphasis is placed on creating and maintaining a sterile environment and applying skills of interoperative procedures. Upon completion of this course, the student should be able to participate in mock surgical procedures.

SUR 103 SURGICAL PROCEDURES (3T, 6S) 5 credits
PREREQUISITES: SUR 100, SUR 102, SUR 107, and HPS 114

This course is a study of surgical procedures as they relate to anatomy, pathology, specialty equipment, and team responsibility. Patient safety is emphasized and medications used in surgery are discussed. Upon completion of the course, the student should be able to participate in surgical procedures in the operating room.

SUR 104 SURGICAL PRACTICUM I (20, P5) 4 credits
PREREQUISITES: SUR 100, SUR 102, SUR 107, and HPS 114

This course is the application of perioperative principles in the perioperative setting. Emphasis is placed on application of the surgical technologist's role. Upon completion of the course, the student should be able to participate in the surgical technologist role.

SUR 105 SURGICAL PRACTICUM II (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 be able to apply concepts of surgical technology to student levels.

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 to 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.

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 (2T) 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.

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COURSE DESCRIPTIONS

TRT 213	FREIGHT LOSS AND DAMAGE CLAIMS (3T) 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.	3 credits
TRT 214	IMPORT/EXPORT TRANSPORTATION MANAGEMENT (3T) 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.	3 credits
TRT 218	TRANSPORTATION OF HAZARDOUS MATERIALS (3T) 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.	3 credits
TRT 220	DIRECTED STUDIES IN TRAFFIC AND TRANSPORTATION (1-3T) 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.	1-3 credits

VISUAL COMMUNICATIONS (VCM)

CAT 182	3D GRAPHICS AND ANIMATION (1T, 2E, 3M) This course is designed to tap the imagination of the student in a three dimensional problem solving environment. Topics include a basic introduction to the concepts of 3D design and animation as applied to a design project. Upon completion, students should be able to create and animate objects in a three-dimensional environment.	3 credits
VCM 131	COMPUTER PUBLISHING GRAPHICS (2T, 2E) 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.	3 credits

VCM 145	INTRODUCTION TO DIGITAL PHOTOGRAPHY (1T, 2E) 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.	2 credits
VCM 146	DIGITAL PHOTOGRAPHY (1T, 2E) 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.	2 credits
VCM 150	TYPOGRAPHY (2T, 2E) 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.	3 credits
VCM 171	GRAPHICS SOFTWARE APPLICATIONS (1-3T) 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.	1-3 credits
VCM 180	INTRODUCTION TO GRAPHIC DESIGN (2T, 2E) 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.	3 credits
VCM 181	SPECIAL TOPICS (0-3T, 0-6E, 0-9M) This course allows for specialized, in-depth study. Emphasis is placed on individualized instruction.	1-3 credits
VCM 232	ADVANCED COMPUTER GRAPHICS (2T, 2E) 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.	3 credits
VCM 250	INTRODUCTION TO TECHNICAL ILLUSTRATION (2T, 2E) This course is a study of technical drawings prepared for industry. Topics include perspective and axonometric drawing. Upon completion, students should be	3 credits

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
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
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
This developmental course is designed to assist students whose placement test scores indicate serious dif-

difficulty with decoding skills, comprehension, vocabulary, and study skills.

completion, students should be able to correctly identify and repair the different types of automotive plastics.

ADL 062 DEVELOPMENTAL READING II (3T) 3 credits
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.

ABR 153 CORROSION PROTECTION (1T, 2E, 3M) 3 credits
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.

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.

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.

AUTOMOTIVE BODY REPAIR (ABR)

ABR 155 AUTOMOTIVE MIG WELDING (1T, 2E, 3M) 3 credits
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 111 NON-STRUCTURAL REPAIR (1T, 2E, 3M) 3 credits
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 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 112 NON-STRUCTURAL PANEL REPLACEMENT (1T, 2E, 3M) 3 credits
Students are introduced to basic principles of non-structural panel replacement. Topics include replacement and alignment of bolt-on panels, full and partial panel replacement procedures, and attachment methods. Upon completion, students should be able to replace and align non-structural panels.

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 121 REFINISHING MATERIALS AND EQUIPMENT (1T, 2E, 3M) 3 credits
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 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 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 211 STRUCTURAL ANALYSIS (1T, 2E, 3M) 3 credits
Students learn methods of determining structural misalignment. Topics include methods of inspection, types of measuring equipment, data sheets, and identifying types of structural damage. Upon completion, students should be able to locate and identify structural damage.

ABR 152 PLASTIC REPAIRS (1T, 2E, 3M) 3 credits
This course provides instruction in automotive plastic repairs. Topics include plastic welding (both hot and chemical), use of flexible repair fillers, primers and paint additives, identification of types of plastics, and determining the correct repair procedures for each. Upon

ABR 212 STRUCTURAL REPAIR (1T, 2E, 3M) 3 credits
This course provides instruction in the correction of

Course Descriptions

	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) 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.	3 credits	
ABR 222	ELECTRICAL COMPONENTS (1T, 2E, 3M) 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.	3 credits	
ABR 251	COLOR ADJUSTMENTS (1T, 2E, 3M) 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.	3 credits	
ABR 252	BODY SHOP MANAGEMENT (3T) 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.	3 credits	
ABR 253	AIR CONDITIONING AND COOLING (1T, 2E, 3M) 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.	3 credits	
ABR 254	COLLISION DAMAGE REPORTS (1T, 2E, 3M) 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).	3 credits	
ABR 255	STEERING AND SUSPENSION (1T, 2E, 3M) 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	3 credits	
ABR 256			TOPCOAT APPLICATIONS (1T, 2E, 3M) 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) 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) 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) 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**
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**
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 repairs and adjustments to suspension systems.
- AUM 123 ENGINE PRINCIPLES (1T, 2E, 3M) 3 credits**
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

tion 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**
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 be able to calculate, build, and measure circuits.
- AUM 212 FUEL SYSTEMS (1T, 2E, 3M) 3 credits**
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**
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**
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**
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,

Course Descriptions

and perform basic repairs on automatic transmissions and transaxles.

AUM 240 ENGINE PERFORMANCE (1T, 2E, 3M) 3 credits
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

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
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, identify property lines, and 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

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
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 SPECIALTIES (9M) 3 credits
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 con-

struct walls and floors, and demonstrate proper use of metal studs in framing members.

This course allows students to refine their skills necessary for entry-level employment.

CAR 131 ROOF AND CEILING SYSTEMS (3T) 3 credits
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 211 CONSTRUCTION SPECIALITIES (3T) 3 credits
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 132 INTERIOR AND EXTERIOR FINISHING (1T, 2E, 3M) 3 credits
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 212 CONSTRUCTION SPECIALITIES LAB (9M) 3 credits
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 133 ROOF AND CEILING SYSTEMS LAB (9M) 3 credits
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 213 PLANS, SPECIFICATIONS, AND CODES (1T, 2E, 3M) 3 credits
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 191 INTERNSHIP IN CARPENTRY (5-15M) 1-3 credits
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 214 CABINETRY LAB (9M) 3 credits
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 192 INTERNSHIP IN CARPENTRY (5-15M) 1-3 credits
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 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 193 INTERNSHIP IN CARPENTRY (5-15M) 1-3 credits
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.

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.

Course Descriptions

DESIGN DRAFTING TECHNOLOGY (DDT)

DDT 103 INTRODUCTION TO COMPUTER AIDED DRAFTING (2T, 3M) 3 credits

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

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

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

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

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

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
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
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
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
PREREQUISITE: DDT 111, 112, 103 or Permission of instructor

This course covers the methods of providing size descrip-

tion 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
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
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
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
This course covers the use of surveying instruments, mathematical calculations and the theory of land sur-

veying. 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

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

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 develop-

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	ment of more complex working drawings, use of vendor catalogs and <i>The Machinery's Handbook</i> for developing specifications, and use of standardized abbreviations in working drawings.		
DDT 212	INTERMEDIATE ARCHITECTURAL DRAFTING (1T, 2E, 3M) 3 credits 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 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 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 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 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 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 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 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 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

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

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

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

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

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.

Course Descriptions

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**
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**
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**
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**
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**
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**
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**
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**
This course is a study of plant pests affecting the production and maintenance of ornamental plants. Emphasis is placed on arthropods, 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**
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) 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.	3 credits
HOC 175	SEMINAR IN HORTICULTURE (1T) 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.	1 credit
HOC 176	ADVANCED STUDIES IN HORTICULTURE (6M) 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.	2 credits
HOC 181	SPECIAL TOPICS IN HORTICULTURE (2-6E, 3-9M) This course provides specialized instruction in various areas related to the horticulture industry. Emphasis is placed on meeting students' needs.	3 credits
HOC 182	SPECIAL TOPICS IN HORTICULTURE (2-6E, 3-9M) This course provides specialized instruction in various areas related to the horticulture industry. Emphasis is placed on meeting students' needs.	3 credits
HOC 210	GREENHOUSE MANAGEMENT (1T, 4E) 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.	3 credits
HOC 211	GREENHOUSE CROP PRODUCTION (1T, 4E) 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.	3 credits
HOC 216	LANDSCAPE MAINTENANCE (2T, 2E) 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	3 credits

techniques and will be able to prepare labor-time estimates and cost analysis for maintaining landscapes.

HOC 218	LANDSCAPE CONSTRUCTION (2T, 2E) 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.	3 credits
HOC 230	VEGETABLE AND ORCHARD CROPS (1T, 4E) 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.	3 credits
MASONRY (MAS)		
MAS 111	MASONRY FUNDAMENTALS (2T, 3M) 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.	3 credits
MAS 121	BRICK/BLOCK MASONRY (3T) 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.	3 credits
MAS 131	RESIDENTIAL/COMMERCIAL (3T) 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.	3 credits

Course Descriptions

MAS 151	MASONRY FUNDAMENTALS LAB (9M) 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.	3 credits
MAS 152	MASONRY FUNDAMENTALS LAB (9M) 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.	3 credits
MAS 153	SPECIAL TOPICS/PROJECTS (1T, 5E) 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.	3 credits
MAS 161	CONCRETE BLOCK MASONRY (9M) 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.	3 credits
MAS 162	BRICK MASONRY LAB (9M) 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.	3 credits
MAS 171	RESIDENTIAL/COMMERCIAL (9M) 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 apply-	3 credits

ing 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) These courses provide specialized instruction in various areas related to the industry. Emphasis is placed on meeting students' needs.	1-3 credits
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MAS 281	SPECIAL TOPICS IN MASONRY (3-9M) These courses provide specialized instruction in various areas related to the industry. Emphasis is placed on meeting students' needs.	1-3 credits
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UPHOLSTERY (UPH)

UPH 111	UPHOLSTERY FUNDAMENTALS AND DESIGN (3T) 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.	3 credits
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UPH 112	UPHOLSTERY DESIGN FURNITURE LAB (9M) 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.	3 credits
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UPH 113	UPHOLSTERY DESIGN AUTO LAB (9M) 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 tech-	3 credits
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niques including design to automotive upholstery.

**UPH 114 UPHOLSTERY DESIGN
EXPERIMENTAL LAB
(6E) 3 credits**
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**
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
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**
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**
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**
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.

Course Descriptions

UPH 213	DESIGN INTERIORS AUTO LAB (9M) 3 credits 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 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 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 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 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 PREREQUISITE: Permission of instructor This course is designed to introduce the student to several different types of automobile interior designs. Top-

ics 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 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 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 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**
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**
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**
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**
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**
PREREQUISITE: WDT 112 or Permission of instructor
This course provides a period of instruction and demonstration using the various transfer methods of gas metal



Course Descriptions

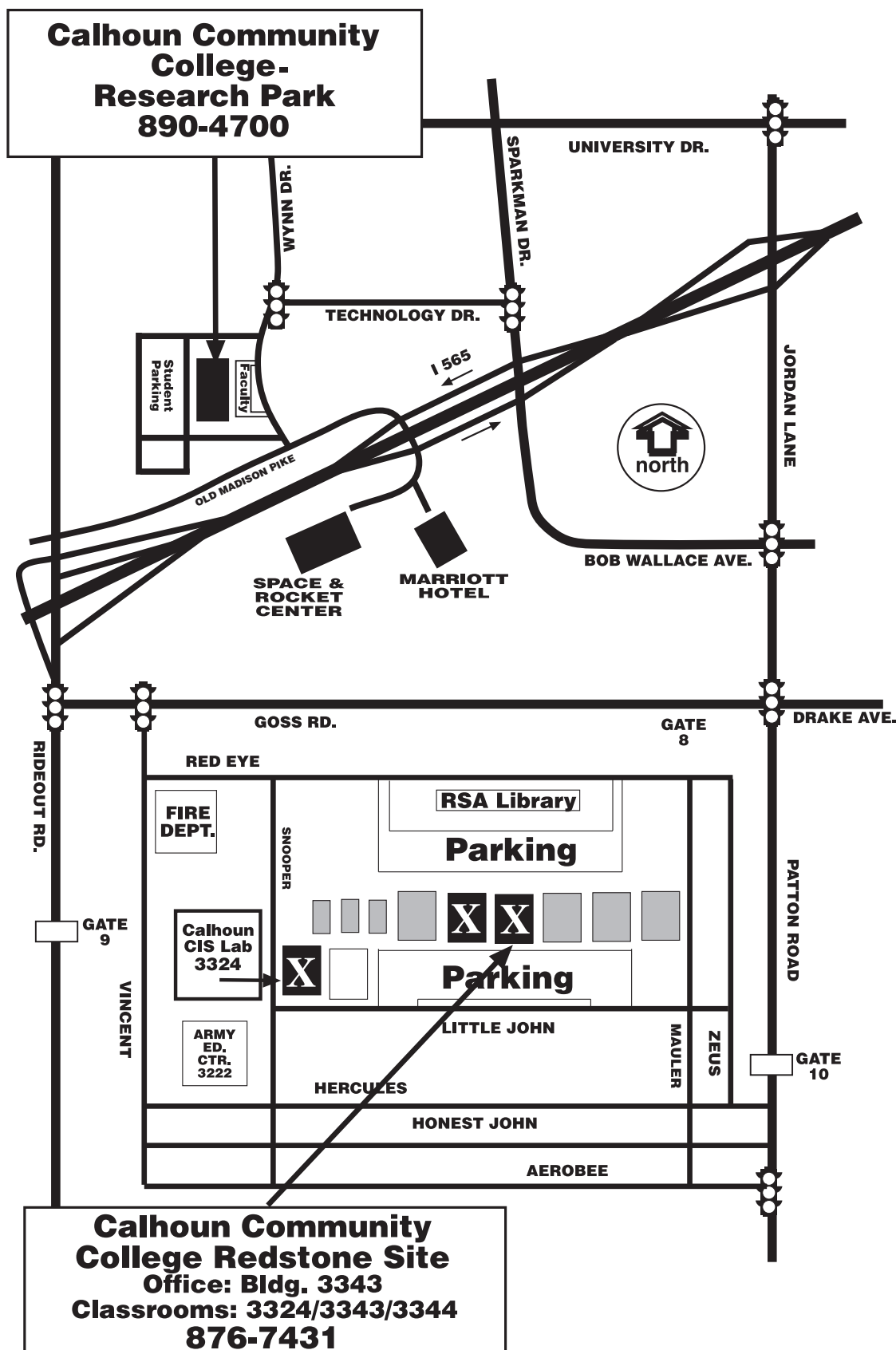
	arc fillet welds. Topics included are safety, equipment setup, joint design and preparation, and gas flow rates. Upon completion, students should be able to perform fillet welds with the prescribed electrodes and transfer mode in various positions.		
WDT 180	SPECIAL TOPICS (1-3T) 1-3 credits This course 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 267	GAS TUNGSTEN ARC GROOVE LAB (9M) 3 credits 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.
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 268	GAS TUNGSTEN ARC FILLET LAB (9M) 3 credits 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 227	GAS TUNGSTEN ARC GROOVE THEORY (1-3T, 0-4E, 0-6M) 2-3 credits 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 269	BOILER TUBE LAB (9M) 3 credits 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 257	SMAW CARBON PIPE LAB (9M) 3 credits 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 270	SHIELDED METAL ARC CERTIFICATION LAB (9M) 3 credits 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 266	EXPLORING METALWORKING LAB (9M) 3 credits 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 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.

DECATUR CAMPUS MAP

Decatur Campus Map

1. Fine Arts Building
 - Fine Art Classes
 - 4CTV
2. Tennis Courts
3. Storage
4. Softball Courts
5. Walking Trail
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
 - Child Development Center
 - Day Care
17. Child Development Center
18. Business Center
 - Accounting
 - Economics
 - Business Classes
 - Computer
19. Vacant (renovation in progress)
20. Machine Tool Technology
21. Industrial Technology Center
22. ACT Center
23. Computer Center
24. Barbering and Cosmetology
25. Advanced Manufacturing Center
26. Maintenance/Receiving
27. Foundation House
28. Aerospace Training Center
 - Business and Industry Training
 - Co-op Office





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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, 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, retrain 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.

STUDENT HANDBOOK



2004-2005

12-MONTH CALENDAR
2004-2005

SEPTEMBER

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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
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/Security
Math Difficulties	English/Math Learning Ctr.
Music (Band and/or Chorus)	Music Department
Parking	Campus Police/Security
Parking Permits	Campus Police/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
256/306-2648

HUNTSVILLE/RESEARCH PARK CAMPUS

Room 101P
256/890-4770

REDSTONE ARSENAL

Building 3343
256/876-7431

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 WorkKeys.

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 CAMPUS

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 On-line 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 Discipline Committee and the Parking/Traffic Appeals Committee, as well as other special appointments. 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 on the Planning Council 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, 1st Vice President – for Decatur, 2nd Vice President – for Huntsville, Secretary – Decatur, Secretary – Huntsville, Treasurer – Decatur, and Treasurer – Huntsville.

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, 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 3a. Powers and Duties of the 1st 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 3b. Powers and Duties of the 2nd Vice President

- A. Serve as executive member responsible for coordinating Huntsville campus SGA activities.
- B. Serve as Huntsville liaison to the SGA Executive Branch.
- C. Serve in an advisory capacity to all Huntsville 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 Huntsville SGA.

Section 4a. Powers and Duties of the Secretary – Decatur Campus

- 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 4a. Powers and Duties of the Secretary – Huntsville Campus

- A. Serve as corresponding secretary for the Huntsville campus.
- B. Call or check roll (or make provisions for the task) at each Huntsville meeting and activity and keep a permanent record of attendance.
- C. Keep regular posted SGA office hours – three (3) to five (5) hours a week – approved by the Huntsville SGA, Advisor or Assistant Dean for Student Affairs.

Section 5. Powers and Duties of the Treasurer – Decatur and Huntsville

- 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 at the Decatur campus elected at large from the student body
- Five (5) representatives at the Huntsville campus 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 from the Decatur campus shall be elected and installed to assume office during the month of September.
- B. Five senators of the SGA from the Huntsville campus shall be elected and installed to assume office during the month of September.
- C. 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 1st 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.

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- 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 Huntsville campus.

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 5/04

NOTE: Each SGA member will be required to serve on committees, which include those listed below (subject to change):

- Comedy Club
- Costume Contest
- Food/Hospitality
- Pool Tournament
- Disciplinary
- Spring Fest
- Parking Appeals
- Blood Drive

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.

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 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 - Penelope Blankenship (306-2753). Meeting times and dates: 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 campus, Room 19.

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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. Sponsors - April Wallace (306-2715) Decatur campus, Beth Thames (890-4730) Huntsville campus; 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.

Psychology Club - The Psychology Club is an academic and social organization open to all students who have an interest in psychology as a major or minor, as well as any other student who wants to be involved in a dynamic, service-oriented, student-driven campus group. The group meets once a month and has one major activity during the fall and spring semesters. Sponsor- Kenneth Anderson (306-2756), Harris Hall, Room 253.

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 McCully, 306-2658.

Forming New Club- anyone interested in forming a new club should see the Student Activities Facilitator, Kelly Hovater, 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. Calhoun Community College personnel are responsible for knowing the appropriate parking color code and parking accordingly. The parking color code is as follows.

White Zones – Administrative personnel parking

Blue Zones – Faculty parking

Red Zones, Decatur Campus – Student parking

Red Zones, Cummings Research Park Site – Fire Lanes, No parking

Student parking for the Cummings Research Park site is in the open lots to the west and south of the building, **except against the curbs, which are reserved for emergency vehicles.**

Green Zones – Support staff parking

Yellow Curb – No parking

Curbs not painted, Decatur Campus, General parking.

Curbs not painted, Cummings Research Park Site – No parking.

Parking at the Redstone Arsenal site is in accordance with posted signs.

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 in vehicle\$10.00
 - b. Speeding on campus10.00
 - c. Running stop sign.....10.00
 - d. Unauthorized parking in zones for disabled
Decatur Campus25.00
Cummings Research Park Site.....50.00
 - e. Fire lane violations, Cummings Research Park site50.00
 - f. Improper parking (example: taking up two spaces)10.00
 - g. Other violations (example: obscured decal, entering or exiting in the wrong direction)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 (256-890-4701).

NOTES