

# Shelton State Community College

Martin Campus  
9500 Old Greensboro Road  
Tuscaloosa, AL 35405  
205.391.2211  
www.sheltonstate.edu

C.A. Fredd Campus  
3401 Martin Luther King Boulevard  
Tuscaloosa, AL 35401  
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www.sheltonstate.edu

## Catalog Fall 2015 – Summer 2016

### Accreditation

Shelton State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts, Associate in Science, and the Associate in Applied Science Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, or call 404.679.4500 for questions about the accreditation of Shelton State Community College.

This catalog contains Alabama Community College System approved policies, regulations, and procedures which were in existence as the publication went to press. The College reserves the right to modify or amend any statements or policies to reflect current board policies, administrative regulations or procedures, and applicable state or federal laws and regulations. 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 will prevail. Updates to amended policies and procedures will be available in the Advising Center and on the Shelton State Community College Website, [www.sheltonstate.edu](http://www.sheltonstate.edu).

Although the publisher of this catalog made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, or printer errors or errors occasioned by honest mistake. All information contained in this catalog is subject to change by the appropriate officials of Shelton State Community College without prior notice.

## **Vision Statement**

Empowering students through commitment to excellence.

## **Mission Statement**

Shelton State Community College is a public, open-admission, comprehensive community college whose primary mission is to provide accessible postsecondary education, training, and community educational opportunities.

## **Institutional Values**

*Excellence*

*Accountability*

*Quality*

*Integrity*

*Transparency*

*Affordability*

## **Statement of Nondiscrimination**

Shelton State Community College does not discriminate on the basis of race, color, religion, sex, age, national origin or ancestry, physical or intellectual disability, veteran status, genetic information, and any other basis protected by federal, state, or local laws in the administration of its scholarship program, admission, athletic, or other school administered College programs.

It is expected that persons connected with Shelton State Community College should treat all individuals with respect and dignity. As a collegiate community, the College will not support or condone behaviors that violate the integrity of any individual or group. While the College respects the right of its community to exercise free speech and freedom of expression, behaviors shall not be tolerated that may be considered harassment, destruction of property, or acts of violence or inciting violence or disruptive behavior.

Students who believe they are victims of discrimination or harassment are encouraged to immediately report all facts and information to the following:

- Allegations of sex discrimination or harassment should be reported to the Dean of Student Services, 205.391.5878. The Dean of Students office is located in the Dean of Student Services suite on the first floor of the Martin Campus of Shelton State Community College.
- Allegations of disability discrimination or harassment should be reported to the Dean of Student Services, 205.391.5878. The Dean of Students office is located in the Dean of Student Services suite on the first floor of the Martin Campus of Shelton State Community College.
- Allegations of age discrimination or harassment should be reported to the Dean of Student Services, 205.391.5878. The Dean of Students office is located in the Dean of Student Services suite on the first floor of the Martin Campus of Shelton State Community College.
- Allegations of race discrimination or harassment, or national origin discrimination or harassment should be reported to the Dean of Student Services, 205.391.5878. The Dean of Students office is located in the Dean of Student Services suite on the first floor of the Martin Campus of Shelton State Community College.

## **Equal Opportunity in Education and Employment**

It is the official policy of the Alabama Community College System, including all postsecondary institutions under the control of the Alabama Community College Board of Trustees, that no person in Alabama will, on the grounds of race, color, disability, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program, activity, or employment.

# Facilities

## Martin Campus

Shelton State Community College is part of a state system of public colleges. This system originated in the Alabama Trade School and Junior College Authority Act enacted by the state legislature in May 1963. The governing board for the institutions within this system is Alabama Community College System.

Shelton State Community College was established by resolution of the ASBE on January 1, 1979. That resolution combined two existing institutions: Shelton State Technical College, established in 1952, and the Tuscaloosa branch campus of Brewer State Junior College, an institution whose main campus was located in Fayette, Alabama. The Tuscaloosa branch campus of Brewer State had been in operation since 1972.

## C. A. Fredd Campus

In 1994, Shelton State Community College consolidated with C. A. Fredd State Technical College, another public two-year college located in Tuscaloosa. The new institution created by the consolidation retained the name of Shelton State Community College, and the president of Shelton State was named president of the consolidated institution. The institution now called Shelton State Community College, C. A. Fredd Campus, was created by the state legislature in 1963 as Tuscaloosa State Trade School. In 1974, the institution became Tuscaloosa State Technical College and was authorized by the ASBE to grant the associate degree.

In 1976, the College name was changed to C. A. Fredd State Technical College to honor the first president of the institution. C. A. Fredd State Technical College was recognized as one of the nation's Historically Black Colleges and Universities. Shelton State Community College maintains that identity and continues the specific HBCU mission of promoting educational access and opportunity for all students in a culturally diverse community.

## HBCU Status

Historically Black Colleges and Universities are a source of accomplishment and great pride for the African American community as well as the entire nation. The Higher Education Act of 1965, as amended, defines an HBCU as "...any historically black college or university that was established prior to 1964, whose principal mission was, and is, the education of black Americans, and that is accredited by a nationally recognized accrediting agency or association determined by the Secretary [of Education] to be a reliable authority as to the quality of training offered or is, according to such an agency or association, making reasonable progress toward accreditation." HBCUs offer all students, regardless of race, an opportunity to develop their skills and talents. These institutions train young people who go on to serve domestically and internationally in professions as entrepreneurs and in the public and private sectors.

## Sandra Hall Ray Fine Arts Center

The Sandra Hall Ray Fine Arts Center honors one of Tuscaloosa's most outstanding cultural, educational, and business leaders. This Center is home to the Shelton State Community College Fine Arts Division, Theatre Tuscaloosa, and the Alabama Stage and Screen Hall of Fame. The Fine Arts Center facilities include the Bean Brown Theatre, the Alabama Power Recital Hall, the Bell South and Cadence Bank Galleries, painting, drawing, and photography studios, and a dance studio. The Shelton State Community College Music Department, with choral and instrumental rehearsal rooms, faculty studios, an electronic keyboard classroom, and student practice rooms, is also located in the Fine Arts Center. The Sandra Hall Ray Fine Arts Center at Shelton State Community College is unique among community colleges in Alabama and places Shelton State among the elite arts education institutions in the southeast.

## Shelton State Community College Libraries

Shelton State Community College maintains two campus libraries to serve students. The Brooks-Cork Library, located on the Martin Campus, houses 55,000 books, as well as 200 e-books, and carries 350 current periodical subscriptions. Its holdings provide support for both academic and technical areas of study. The Lewis Library, located on the C.A. Fredd Campus, houses approximately 1,500 books to support the programs housed on that campus. In addition, the Lewis Library provides a small, basic reference collection and carries several current periodical subscriptions. Students may access library catalogs online through the College website, [www.sheltonstate.edu](http://www.sheltonstate.edu).

Current information is available on both campuses in print and electronic formats. Current subscriptions, as well as computer databases, provide this information for students in a number of general and specific subject areas. Audiovisuals for individual and class use are also available. Students are encouraged to use the Alabama Virtual Library (AVL) from any computer on campus. Home access to the AVL is available at no cost to anyone, and passwords are no longer required of Alabama residents.

Library hours vary according to campus. The libraries are not open when the College is closed, and special hours or changes in the regular schedule are posted as necessary.

**Brooks-Cork Library/Martin Campus**

Monday – Thursday 7:30 a.m. – 10:00 p.m.  
Friday 8:00 a.m. – 12:00 p.m.  
Open 8:30 a.m. – 3:30 p.m. on non-instructional days and faculty duty days

**Lewis Library/C.A. Fredd Campus**

Monday – Thursday 7:30 a.m. – 5:00 p.m.  
Friday Closed  
Closed on non-instructional days and faculty duty days

Students who fail to return borrowed materials should be aware of the following College policies:

1. Overdue fines for books and vertical file materials are charged at a rate of 10 cents per day to a maximum of \$8.00 and \$2.00, respectively.
2. Overdue fines for items on reserve are charged at 50 cents per hour to a maximum of \$8.00 per item.
3. Replacement costs for lost or damaged items are \$35.00 per book, \$10.00 per vertical file item, \$35.00 per reserve item, and \$50.00 per audiovisual item.
4. Four weeks past the due date, any unreturned item or any unpaid fine is considered a debt to the College. Students will not be given approval for graduation until debts are cleared by the Shelton State Libraries.

The University of Alabama Libraries and the Stillman College Library are available to all students upon presentation of a current Shelton State Community College library card and a Shelton ID.

Students who wish to request the purchase of library materials may leave a written request at the circulation desk on either campus or may email the library. (See library webpage to make the request.) Students and other library users are expected to abide by College policies regarding behavior and student conduct including posted guidelines for use of electronic resources. All library procedures and expectations are posted on the library's website.

All library users should be prepared to show current identification in the libraries upon request. Restrictions apply for printing privileges.

**Alabama Community College of the Fine Arts**

In 1997, in recognition of its contributions to and potential in art, music, dance, and theatre, the Alabama Legislature, by joint resolution, designated Shelton State Community College as the Alabama Community College of the Fine Arts. The mission statement for the Community College of the Fine Arts is to provide accessible, inclusive educational and cultural opportunities for students and citizens of Alabama through quality instruction and innovative arts programming. Joining together amateurs and professionals, technology and tradition, the College encourages the development of excellence in a broad range of artistic expressions.

In 1998, Shelton State and Theatre Tuscaloosa founded The Alabama Stage and Screen Hall of Fame to honor Alabamians, by birth and adoption, who made significant contributions to film, television, or theatre. Past inductees include Tallulah Bankhead, Rebecca Luker, Truman Capote, George Lindsey, Dean Jones, Hugh Martin, and Jim Nabors.

**The SOAR Institute (Student Opportunities for Achievement and Resources)**

The SOAR Institute uses a comprehensive approach to working with academically under-prepared students. The key components of SOAR are advising, instruction, and tutoring. Shelton State offers free tutoring through the SOAR Institute. The tutoring program is available to all students at SSCC. For more information, visit the College website or call 205.391.2984.

**Americans with Disabilities (ADA)**

Shelton State Community College seeks to comply fully with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. It is the policy of the College that a good faith effort shall be made to meet the accommodation requests of persons with disabilities. The Americans with Disabilities Act (ADA) prohibits discrimination against any qualified person regardless of his or her disability. To request accommodations, students should provide documentation of the disability to the Office of Disability Services. The documentation should address the specific accommodation and should be dated within three years of the enrollment date. Reasonable accommodations will be provided based on information received. Once the documentation is filed with the ODS, the student's instructors will be notified of the requested accommodation. Students should update their information with the disabilities office each semester they are enrolled in school. Requests for accommodations procedures and more detailed information are available in the Shelton State Student Handbook and on the College website.

## Admission Application Procedures

The Enrollment Services Office is responsible for interpreting and implementing Alabama Community College System Policy as well as federal, state, and local laws and policies regarding admission of students to the College and academic records.

Applicants who have not completed high school and who have not earned a GED certificate are not eligible to enroll and are encouraged to contact Shelton State Adult Education at 205.391.2262.

### I. First-Time Admission

- A. All students must complete the online application for admission and present one primary form of identification. Applicants may submit the identification in person, by email, or by fax to Enrollment Services. All requested information on the application must be provided. Applications must be submitted online at [www.sheltonstate.edu](http://www.sheltonstate.edu), complete with the Application Signature Page which should be printed immediately after the application is submitted online.
- B. Student Status
  1. High school graduates who have never attended college should request an official transcript from the graduating high school. Transcripts should include the posted graduation date, official signature, and diploma type and should be mailed to the Enrollment Services Office, Box 190, Shelton State Community College, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.
  2. General Educational Development (GED) recipients must have an official GED transcript sent directly to the Enrollment Services Office from the test site or the Alabama State Department of Education.
  3. Transferring students from another college must request official transcripts from each college previously attended. Transcripts should be mailed to the Enrollment Services Office. Transfer applicants must also submit an official high school transcript with graduation date or GED certificate. Applicants who have completed a baccalaureate degree or higher and who do not plan to pursue a degree at Shelton State are only required to submit an official transcript from the institution granting the highest degree.
  4. Transient students may enroll with the intent of remaining at Shelton State for only a single term. See "Admission of Transient Students" under "Types of Admission" in the "Admission Requirements" section.
  5. High school students who are enrolling through Dual Enrollment/Dual Credit or Accelerated High School status must meet all eligibility requirements. See "High School Students" under the "Admissions Requirements" section of the catalog.
- C. First-time freshmen students and some transfer students must have qualifying placement scores for math, English, and reading on file with the Enrollment Services Office prior to admittance. Refer to the COMPASS Assessment and ACT/SAT Policy sections for information regarding course placement requirements.

### II. Readmission

Former students of Shelton State who have not been in attendance within one calendar year will be required to complete an application for readmission. If students have attended college elsewhere during this period, official transcripts should be mailed to the Enrollment Services Office, Box 190, Shelton State Community College, 9500 Old Greensboro Road, Tuscaloosa, AL 35405. Note: All student records not related to a student's permanent academic record will be destroyed five years from the last date of attendance.

### III. Time of Admission

Applications may be submitted at any time prior to the term of enrollment. Please refer to the College website for course registration deadline information.

## Admission Requirements

### I. Admission Requirements

- A. For admission to Shelton State Community College, an applicant must provide one primary form of identification such as an unexpired Alabama driver's license, an unexpired Alabama identification card, an unexpired U.S. passport, or an unexpired U.S. permanent resident card.
- B. An applicant who fails to satisfy the requirements of "A" above will not be admitted to Shelton State Community College. Students enrolled in an Alabama Community College System institution prior to the implementation of this policy will not be affected by the requirements of this section. Applicants may submit the identification identified in "A" above in person, by email, or by fax.
- C. For admission to an Alabama Community College System institution, all international applicants must provide a VISA acceptable to the United States and an official translated copy of the student's high school/college transcript; a minimum score on an approved English as a Foreign Language exam as specified in the guidelines; a signed, notarized statement verifying adequate financial support; and documentation demonstrating adequate health and life insurance which must be maintained during enrollment.
- D. For the protection of the public and to assist in maintaining state and local security, persons who are not citizens of the United States may not be admitted to any Alabama Community College System institution for the purpose of enrolling in flight training, or in any segment or portion of a flight training program, until appropriate certification

and approval have been received from the Office of the Attorney General of the United States, pursuant to Section 113 of the Aviation Transportation and Security Act, regulations of the Immigration and Naturalization Service, and all other applicable directives.

- E. All students must submit appropriate placement scores (ACT or SAT), successful college level math and English transfer credit, or complete the COMPASS placement assessment.

## II. Types of Admission

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

For unconditional admission and to be classified as “degree eligible,” applicants must have on file at the institution a completed application for admission and one of the following:

1. an official transcript showing graduation with the Alabama High School Diploma, as defined by the Alabama State Board of Education, the high school diploma of another state equivalent to the Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally 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, as defined by the Alabama State Board of Education, issued by a non-public high school or an official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma, as defined by the Alabama State Board of Education, issued by a non-public high school; or
3. an official GED Certificate issued by the appropriate state education agency.

### B. Conditional Admission of First-Time Students

1. Conditional admission may be granted to an applicant if the College has not received proof that he/she has satisfied one of the admission requirements identified above. Students who received a GED certificate and students who did not graduate high school are not eligible to be conditionally admitted.
2. If all required admissions records have not been received by the institution prior to issuance of first semester grades, the grades will be reported on the transcript. The student shall not be allowed to enroll for a second semester unless all required admission records have been received by the institution prior to registration for the second semester.

### C. Unconditional Admission of Transfer Students

1. An applicant who has previously attended any other duly accredited postsecondary institution will be considered a transfer student.
2. To be classified as degree eligible, a transfer student must have submitted to the institution an application for admission and official transcripts from all duly accredited postsecondary institutions attended, an official high school transcript, and any other documents required for all applicants.
3. A transfer student who does not meet the requirements in “A.” above shall be classified as a conditionally admitted student.
4. An applicant who has completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree unless transfer credit is requested.

### D. Conditional Admission of Transfer Students

1. A transfer student who does not have on file official transcripts from all postsecondary institutions attended and any additional documents required by the College may be granted conditional admission. No transfer student shall be allowed to enroll for a second semester unless all required admissions records have been received by the institution prior to registration for the second semester.
2. If all required admissions records have not been received by the institution prior to issuance of first semester grades, the grades will be reported on the transcript, and the student shall not be allowed to enroll for a second semester unless all required admission records have been received by the institution prior to registration for the next semester.
3. Students conditionally admitted are not eligible for federal financial aid.

### E. Admission of Transient Students

1. A transfer student who attends another postsecondary institution and seeks credit for transfer to that parent institution may be admitted to the College as a transient student. The student must submit a complete application for admission, including photo ID and signature page, as well as an official transient letter from the parent institution.
2. Transient letters must be submitted for each semester the student attends Shelton State prior to registering for classes. Any transient student failing to provide appropriate information may be administratively withdrawn.
3. Transient students are not eligible for federal financial aid.

### F. Admission of High School Students

Two programs allow high school students to concurrently enroll at Shelton State Community College to earn academic or career/technical college credit:

1. Accelerated High School Program  
The Accelerated High School program allows high school students to earn college credit while still in high

school. College credit earned through the Accelerated High School program may not substitute for high school credit. Credit will be awarded upon the student meeting all requirements for high school graduation.

a. Admission requirements:

- (1) The student must complete an application for admission and present a photo ID.
- (2) The student must have successfully completed grade 10.
- (3) The student must provide certification from the local principal and/or his or her designee certifying a minimum cumulative 3.0 (B) average and recommending student admission under this policy.
- (4) The student may only enroll in courses for which high school prerequisites have been completed. The student must also take the COMPASS® placement assessment or have an equivalent ACT or SAT score. Refer to the assessment section of “Academic Information.”

b. Prior to enrollment, a letter must be submitted each semester the student attends the College. Shelton State Community College will not officially award college credit to accelerated high school students until proof of high school graduation (an official transcript with a graduation date) is provided.

c. Exceptions may be made to requirements above for students documented as gifted and talented according to the standards included in the State Plan of Exceptional Children and Youth. Permission must be obtained from the Chancellor of the Alabama Community College System.

2. Dual Enrollment/Dual Credit for High School Students Program

The Dual Enrollment/Dual Credit program allows eligible high school students to enroll in college classes concurrently with high school classes. Students successfully completing dual enrollment classes receive both high school and college credit. An institution within the Alabama Community College System is authorized to establish Dual Enrollment/Dual Credit programs with local boards of education in the institution’s service area. Courses offered by the postsecondary institution shall be at the postsecondary level.

a. Admission Requirements

- (1) The student must complete an application for admission and provide a photo ID.
- (2) The student must meet the entrance requirements established by Shelton State Community College.
- (3) The student must have a minimum cumulative 2.5 GPA in completed high school courses. Transcripts must be provided as documentation of the student’s cumulative grade average.
- (4) The student must obtain written approval of the appropriate principal and local superintendent of education.
- (5) The student must be in grade 10, 11, or 12.
- (6) The student meets all prerequisites for the approved courses at the College.

b. Exceptions may be made by the Chancellor of the Alabama Community College System for a student documented as gifted and talented in accordance with Alabama Administrative Code § 290-8-9.12. This exception applies only to the requirement that the student be in grade 10, 11, or 12. The Chancellor may grant other exceptions as requested by the individual college and local school board.

c. Courses offered shall be drawn from the College’s existing academic inventory of courses offered for credit. Courses numbered below 100 and physical education (PED) courses are not eligible for dual enrollment/dual credit. Students may not audit courses under the terms of this policy. Eligible high school students are permitted to enroll in college courses conducted during school hours, after school hours, and during summer terms. The College reserves the right to cancel course offerings when courses do not meet minimum enrollment requirements.

d. Participating local boards of education and Shelton State Community College shall develop a Dual Enrollment Agreement that includes, but is not limited to, the following:

- (1) Dual credit contracts must be on file in the Enrollment Services Office each academic year in order for students to participate.
- (2) Approval of the particular courses to be offered and the high school equivalency for each course shall be determined through the mutual agreement of the college and the participating local board of education. Courses must be at the postsecondary level.
- (3) Three semester hours at the postsecondary level shall equal one credit at the high school level in the same or related subject.
- (4) College courses approved for dual credit shall be posted on both high school and college transcripts. Courses completed for dual credit shall be transcribed with the appropriate statement at the postsecondary level indicating dual enrollment credit.
- (5) Students are responsible for knowing policies relative to dual enrollment/dual credit of colleges/universities to which they plan to transfer credit. The College reserves the right to refuse readmission to any student who is found to be in violation of College policies (e.g., academic standards of progress, Student Code of Conduct).

G. Admission of International Students

1. The student must complete an application for admission, including the student’s signature page, valid form of photo identification, and ACT, SAT, or COMPASS placement test scores.
2. The student must submit proof of a VISA recognized and accepted by the United States Government.
3. The student must submit an official, translated high school/college transcript.
4. The student must submit appropriate test scores. A minimum score ranging from 5.5-6.0 on the IELTS (International English Language Testing System) as determined by the College, a total score of 61 on the Internet-based TOEFL, a total of 173 on the computer-based TOEFL, or a total score of 500 on the paper-based TOEFL. An English as a Second Language exam may be waived for students from the following countries: Australia, Bahamas, Bermuda, Canada, England, Ireland, Jamaica, New Zealand, Scotland, Antigua and Barbuda, Barbados,

Grenada, Belize, Dominica, Malawi, St. Lucia, St. Kitts and Nevis, Nigeria, Tanzania, The Gambia, Tobago and Trinidad, Zambia, and Virgin Islands. All other waivers must be submitted to the Chancellor for approval with substantial documentation.

5. The student must submit a signed, notarized statement verifying adequate financial support and a complete financial statement from the last three months.
6. The student must submit documentation demonstrating adequate health and life insurance. Both must be maintained during enrollment. Students who do not present their own health insurance must purchase a health insurance policy through the College. Students are required to pay for international insurance coverage at the time of registration. (Note: spring and summer semesters are combined unless the summer is the student's first semester.)
7. The student must complete and return the Transfer Recommendation of Student's Non-Immigration Status prior to admission. International students in the United States with an F-1 visa from another institution may be accepted for full-time study at Shelton State Community College.
8. The student must maintain the recommended hours required by the host institution while in transient status. F-1 visa holders are required to be enrolled full-time (12 semester hours or more) and should be progressing satisfactorily toward a degree.
10. The student must meet all immigration and naturalization service requirements and complete forms necessary for attendance at Shelton State.
11. The student must pay nonresident tuition and fees. International student tuition is two times that of resident of the state of Alabama.
12. The student must secure private housing since Shelton State provides no dormitory facilities.
13. The student must be accepted by the Primary Designated School Official (PSDO). The final decision for acceptance of international students who have met the preceding conditions will be made by the PSDO.
14. The student must take the designated placement assessment before being admitted to the College. International students are required to register for appropriate English and reading courses.

15. The student must be aware of additional information for International Students

a. General Definitions

- (1) Purpose of Visa – The nonimmigrant visa is a stamp that a U.S. embassy or consulate affixes to a page in an alien's passport to indicate the kind of nonimmigrant status or classification that a person is seeking in the U.S. For example, a person seeking to enter the U.S. for an F-1 student status applies to the embassy or consulate for an F-1 visa stamp in his/her passport. The visa gives the holder the right to "knock at the door" of the U.S. at a port of entry. The visa stamp alone does not give a person the right to enter the U.S. The visa holder generally must show additional documents at the port of entry.
- (2) Form I-94 and the authorized period of stay – Most nonimmigrants coming to the U.S. are admitted for a specific period of time, and the immigration officer at the port of entry puts an expiration date on the I-94. F-1 students and their F-2 dependents are admitted for the duration of status which is abbreviated by the immigration officer as "D/S" on both the form I-94 and the Form I-20. This notation means that their permission to remain in the U.S. continues for the duration of time that they maintain F-1 student or F-2 dependent status.

b. Visa and Admission Process

- (1) Student applies to college or university and is accepted.
- (2) School issues I-20 and sends it to the student.
- (3) Student pays a one-time SEVIS fee.
- (4) The fee must be paid at least three business days prior to applying for the visa or applying for admission at a U.S. port of entry for those exempt from the visa requirement.
- (5) SEVIS fee can only be processed by the Department of Homeland Security via mail or the internet (note: for more information on the SEVIS fee visit <http://www.ice.gov/i901/index.htm>).
- (6) If the F-1 visa application is denied, the SEVIS fee will not be refunded. However, if the student reapplies for a new F-1 visa within 12 months of the denial, the student will not have to pay the fee again. If paying by mail, please submit Form I-901 and payment to the following:  
Student/Exchange Visitor Processing P.O. Box 970020 St. Louis, MO 63197-0020
- (7) Student goes to the U.S. Embassy or Consulate to apply for an F-1 visa.
- (8) Consular officer reviews the application, confirms that the SEVIS fee has been paid, runs required security checks, and grants the F-1 visa. Consular officer enters a notice in SEVIS that the visa has been issued.
- (9) Student arrives at a U.S. port of entry (POE).
- (10) Immigration officer at the POE reviews the passport, F-1 visa, and I-20, processes the student through US-VISIT, and admits the student in F-1 status. Once date and port of entry data is processed by the POE data system, that data should be transmitted to SEVIS, to notify the DSO that the student has entered using the school's I-20.

c. Requirements for Maintaining F-1 Status

- (1) Report to the DSO for SEVIS Registration upon arriving at the school.
- (2) Attend authorized school.
  - (a) For the first entry for initial school attendance, the school listed on the visa and on the I-20 must be the same, and that is the school the student must attend.

- (b) Carry a full course of study and make normal academic progress towards completion of program. Twelve (12) semester credit hours is considered full-time at Shelton State Community College.
  - (3) Transfer or extend program in a timely manner.
  - (4) To transfer, the student must not only have a new school to attend, but must be eligible to transfer based on having maintained status at the previous school. The student must also maintain continuity in the program of study. In general, an absence from the U.S. or any other academic break of more than five months terminates F-1 status.
  - (5) Refrain from unauthorized work F-1 students have a broad range of employment options, but they are not permitted to work at will in any job they choose. All F-1 employment must be approved either by the DSO or by USCIS, depending on the kind of employment. Any work outside those parameters is unauthorized work and is a violation of student status, thus making the student ineligible for the normal benefits attendant to F-1 status. In particular, unauthorized work makes a student ineligible for reinstatement.
  - (6) When traveling abroad, the student must always return in proper F-1 status. F-1 students should avoid returning in some other status such as B-2 tourist. Students usually do this because they fail to obtain, or fear to attempt to obtain, an updated F1 visa stamp in the passport and they believe the B-2 would be easier/faster/safer. Under the current regulations, it is not legal for them to enroll in classes if they are in B-2 status.
  - (7) Report any changes of address to the DSO within 10 days of the change. The DSO will update SEVIS within 21 days.
  - (8) File timely request for extension of stay, change of status, transfer, optional practical training, and other benefits.
  - (9) Remain in the U.S. for no longer than 60 days after completing the full course of study unless you have followed procedures and applied for other benefits which you may be entitled to under regulations.
  - (10) Obey all state and federal laws including laws regulating domestic disputes, child endangerment, sexual assault, and driving while under the influence.
- d. Transfer Procedures
- F-1 regulations permit a student to transfer from one SEVIS-approved school to another. When transferring from another college or university, an F-1 visa holder is required to submit a Transfer Recommendation Form prior to Shelton State Community College issuing an I-20. Transfer students must meet international admission standards as well as submit a Transfer Recommendation Form to the International Office. Students are urged to apply in advance of the time they wish to enroll.
- e. Transient Students
- A transfer student who attends another postsecondary institution and seeks credit for transfer to that parent institution may be admitted to the College as a transient student. The student must submit an application for admission, an official letter from the institution which certifies that the credit earned at the College will be accepted as a part of the student's academic program, and provide evidence of meeting required Prerequisites prior to registering. The College will accept official or unofficial transcripts. Students must submit a transient letter (e.g. letter of good standing, course approval letter) to Enrollment Services prior to the semester for which he/she is registering. Any transient student who fails to provide appropriate prerequisite documentation may be administratively withdrawn, and no refund will be provided.
- f. Permanent Residents
- (1) Permanent residents do not have to provide financial documentation demonstrating the ability to pay.
  - (2) Proof of medical insurance is not required.
  - (3) Students who have permanent resident status must provide a copy of their permanent resident card. These students should refer to the Shelton State Community College Catalog for guidelines concerning establishing residency in the state of Alabama.
  - (4) Permanent residents are eligible to apply for financial aid.
  - (5) For more information on permanent resident admission policies and procedures, please contact Enrollment Services.
2. Financial Information for International Students
- a. Tuition and Fees: Actual tuition and fee charges will vary depending on the number and type of courses a student takes each term. Refer to the nonresident tuition and fee schedule in the "Financial Information" section in this catalog.
  - b. Books and Supplies: Expect to pay at least \$500 in expenses for books and supplies for a full course load (12 undergraduate hours). Cost may be higher for some programs.
  - c. Medical Insurance: Shelton State Community College requires all international students in F-1 and J-1 status to have continuous medical insurance coverage. The Department of State also requires all visitors in J-1 or J-2 to maintain medical insurance coverage for the duration of their stay in the U.S. Shelton State Community College encourages students with families to obtain medical insurance coverage for all family members in the U.S.
  - d. Living Expenses: These expenses include transportation, room and board, personal expenses, and childcare, if needed. Students should add \$3600 per dependent to the estimated budget. These expenses

vary greatly from student to student.

NOTE: Students and their financial sponsors should plan to meet the estimated expenses for the duration of the student's studies. Immigration regulations generally prohibit off-campus employment during a student's first year of study in the U.S. On campus employment opportunities are few in number and sometimes may be difficult to obtain. Students and their financial sponsors should not plan to meet any cost through on-campus or off-campus employment.

- (1) All estimates are subject to change without notice. This document reflects estimated cost for academic students the 2015-2016 calendar year which ends in August 2016. Additional fees and expenses may apply based on registration and lifestyle.
- (2) Three semester (fall, spring, summer) estimate based on 30 annual hours or 12 months.

Tuition and Fees	\$10,570.00
Living Expenses	\$11,820.00
<b>TOTAL</b>	<b>\$22,390.00</b>

NOTE: No student will be allowed to enroll for a second term unless all required admissions records have been received by the College prior to registration for the second term. If all required admissions records have not been received by the College prior to issuance of first semester grades, the grades will be reported on the transcript, but an official transcript will not be released until receipt of all required admissions records.

### **Programs Requiring Special Admission**

The following programs require additional admission requirements. The College reserves the right to add additional programs.

- Health Care Information Technology (HIT) Program - For more information, call 205.391.2457.
- Nursing Programs - For more information, call 205.391.2443.
- Respiratory Therapy Program (RPT) - For more information, call 205.391.2654.
- Mercedes Benz Industrial Mechatronics Program – For more information, visit <http://www.mbusi.com/employment/mechatronics-training>.
- Mercedes Benz Automotive Technician Program – For more information, visit <http://www.mbusi.com/employment/automotive-technician-training-program>.
- Nucor Technical Academy – For more information, visit <http://www.nucor.com/careers/academy/>.

### **Non-Credit Opportunities**

Shelton State Community College offers many non-credit programs and activities through the Center for Workforce Development, the Wellness Center, Community Education programs, and the Adult Education program. Each unit establishes admission requirements for programs and activities. These admission requirements, which vary considerably among programs and activities, are designed to ensure participants are those for whom each specific program or activity is designed and are available in the materials published by the College and on its website, [www.sheltonstate.edu](http://www.sheltonstate.edu).

# Financial Information

## Tuition/Fees

Tuition and fees are subject to change.

### Tuition and Fees for Residents of the State of Alabama

Resident or in-state tuition is \$134.00 per credit hour.

### Tuition and Fees for Non-Residents of the State of Alabama

Non-resident or out-of-state tuition is \$249.00 per credit hour.

## 2015-16 Tuition and Fee Schedule

Credit Hours	Resident Tuition	Non-Resident Tuition	Bond Surety Fee	Facility Renewal Fee	Technology Fee	Resident Total	Non-Resident Total
1	\$ 115	\$230	\$1	\$9	\$9	\$134	\$249
2	\$230	\$460	\$2	\$18	\$18	\$268	\$498
3	\$345	\$690	\$3	\$27	\$27	\$402	\$747
4	\$460	\$920	\$4	\$36	\$36	\$536	\$996
5	\$575	\$1,500	\$5	\$45	\$45	\$670	\$1,245
6	\$690	\$1,380	\$6	\$54	\$54	\$804	\$1,494
7	\$805	\$1,610	\$7	\$63	\$63	\$938	\$1,743
8	\$920	\$1,840	\$8	\$72	\$72	\$1,072	\$1,992
9	\$1,035	\$2,070	\$9	\$81	\$81	\$1,206	\$2,241
10	\$1,150	\$2,300	\$10	\$90	\$90	\$1,340	\$2,490
11	\$1,265	\$2,530	\$11	\$99	\$99	\$1,474	\$2,739
12	\$1,380	\$2,760	\$12	\$108	\$108	\$1,608	\$2,988
13	\$1,495	\$2,990	\$13	\$117	\$117	\$1,742	\$3,237
14	\$1,610	\$3,220	\$14	\$126	\$126	\$1,876	\$3,486
15	\$1,725	\$3,450	\$15	\$135	\$135	\$2,010	\$3,735

An additional fee is due for student accident insurance and campus access.

A \$25.00 late fee will be charged to students registering on or after the first day of class during the published drop/add period of the term.

ALL STUDENTS ARE REQUIRED TO PAY TUITION AND FEES ON OR PRIOR TO THE PAYMENT DUE DATES. If the tuition and fees are not received by the published due date, the student's schedule will be removed. If a student's schedule is removed for non-payment, the student must re-register for available classes.

Shelton State Community College does not accept partial payments. This includes students receiving any type of financial assistance. Balances remaining after grant/waiver/scholarship is applied to the student's account must be paid in full on or prior to the payment due date. Sponsored students include those students whose expenses are paid by agencies such as Vocational Rehabilitation Services, Alabama G.I. and Dependents Educational Benefits Act, Post 9/11 G.I. Bill (excluding veterans who receive benefits only from Federal Veterans Administration), and eligible Pell Grant recipients. Students who intend to pay their tuition using Prepaid Affordable College Tuition Program (PACT) or any third party entity are responsible for paying fees not covered. Students paying by VISA, MasterCard, Discover, or American Express are responsible for verifying payment has been received by the Cashier's Office. Online credit card payments are accepted. FEES MUST BE PAID IN FULL BEFORE REGISTRATION IS CONSIDERED COMPLETE.

## Residency Policy

For the purpose of assessing tuition, applicants for admission will be classified in one of three categories.

- I. Resident Student
  - A. A resident student will be charged the in-state tuition rate established by the Alabama State Board of Education.
  - B. A resident student is an applicant for admission who meets all legal requirements or is a duly registered resident in the state of Alabama for at least twelve (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 twelve (12) months immediately preceding application for admission. Consequently, an out-of-state student cannot attain resident student status simply by attending school for twelve (12) months in the state of Alabama.
- C. 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 twelve (12) months 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.
1. Minor: An individual who, because of age, lacks the capacity to contract under Alabama law. Under current law, this means a single individual under nineteen (19) years of age and a married individual under eighteen (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.
  2. Supporting Person: Either or both of the parents of the student, parents who 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 have legal custody, supporting person will mean, in the following order: the legal custodian of the student, the guardian, and the conservator.
- D. In determining resident student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.
1. Students having graduated from an Alabama high school or having obtained a GED in the state of Alabama within three (3) years of the date of application for admission shall be considered resident students for tuition purposes.
  2. An individual claiming to be a resident will certify by a signed statement each of the following:
    - a. a specific address or location within the state of Alabama as his or her residence;
    - b. an intent to remain at this address indefinitely; and
    - c. possession of more substantial connections to the state of Alabama than with any other state.
  3. Though certifications of an address and an intent to remain in the state indefinitely will be prerequisites to establishing status as a resident, ultimate determination of that status will be made by the institution by evaluating the presence or absence of connection with the state of Alabama. This evaluation will include the consideration of the following connections:
    - a. consideration of the location of high school graduation;
    - b. payment of Alabama state income taxes as a resident;
    - c. ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property;
    - d. full-time employment in the state;
    - e. residence in the state of spouse, parents, or children;
    - f. previous periods of residency in the state continuing for one (1) year or more;
    - g. 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;
    - h. possession of state or local licenses to do business or practice a profession in the state;
    - i. ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates;
    - j. continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment;
    - k. membership in religious, professional, business, civic, or social organizations in the state;
    - l. auxiliary services in the state of checking and savings accounts, safe deposit boxes, or investment accounts; and
    - m. in-state address shown on selective service registration, drivers' license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.
- E. Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within one (1) full academic year of their most recent previous enrollment unless there is evidence the student subsequently has abandoned resident status, for example: registering to vote in another state. Students failing to re-enroll within one (1) full academic year must establish eligibility upon re-enrollment.
- II. Non-Resident Student
- A. A non-resident student is one who does not meet the standard of having resided in the state of Alabama for at least twelve (12) months immediately preceding application for admission.
  - B. A non-resident student will 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.
    1. The dependent student is one:

- 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 ninety (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 order for duties other than attending school; or
  - d. whose supporting person is an accredited member of a consular staff assigned to duties in Alabama.
2. The student is not a dependent (as defined by Internal Revenue Codes) who:
- 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 ninety (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.
- C. 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 the applicant meets the stipulations noted above prior to admission.
- D. The student is eligible for in-state tuition if the student resides in Lowndes and Noxubee Counties in Mississippi.

### III. Out-of-State Student

- A. Any applicant for admission who does not fall into Section II (Non-Resident Student) above shall be charged a minimum tuition of two (2) times the resident tuition rate charged by that institution.
- B. Students initially classified as ineligible for resident tuition will retain that classification for tuition purposes until documentation is provided verifying eligibility for resident tuition.

## Residency Policy for Veterans, Dependents, and Spouses

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

- I. The student is a member or spouse of a member of the United States military on full-time active duty stationed in Alabama under orders other than attending school.
- II. Commencing on May 22, 2012, the student has been a member of the Alabama National Guard for a period of at least two years immediately preceding qualification for resident tuition and continues to be a member of the Alabama National guard while enrolled at the public institution of higher education.
- III. The student is a veteran of the Armed Forces of the United States, provided that the veteran has become a resident of Alabama and satisfies at least one of the following conditions:
  - A. The veteran has served on active duty for a continuous period of time, not less than two (2) years, and has received an honorable discharge as verified by a United States Department of Defense Form 214 within five (5) years of enrolling at an Alabama public institution of higher education.
  - B. The veteran is currently serving in a reserve component of the Armed Forces of the United States, as verified by a memorandum from the commanding officer of the veteran student.
  - C. The veteran has been assigned a service-connected disability by the United States Department of Veterans Affairs.
- IV. The student is an out-of-state veteran who resides within ninety (90) miles of a campus located in Alabama and has enrolled at an institution whose board of trustees has voted to allow nonresident in-state tuition for active and retired military.
- V. The student is, at the time of registration, a minor whose supporting person is a member of the United States Military on full-time active duty stationed in Alabama under orders for duties other than attending school.

## Choice Act Section 702

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

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

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

## Other Fees

- I. A campus access fee of \$6.00 per term is required.
- II. All students are required to purchase a student accident insurance policy each semester. The charge is \$7.50 per term for the fall and spring semesters and \$5.00 for the summer semester. These rates are subject to change.
- III. Cash, checks, money orders, cashier's check, Discover, Visa, American Express, and MasterCard will be accepted as payment of all fees and charges, subject to final payment. If a student's check is returned unpaid, payment must be cleared promptly by another form of payment other than personal check. A restriction will be placed on the student account until the returned item and fees are paid in full. If the account balance is not cleared prior to the start date of the semester, the student's schedule will be removed. The returned check service fee charge will be based on the current rate set by the District Attorney's Office. Checks will no longer be an allowable form of payment for anyone accumulating their second returned check.
- IV. An administrative fee not to exceed five percent (5%) of tuition and other institutional charges, or \$100, whichever is smaller, will be assessed for each complete withdrawal within the period beginning the first day of class and ending at the end of the third week of class.
- V. Some courses may require additional fees.

NOTE: The cost of auditing a course is identical to the cost of enrolling in a course for credit.

## Tuition/Fee Refund Policy

- I. Withdrawals
  - A. The Shelton State tuition refund policy is based on the College calendar. The calculation of the refund begins with the first day of class as listed on the College calendar for that particular term. In order to receive a 100% refund for complete withdrawal from school, students must withdraw **BEFORE THE FIRST SCHEDULED DAY LISTED ON THE COLLEGE CALENDAR FOR THAT TERM**. The first day of class is the first official instructional day of all classes, as stated in the institution's published calendar. There is only one first day.
  - B. All terms within the semester, full term, first split term, and second split term are treated independently for refund purposes. Once the drop/add period has ended for the respective term, partial refunds will only be granted for a complete withdrawal for the respective term.
    1. Full Term Enrollment
 

A student who withdraws from the College may claim a partial refund under certain conditions:

      - a. A student who completely withdraws before the beginning of the term receives a 100% refund.
      - b. A student who completely withdraws within the first seven calendar days receives a 75% refund.
      - c. A student who completely withdraws during the eighth through fourteenth calendar days receives a 50% refund.
      - d. A student who completely withdraws during the fifteenth through twenty-first calendar days receives a 25% refund.
      - e. A student who completely withdraws after the twenty-first calendar day will receive **NO REFUND**.
    2. Split Term Enrollment
 

A student who withdraws from the College may claim a partial refund under certain conditions:

      - a. A student who completely withdraws before the beginning of the term receives a 100% refund.
      - b. A student who completely withdraws within the first three calendar days receives a 75% refund.
      - c. A student who completely withdraws during the fourth through sixth calendar days receives a 50% refund.
      - d. A student who completely withdraws during the seventh through ninth calendar days receives a 25% refund.
      - e. A student who completely withdraws after the ninth calendar day will receive **NO REFUND**.
- II. Drop/Add
  - A. The Drop/Add period is a three-day period after the official designated registration days for full term classes during the fall and spring semesters. The Drop/Add period is two days for the summer semester and for split term classes. Students who drop a course (or courses) and have other courses remaining for that term on their schedules may receive 100 percent refund if the course is dropped during the designated Drop/Add for that specific term.

- B. AFTER THE DROP/ADD PERIOD, NO REFUNDS WILL BE GIVEN TO STUDENTS WHO DROP A COURSE (OR COURSES) AND HAVE OTHER COURSES REMAINING FOR THE SAME SEMESTER ON THEIR SCHEDULES; THUS, PARTIAL REFUNDS WILL BE ISSUED FOR COMPLETE WITHDRAWAL ONLY.
- III. Refunds
- A. SHELTON STATE COMMUNITY COLLEGE DOES NOT GIVE CASH REFUNDS. Refund checks are mailed from the Office of Business Services. All credit or debit card payments will be refunded to the original card that was charged.
  - B. Only the following tuition and fees can be refunded: tuition, facility renewal fees, technology fees, and bond surety fees. Other miscellaneous fees will not be refunded. A list of refund dates and refund percentages is printed in the Registration Guide.

## Financial Aid

In order for Shelton State Community College to properly process each financial aid application, deadlines are required for each term. Students who do not meet the deadline will have a delay in the financial aid process. Please contact the Enrollment Services Office or visit the Shelton State website, [www.sheltonstate.edu](http://www.sheltonstate.edu), for specific information and required deadlines. Shelton State Community College offers financial assistance to eligible students to help pay educational costs. Financial aid is designed to supplement a family's ability to finance a student's educational expenses. Shelton State is approved for Federal Financial Aid, Veterans Benefits, Vocational Rehabilitation Training, and Alabama Prepaid Affordable College Tuition (PACT). The institution also awards state and private scholarships.

Title IV Federal Financial Aid programs which are available include Federal Pell Grant, Federal Work-Study (FWS), and the Federal Supplemental Educational Opportunity Grant (FSEOG). Shelton State is also approved to participate in the Alabama Student Assistant Program (ASAP). **Shelton State Community College does not participate in any federal student loan programs.** Shelton State is approved for deferment of previous loans.

## Applying For Financial Aid

Students applying for financial aid must:

- I. apply for admission and have on file a copy of the high school transcript, GED scores, and academic transcripts from all other colleges previously attended. Transient students are not eligible to receive financial aid.
- II. be a U.S. Citizen or an eligible non-citizen. All eligible non-citizens must provide documentation to verify their eligibility status.
- III. be a regular student working towards a degree or certificate in an eligible program at SSCC. A regular student is someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a degree or certificate offered by the College.
- IV. meet the standards of academic progress (qualitative and quantitative).
- V. be registered with the Selective Service if a male student 18-25 years of age. Visit [www.sss.gov](http://www.sss.gov) to register.

## Qualifying For Federal Financial Aid

Students applying for Federal Financial Aid must:

- I. complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). This should be done as soon as students or parents of dependent students complete their federal income tax return each year. Applicants may be required to submit signed copies of certain financial documents for the student and/or spouse and parent(s). Required documents will be listed in the student's myShelton account. Approximately one-third of all financial aid applications are selected by the federal government in a process called verification.
- II. exhibit financial need. Financial need is determined by subtracting the expected family contribution from the cost of education.
- III. have a high school diploma or a GED.
- IV. enroll as a student in an eligible program and make satisfactory academic progress. Technical classes/certificates may require clock hour conversions to receive Title IV funds. Financial aid will be paid on the lowest hours. Some programs may not be approved for financial aid. If a student is enrolled in a technical/certificate program that does not offer a degree, credit hours will be adjusted based on a federally mandated credit/clock hour conversion formula.
- V. Check the website for the most current information or contact Enrollment Services.
- VI. not be in default on any previous student loan.
- VII. submit all official transcripts. Financial aid is awarded after all official transcripts are on file.

Any remaining balance from the financial aid award for the current semester will be issued by check for pick-up in the Martin Campus Cashier's Office or mailed to the address on file in Enrollment Services. Students who completely withdraw from school prior to the disbursement of funds will have their financial aid adjusted based on their withdrawal date. Any remaining funds will be returned to the financial aid program.

## Financial Aid Satisfactory Academic Progress Policy

- I. Program Completion  
The maximum time frame allowed to complete a program of study without financial aid penalty cannot exceed 1.5 times the published length of a specific program. For example, a student in General Studies, which is sixty-four (64) semester hours in length, may attempt a maximum of ninety-six (96) hours. The life time limit for Pell grant funding is twelve (12) full-term semesters.
- II. Required Credit Hours  
All students receiving grant funding must maintain the following completion rate requirements based on number of hours attempted.
  - A. If the student has attempted 0 - 21 hours, the student must maintain a 58% completion rate.
  - B. If the student has attempted 22 - 32 hours, the student must maintain a 62% completion rate.
  - C. If the student has attempted 33 or more hours, the student must maintain a 67% completion rate.
- III. Required Grade Point Average (GPA)  
All Students receiving grant funding must also maintain the following GPA requirements based on the number of hours attempted.
  - A. GPA requirements for degree seeking students:
    1. If the student has attempted 0-21 hours, the student must maintain a 1.5 GPA.
    2. If the student has attempted 22-32 hours, the student must maintain a 1.75 GPA.
    3. If the student has attempted 33 or more hours, the student must maintain a 2.0 GPA.
  - B. GPA requirements for short-term certificate students:
    1. If the student has attempted 12 hours, the student must maintain a 1.5 GPA.
    2. If the student has attempted 24 hours, the student must maintain a 2.0 GPA.
- IV. Financial Aid Warning  
If a student fails to achieve the required cumulative GPA or does not successfully complete the required percentage of hours, the student will be placed on financial aid warning for one semester. Students on warning will be allowed to receive aid one semester while on warning and will be notified of their warning status on their student account. The warning will be lifted in the subsequent term if the student attains the required cumulative GPA and/or successfully completes the required percentage of hours at the next term.
- V. Financial Aid Suspension  
If the student does not meet the minimum standards of progress after their warning semester, the financial aid award will be suspended. The student cannot use federal funding to pay for their courses until they regain eligibility by reaching the minimum standards of progress. The student may gain eligibility for financial aid when satisfactory academic progress is obtained.
- VI. Appeal Process  
The student may file an appeal by completing the Financial Aid Appeal process that is outlined on the Shelton State financial aid website. The student must make an appointment to meet with a member of the financial aid staff to complete the Plan of Resolution and discuss the circumstances of their current financial aid situation. These forms are online at [www.sheltonstate.edu](http://www.sheltonstate.edu). Only ONE (1) APPEAL per student will be allowed. Decisions of the Appeal Committee are final.
- VII. Monitoring Progress  
Academic progress will be monitored at the end of each semester, even at the end of a semester during which financial aid has not been received.
- VIII. Repeating Courses  
A student receiving Pell grant funds may repeat courses; however, all hours will be included in the satisfactory academic progress calculations.
- IX. Developmental Courses  
A student may receive financial aid for up to thirty (30) attempted developmental credit hours. If this number is exceeded, financial aid cannot cover any additional developmental classes. If the student enrolls in the same developmental course more than three times, the student will be required to pay for the course.
- X. Audit and Continuing Education Courses  
Audited and continuing education courses are not considered credits attempted or earned and students cannot receive financial aid for these courses.
- XI. Clearing GPA or Completion Rate Deficiencies/Reinstatement  
A student may have financial aid reinstated if he/she attends college at his/her own expense and is able to reach the minimum standards of satisfactory academic progress. It is the student's responsibility to notify Enrollment Services when his/her grades are in compliance with the policy. Financial aid will not retroactively pay for any periods of enrollment during which the student was not eligible.
  - A. Cumulative Credit Hours Completed
    1. Cumulative Credit hours completed are defined as grades A, B, C, or D except for developmental courses.
    2. Credit hours not successfully completed are defined as F, W, I, or U.  
NOTE: Refer to Academic Information, Grading System.
  - B. Cumulative Credit Hours Attempted
    1. Cumulative credit hours attempted are defined as all credit hours attempted at SSCC and all credit hours transferred and accepted from another institution.
    2. Repeated courses passed, failed, or withdrawn will be counted as credit hours attempted.

XII. Program of Study

Students who receive financial assistance must be accepted for enrollment as a regular student in a program of study leading to a degree or a certificate. A regular student is someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a degree or certificate offered by the College. Courses taken must be required in current program of study. Some programs of study may not be Pell approved. Please refer to the Shelton State website for the most current information.

XIII. Official and Unofficial Withdrawals and Interruptions

A student who withdraws during a payment period or period of enrollment before disbursement is made may have the award adjusted based on assistance earned up to the point of withdrawal. Once the student has completed more than 60% of the payment period or period of enrollment, the student will earn all of the assistance. If the student receives more assistance than earned, the excess funds must be returned.

A. Official Withdrawal

A student's official withdrawal date is defined as the date the student officially withdraws from all classes for that semester.

B. Unofficial Withdrawal

A student is considered to have unofficially withdrawn for financial aid purposes only when:

1. the student does not complete the official withdrawal process; and
2. the student earns failing grades (F or U) in all courses for which he/she is registered.

If the last day of attendance is not defined on any records, the student's unofficial withdrawal date will be defined as the midpoint (50%) of the semester and the student will, in accordance with the Return to Title IV calculation, owe monies back to the Title IV funds. The federal government has established a Return to Title IV Funds (R2T4) Policy CFR Section 668.22. Federal grant recipients who completely withdraw from the institution prior to completing 60% of the enrollment period are subject to the R2T4 policy and may owe a repayment. The R2T4 calculation will be performed in accordance with federal regulations. The Title IV programs consist of Federal Pell Grant and Federal Supplemental Grant (ESEOG).

According to regulations, Enrollment Services performs the Return to Title IV calculations. When it is determined the student owes a repayment of grants to the U.S. Government, the student will be sent an email notification of this debt and will be ineligible to receive any future Title IV aid until the matter is resolved. If the student owes a balance to the College, the student must pay the balance prior to registering for future semesters or requesting a transcript be sent to another college. The student must contact the Cashier's Office on any repayment obligation. If the student does not contact the Cashier's Office with payment, the College will send the student's information to the U. S. Government for collection and the student will remain ineligible for federal and state aid until the College receives notice that the student has re-established his/her eligibility. The student must present to the College a Title IV letter of eligibility from the Department of Education. It is the intent Enrollment Services to inform Federal Grant recipients who completely withdraw from all courses in a given semester to seriously consider the implications of this R2T4 policy.

XIV. Disbursement of Financial Aid Funds

Students are expected to attend all classes for which they are registered and attendance is calculated from the first official day. Attendance issues may cause a student's award to be adjusted. Disbursement checks are available for pick up fourteen (14) days after the first day of class. Books and supplies can be charged against Pell grant funding after payment has been credited to the student's account for tuition and fees. Registration is not complete until tuition and fees have been paid. Title IV Pell grant funds will be awarded based on the student's expected family contribution (EFC) number and hours attending.

XV. Students registered for Second Split Term

Funds for the second split classes will not post to an account until second split term attendance is verified and posted by the instructor.

Credit hour breakdown\*

12 or more credit hours	full-time
9 to 11	three-fourth time
6 to 8	half-time
5 and under	less than half-time

\*Students in converted clock hour and clock hour certificate programs must see the website for correct payment information based on their program.

XVI. Change of Program of Study

Change of program of study may require additional courses preventing degree or certificate completion within the 150% of the standard length of the academic or certificate program. Also, when students change a program of study from degree-seeking to certificate-seeking, the previously attempted classes will be counted in the determination of financial aid eligibility. For example, a certificate program requiring twenty-seven (27) credits for completion must be completed within forty-one (41) attempted credit hours.

## XVII. Financial Aid Eligibility

Students not achieving satisfactory academic progress (SAP) as measured by Enrollment Services usually have experienced one or a combination of the following:

- A. receiving failing grades
- B. repeating courses
- C. officially or unofficially withdrawing from courses or from the College
- D. enrolling in courses not applicable to the declared program of study

## XVIII. Return to Title IV Funds (R2T4)

The federal government has established a Return to Title IV Funds (R2T4) Policy CFR Section 668.22. Federal grant recipients who completely withdraw from the institution prior to completing 60% of the enrollment period are subject to the R2T4 policy and may owe a repayment. The R2T4 calculation will be performed in accordance with federal regulations. For a student who unofficially withdraws and the last date of attendance cannot be determined, the R2T4 calculation will be based on the mid-point of the semester and the recipient may owe a repayment to the Title IV programs. The Title IV programs consist of Federal Pell Grant and Federal Supplemental Grant (FSEOG).

## Definitions

### Federal Grant Recipient

A student who receives one or more of the following: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), or Federal Work/Study funds.

### Complete Withdrawal

The withdrawal date is the date the student withdraws from all classes by submitting a completed withdrawal form to Enrollment Services (obtained from the Advising Center or SOAR Institute). If a student unofficially withdraws (stops attending without completing the withdrawal process), the withdrawal date is the mid-point (50%) of the term if a last date of attendance cannot be determined.

### 60% of Enrollment Period

The 60% enrollment period is established each semester in the printed semester schedule of classes. Students who withdraw from school before these dates will owe a repayment and will have accumulated attempted course hours. The 60% date is the date in which 60% of the class meetings have been held.

### Repayment

A repayment is what a student must return to the U.S. Department of Education. The amount of repayment will be based upon a formula, prescribed by law, that considers the date of withdrawal and the amount of federal aid (excluding work-study) received. Any student who fails to repay the U.S. Department of Education will not be eligible to receive federal aid at Shelton State Community College or any other institution.

### Student Rights

Students have the right to ask Shelton State Community College:

- I. the name of its accrediting and licensing organizations
- II. about its programs, its institutional laboratories and other physical facilities, and its faculty
- III. about the cost of attending and its policy on refunds to students who withdraw
- IV. what financial assistance is available, including information on all federal, state, local, private, and institutional financial aid programs
- V. about procedures and deadlines for submitting applications for each financial aid program
- VI. about criteria used to select financial aid recipients
- VII. how financial need is determined
- VIII. how and when students on financial aid will receive a disbursement
- IX. how satisfactory progress is determined and what happens if not achieved
- X. about special facilities and services available to persons with disabilities

Students have the responsibility to:

- I. review all information about College programs prior to enrollment
- II. know and comply with all deadlines for applying and reapplying for financial aid
- III. provide all additional documentation, verification, corrections, and/or new information requested by the Shelton State or the agency to which application was made
- IV. read, understand, and keep copies of all signed forms
- V. repay any student loan obligations and/or request deferment information from the lending agency
- VI. notify Enrollment Services of any change of name, address, course major, or attendance status
- VII. understand the refund policy
- VIII. read and comply with SAP

## **Financial Aid Course Load Requirement**

To receive the amount of Federal Pell Grant as indicated on the financial aid award screen, a student must be enrolled for a full-time course load which is a minimum of twelve (12) credit hours each semester (unless the program is converted based on Title IV rules). A student who enrolls for less than twelve (12) credit hours will have his/her Pell grant award adjusted according to registration status. If a student receives Title IV funds and is registered for technical classes requiring clock hour conversion, the Title IV Pell awards will be based on financial aid hours rather than academic hours. Students who have questions regarding the enrollment status or adjusted credit hours should contact Enrollment Services.

## **Financial Aid Programs**

### **I. Pell Grant**

The Federal Pell Grant is designed to assist eligible applicants with educational expenses. The Federal Pell Grant does not have to be repaid unless the Return to Title IV applies. The Pell Grant provides a foundation of financial aid to which other federal and non-federal sources of aid may be added. The amount of a Federal Pell Grant is dependent upon a family's financial circumstances. Students should complete the Free Application for Federal Student Aid (FAFSA) to apply for a Federal Pell Grant. A Federal Pell Grant is awarded for an academic year (two semesters). The financial aid year begins with the fall semester and ends with the summer semester. Beginning in fall 2012, the FAFSA will review all semesters of Pell payments per student. Students will only be allowed to receive twelve (12) full-time, lifetime semesters of Pell grant funding. For example, if the student attended college and received Pell funding for two (2) full-time semesters in 2010, that student would have ten (10) lifetime semesters remaining. Only the percentage of time that a student is enrolled will count toward this limit. Once classes begin, students must attend class starting the first day or Pell grant funds will be adjusted for non-attendance. For more information about Federal Pell grants, contact Enrollment Services.

### **II. Federal Supplemental Educational Opportunity Grant (FSEOG)**

The Federal Supplemental Educational Opportunity Grant is designed to assist students with exceptional financial need. Students should complete the Free Application for Federal Student Aid (FAFSA) to apply for Federal Supplemental Educational Opportunity Grant (FSEOG).

### **III. Alabama Student Assistance Program (ASAP)**

The Alabama Student Assistance Program is designed to assist exceptionally needy students. It consists of Federal State Student Incentive Grant funds and funds appropriated by the Alabama Legislature. ASAP funds do not require repayment. Students should complete the Free Application for Federal Student Aid (FAFSA) to apply.

### **IV. Federal Work-Study**

The Federal Work-Study is part-time employment on and off-campus. It allows students to earn a portion of the money needed to finance their education. This program exists to assist in paying the difference between the cost of education and the amount that the student and the parents can afford to pay. Federal Work-Study provides a meaningful job experience while allowing the student the opportunity to earn a portion of his or her educational cost. Students must complete the Free Application for Federal Student Aid (FAFSA) and a Shelton State Community College Application for Federal Work-Study.

## **VETERAN FINANCIAL PROGRAMS**

### **Alabama National Guard Education Assistance Program**

ANGEAP is a program established by the legislature of the state of Alabama and is designed to provide financial assistance to active Alabama National Guard members enrolled in degree programs at accredited post-secondary institutions of higher learning located within the state of Alabama. Limited funding is provided by the Alabama Legislature, and priority is given to those who apply early. For more information about the ANGEAP, members should contact the unit administrator at their prospective unit.

### **Tuition Assurances (TA)**

Tuition assistance (TA) is a Department of Defense (DOD) program. GoArmyEd is the virtual gateway for all eligible Active Duty, National Guard, and Army Reserve soldiers to request tuition assistance (TA) for classroom and distance learning. It allows soldiers to manage their educational records, including college classes, testing, on-duty classes, and Army education counselor support. Prior to a course's start date, soldiers may request TA through [www.GoArmyEd.com](http://www.GoArmyEd.com). The soldier will be notified concerning TA status. If the TA request is declined, GoArmyEd will advise the soldier of the reason and next steps. All drops/withdrawals must be handled through GoArmyEd. Soldiers who do not successfully complete a class due to military reasons must request a Withdrawal for Military Reasons through GoArmyEd and complete all required steps. Students have until the start of the semester to enter information in the GoArmyEd system for TA approval.

### **Alabama GI Dependents Scholarship Program**

This nationally renowned program was created by Act 633 and approved October 1947 by the Alabama Legislature. It is administered by the Alabama Department of Veterans Affairs and is governed by the Code of Alabama 1975, Section 31-6-1. The veteran must meet the following qualifications to establish eligibility for dependents. A dependent is defined as a child, stepchild, spouse, or the unmarried widow(er) of the veteran.

- I. The veteran must have honorably served at least ninety (90) or more days of continuous active federal military service or be honorably discharged by reason of service-connected disability after serving less than ninety (90) days of continuous active federal military service during wartime.
- II. The veteran must be rated 20% or more disabled due to service-connected disabilities or have held the qualifying rating at the time of death, be a former Prisoner of War (POW), have been declared Missing in Action (MIA), died as a result of a service-connected disability, or died while on active military service in the line of duty.
- III. The veteran must be a permanent civilian resident of the state of Alabama for at least one (1) year immediately prior to one of the following:
  - A. the initial entry into active military service
  - B. any subsequent period of military service in which a break (one year or more) in service occurred and the Alabama civilian residency was established. Permanently service-connected veterans rated at 100% who did not enter service from Alabama may qualify after establishing at least five (5) years of permanent residency in Alabama prior to an application on file or immediately prior to death, if deceased.

For more information about this program, the student should contact the Alabama Department of Veterans Affairs representative at their local county courthouse.

### **Chapter 31 Vocational Rehabilitation (Disabled Veterans)**

A veteran may be eligible for Vocational Rehabilitation (Chapter 31) benefits if he or she

- I. received, or will receive, a discharge other than dishonorable conditions;
- II. incurred or aggravated a service-connected disability which entitles him or her to VA disability compensation; and
- III. is in need of vocational rehabilitation because his or her disability creates an employment handicap

Vocational rehabilitation may be provided for up to forty-eight (48) months. An eligible veteran generally has fifteen (15) years from the date he or she is notified of entitlement to VA compensation to use their Chapter 31 benefits. VA may approve an extension of time and/or length of training in certain cases.

Entitlement for vocational rehabilitation or services is determined on an individual basis following an evaluation of the veteran's interests, aptitudes, education, work experience, and vocational abilities. Each school is assigned a Vocational Rehabilitation Specialist to assist Chapter 31 students and school officials responsible for certifying Chapter 31 students. Full tuition, fees, and books are paid to the school by the VA. In addition, the student gets a subsistence allowance depending on the training status.

### **Chapter 30 Montgomery GI Bill (MGIB) and Active Duty**

The Montgomery GI Bill (Active Duty), also known as Chapter 30, is a program of education benefits generally for individuals who enter active duty for the first time after June 30, 1985 and have contributed to the College fund. Active duty for benefits purposes includes full-time National Guard duty after November 29, 1989. The participant generally must serve continuously on active duty for a three year or greater initial enlistment or for a lesser benefit, two years of an initial active duty obligation of less than three years. An individual also may qualify for the full benefits by initially serving two continuous years on active duty, followed by four years of Selected Reserve Service. In the latter case, the participant must enter the Selected Reserve within one year of the release from active duty. The participant must meet the requirements for a high school diploma or an equivalency certificate before the first period of active duty ends. Completing twelve (12) credit hours toward a college degree meets this requirement. Individuals who initially serve a continuous period of at least three years of active duty, even though they were initially obligated to serve less, will be paid at the higher basic rate. Shelton State Community College does not participate in advance pay.

### **Chapter 33 Post 9/11**

The Post 9/11 GI Bill is a new education benefit program for individuals who served on active duty on or after September 11, 2001. The benefits are payable for training pursued on or after August 1, 2009. No payments can be made under this program for training pursued before that date. Individuals may receive up to thirty-six months of entitlement under the Post 9/11 GI Bill. Once receiving benefits under the Post 9/11 GI Bill, the individual will no longer be eligible to receive benefits under the program selected before the Post 9/11 GI Bill. A monthly housing allowance (MHA) based on the Basic Allowance for Housing for an E-5 with dependents at the location of the school is associated with this benefit. For BAH rates, please visit [www.gibill.va.gov](http://www.gibill.va.gov). For those enrolled solely in distance learning, the payable housing allowance is equal to 1/2 the national average BAH for an E-5 with dependents for the 2011 academic year. Active duty students and their spouses cannot receive the MHA. An annual book stipend of \$1,000 is paid proportionately based on enrollment.

### **Chapter 1606 Montgomery GI Bill Selected Reserves (MGIB-SR)**

This program provides benefits for members of the Selected Reserve and National Guard who enlisted, re-enlisted, or extended their enlistment for a period of six years after July 1, 1985. To find out more about eligibility requirements, please contact Veterans Affairs Regional Office (VARO) at 1.888.442.4551.

### **Chapter 1607 Reserve Educational Assistance Program (REAP)**

REAP was established as a part of the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005. It is a Department of Defense educational benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or congress. This program makes certain reservists who were activated for at least 90 days after September 11, 2001, either eligible for education benefits or for increased benefits.

### **Chapter 35 Survivors and Dependents Educational Assistance Program**

Dependents Educational Assistance provides education and training opportunities to eligible dependents of certain veterans. This program offers up to forty-five months of educational benefits. These benefits may be used for degree and certificate programs, apprenticeships, and on-the-job training. If you are a spouse, you may take a correspondence course. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

### **MYCAA**

The Military Spouses Center Advancement Account (MYCAA) program sets out to prepare eligible military spouses for the work force by offering up to \$4,000 of financial assistance (FA) from the Department of Defense (DOD). This is meant to encourage spouses of military personnel to pursue education, training, licenses, certificates, and degrees leading to employment in portable career fields. The MYCAA program uses this funding to pay schools directly for coursework and exams taken by the approved spouse account owner.

### **Class Attendance of Veterans**

Any student receiving VA educational benefits is required to attend all classes in which they are enrolled. Students who are receiving VA educational benefits and enroll in NCD (Certificate) Programs are required to attend 75% of all courses in that program. Once a student has missed more than 25% of a course(s) in that program, it is required that an adjustment be made to the student's enrollment certification to the Department of Veterans Affairs to reflect "unsatisfactory" attendance for all courses that apply to the program.

### **Withdrawals from Class by Veterans**

Students receiving VA educational benefits may adjust their schedule during the Drop/Add period. After the Drop/Add period, students must notify the school's VA Certifying Official before being allowed to withdraw from any course(s).

## **SCHOLARSHIPS**

Shelton State Community College offers competitive full or partial scholarships to qualified students who are residents of the state of Alabama. Scholarship information and applications are available on the Shelton State website, [www.sheltonstate.edu](http://www.sheltonstate.edu). For specific scholarship requirements and deadlines, refer to the specific scholarship information.

### **Academic**

Academic scholarships are available for first-time, new, or current Shelton State students. Selections are based on a minimum grade point average of 3.0 with additional consideration given to a student's activities, honors, and educational goals. An ACT or SAT score is required for high school students applying for academic scholarships.

### **Ambassadors**

Ambassador scholarships are awarded on the basis of leadership potential, community service, and commitment to Shelton State. Members are full-time students, attending scheduled meetings, and performing scheduled service hours during each semester. Students are selected for the academic year and must apply for renewal for a second year. Criteria for selection includes leadership and service experience, academic performance, and personal qualities demonstrated through an interview.

### **Athletic**

Athletic scholarships are awarded on the basis of tryouts and/or a demonstrated ability to compete on the intercollegiate level. The number of scholarships awarded in each sport, along with eligibility requirements, is established by the NJCAA. Scholarships are awarded in baseball, men's and women's basketball, women's fast-pitch softball, and manager positions.

### **Cheerleading**

Cheerleading scholarships are available for a co-ed, competition squad and may be granted to new or current SSSC students. Members are chosen at tryouts each spring.

### **Childcare**

Leadership in Child Care scholarships are available to Alabama residents employed in a legally operating facility caring for pre-school or school-age children. The student must be seeking a Child Development Associate (CDA) credential, certificate, or associate degree. Information and applications for these scholarships are available in the Office of Enrollment Services.

### **Children of Blind Parents**

Children of certain blind parents may be eligible for scholarships at Shelton State. Eligibility for each applicant is determined by the Chancellor of the Alabama Community College System. Further information may be obtained from the Office of Enrollment Services.

**Fine Arts**

Fine arts scholarships are available to students in art, dance, music, and theatre. Awards are based on availability, competition, demonstrated talent, academic record, and educational goals. Art applicants must submit a portfolio; dance, music, and theatre applicants must perform in scheduled auditions at the College.

**R.E.A.C.H. Scholarship**

R.E.A.C.H. (Resources in Education Achieving Change and Hope) scholarships are available to first-time, new, or current Shelton State students. Applicants must have a 2.5 cumulative grade point average. Selections are based on academic performance, educational goals, and student references.

**Senior Scholarship Program**

The state of Alabama provides a scholarship program allowing senior adults to register for any credit courses offered through the College. Individuals must be at least 60 years of age at the time of enrollment, take each course only one time, be registered for a course only after the class has met minimum enrollment requirements as defined by the College, provide proof of high school graduation or the equivalent, have met the prerequisites for the course, and pay all applicable fees. For additional information, contact the scholarship office located on the 1<sup>st</sup> floor of the Martin Campus.

**Shelton Sophomore Summer Studies**

Shelton Sophomore Summer Studies are one-time scholarship opportunities available to Shelton State students in the summer semester. Applicants must have a 3.0 cumulative GPA and have successfully completed twenty-four (24) or more credit hours at Shelton State Community College.

**Shelton State Community College Foundation**

The Shelton State Community College Foundation, a separate entity from the College, provides scholarships based on students' academic standing, community involvement, special criteria, and/or financial need for students enrolled in instructional programs at the College. Information and applications are provided in the Shelton State Community College Foundation Office, the Shelton State Advising Center, on the Shelton State website, [sheltonstate.edu](http://sheltonstate.edu); and in the office of area high school counselors. For additional information, contact the Shelton State Community College Foundation, 205.391.2298.

**Shelton Summer Studies (S<sup>3</sup>)**

Shelton Summer Studies (S<sup>3</sup>) Scholarships are one-time scholarship opportunities available to high school seniors the summer following their graduation. Applicants must have a 2.0 cumulative GPA and may have a standard or advanced high school diploma.

**Technical**

Technical scholarships are available to new or returning SSCC students based on availability, academic record, and performance. Technical scholarships support students whose educational goals include the completion of one of the College's career technical programs of study.

## **Academic Information**

## Academic Calendar

Shelton State offers classes in the fall (August to December) and spring (January to May) terms, as well as the summer term (May to August). Full term classes in the fall and spring are fifteen weeks plus a final exam week. The full term in the summer is ten weeks. Split term classes are also offered, accelerated compared with the full term, meeting for half of the semester, but with longer class durations.

## General Requirements for Academic Credentials

The College offers certificate programs entailing thirty or more semester hours and short-term certificate programs including less than thirty semester hours. The Associate in Arts Degree and the Associate in Science Degree are designed for students who plan to transfer to a college or university for the junior and senior years to complete a baccalaureate degree. The Associate in Applied Science Degree and the certificate programs are designed for students who plan to seek employment immediately upon earning the credential. These degrees and certificates are included on the official Academic Inventory of Shelton State Community College maintained by the Alabama Community College System.

## Certificate Programs

A student may earn a certificate or short-term certificate upon satisfactory completion of specific program requirements as determined by the College in accordance with policies of the State Board of Education. To receive a certificate, a student must complete the following:

- I. satisfactory completion of an approved program of study
- II. completion of at least 25% of the total semester credit hours required in the program at Shelton State Community College
- III. minimum 2.0 Shelton State cumulative GPA

## Short-Term Certificate General Requirements

Each short-term certificate requires nine to twenty-six credit hours depending on the program. See the specific programs listed in the catalog for requirements for each short-term certificate.

AREA I: Written Composition.....	0 - 3 Credit Hours
AREA II: Humanities and Fine Arts .....	Not Required
AREA III: Natural Science and Mathematics .....	0 - 3 Credit Hours
AREA IV: History, Social, and Behavioral Sciences .....	Not Required
AREA V: Concentration and Electives .....	Up to 29 Credit Hours

## Certificate General Requirements

Each certificate requires up to sixty credit hours. See the specific programs listed in the catalog for requirements for each certificate.

AREA I: Written Composition.....	3 Credit Hours
1. COM 100 or ENG 101	
AREA II: Speech, Humanities and Fine Arts.....	3 - 6 Credit Hours
1. SPH 106, SPH 107, or SPH 116	
2. Remaining hours from Humanities and Fine Arts	
AREA III: Natural Science and Mathematics .....	6 Credit Hours
1. One computer science preferred	
AREA IV: History, Social Science, and Behavioral Sciences .....	Not Required
1. Orientation to College, ORI 101 .....	1 Credit Hour
AREA V: Concentration and Electives .....	18 - 48 Credit Hours

## AA, AS, or AAS Degree Programs

A student may earn the Associate in Arts (AA), Associate in Science (AS), or Associate in Applied Science (AAS) degree upon satisfactory completion of the requirements of the specific program as specified by Shelton State Community College and the State Board of Education. To receive an AA, AS, or AAS Degree, a student must do the following:

- I. satisfactorily complete an approved program of study, including prescribed general education courses
- II. complete at least 25% of the credit hours required for the degree at Shelton State Community College
- III. have a minimum 2.0 Shelton State cumulative GPA

## Associate in Applied Science Degree

Each AAS degree requires 60 - 76 credit hours. See the specific programs listed in the catalog for requirements for each degree.

AREA I: Written Composition..... 3 Credit Hours

AREA II: Speech, Humanities, and Fine Arts..... 6 Credit Hours

1. Students must complete three semester hours in speech, unless provisions for addressing oral communication competencies represent an integral module in required discipline specific courses(s).
2. Students must complete one course in humanities and fine arts. (Humanities and fine arts include the following: area/ethnic studies, art and art history, foreign languages, humanities, literature, music and music history, philosophy, ethics, religious studies, theatre, and dance.)

AREA III: Natural Science and Mathematics ..... 9 - 11 Credit Hours

1. One three credit hour course in mathematics
2. One (preferably two) computer science (data processing) course(s)
3. In addition to mathematics, disciplines in the natural sciences include the following: astronomy, biological sciences, chemistry, geology, physical geography, earth science, physics, and physical science.
4. Students enrolled as majors in health-related disciplines for which the AAS degree is awarded must take BIO 103 as the prerequisite for BIO 201, BIO 202, and BIO 220.

AREA IV: History, Social, and Behavioral Science ..... 3 - 6 Credit Hours

1. In addition to history, the social and behavioral sciences include the following: anthropology, economics, geography, political science, psychology, and sociology.
2. Orientation to College, ORI 101 ..... 1 Credit Hour

AREA V: Concentration and Electives ..... 29 - 58 Credit Hours

## Associate in Arts or Associate in Science Degree

Students who plan to transfer to an Alabama four-year college and who are seeking an Associate in Arts or Associate in Science degree should obtain and follow a transfer guide from STARS (<http://stars.troy.edu>). Please see the catalog section on the STARS Approved Course List. Students who plan to transfer to an out-of-state or private four-year college and who are seeking an Associate in Arts or Associate in Science degree should obtain a catalog from the four-year institution, and with the assistance of an advisor, develop a plan of study appropriate for the student's major at the accepting institution.

## Associate in Arts Requirements

AREA I: Written Composition..... 6 Credit Hours

1. ENG 101 and ENG 102

AREA II: Humanities and Fine Arts..... 12 Credit Hours

1. Students must complete a minimum of three semester hours in literature from the following courses: ENG 251, ENG 252, ENG 261, ENG 262, ENG 271, or ENG 272.  
NOTE: Students must complete a six credit hour sequence either in literature or history. The sequence in AREA II and AREA IV in literature or history should follow the sequence requirements for the student's major and transfer plans (STARS Guide).
2. Students must complete three credit hours in the arts from the following courses: ART 100, ART 203, ART 204, MUS 101, or THR 120.
3. Students must complete three credit hours in speech.
4. Humanities and fine arts disciplines include the following: area/ethnic studies, art or art history, foreign languages, humanities, literature, music and music history, philosophy, religious studies, speech, theatre, and dance.

AREA III: Natural Science and Mathematics ..... 11 Credit Hours

1. Students must complete three credit hours in mathematics at the pre-calculus algebra or finite mathematics level or higher.
2. Students must complete eight credit hours in the natural sciences, which must include laboratory experiences as a significant component. Disciplines in the natural sciences include the following: astronomy, biology, chemistry, geology, physical geography, earth science, physics, and physical science.

NOTE: BIO 201 and BIO 202 cannot be used to fulfill the natural science requirement.

- AREA IV: History, Social, and Behavioral Sciences..... 12 Credit Hours
1. Students must complete a minimum of three credit hours in history.
  2. Orientation to College, ORI 101 ..... 1 Credit Hour  
NOTE: Students must complete a six credit hour sequence either in literature or history. The sequence in AREA II and AREA IV in literature or history should follow the sequence requirements for the student's major and transfer plans (STARS guide).
  2. Students must complete six credit hours from among other disciplines in the social and behavioral sciences. Social and behavioral sciences include the following: anthropology, economics, geography, political science, psychology, and sociology.
- AREA V: Pre-Professional, Pre-Major, and Elective Courses ..... 19 - 23 Credit Hours
1. Microcomputer Applications, CIS 146..... 3 Credit Hours
  2. Remaining courses are appropriate to the degree requirements and major of the individual student and electives as required and delineated for four-year colleges on STARS.

### Associate in Science Requirements

- AREA I: Written Composition..... 6 Credit Hours
1. ENG 101 and ENG 102
- AREA II: Humanities and Fine Arts ..... 12 Credit Hours
1. Students must complete a minimum of three semester hours in literature from the following courses: ENG 251, ENG 252, ENG 261, ENG 262, ENG 271, or ENG 272.  
NOTE: Students must complete a six credit hour sequence either in literature or history. The sequence in AREA II and AREA IV in literature or history should follow the sequence requirements for the student's major and transfer plans. (STARS Guide).
  2. Students must complete three credit hours in the arts from the following courses: ART 100, ART 203, ART 204, MUS 101, or THR 120.
  3. Students must complete 3 credit hours in speech.
  4. Humanities and fine arts disciplines include the following: area/ethnic studies, art or art history, foreign languages, humanities, literature, music and music history, philosophy, religious studies, speech, theatre, and dance.
- AREA III: Natural Science and Mathematics ..... 11 Credit Hours
1. Students must complete at least three credit hours in mathematics
    - a. MTH 112, pre-calculus algebra, or
    - b. a three-four credit hour course with a MTH 112 prerequisite. (If a four credit hour mathematics course is taken, one credit hour counts for Area V.)
  2. Students must complete eight credit hours in the natural sciences, which must include laboratory experiences as a significant component. Students must choose from the following courses: BIO 103, BIO 104, CHM 111, CHM 112, CHM 221, CHM 222, PHY 201, PHY 202, PHY 213, and PHY 214.  
NOTE: BIO 201 and BIO 202 cannot be used to fulfill the natural science requirement.
- AREA IV: History, Social and Behavioral Sciences..... 12 Credit Hours
1. Students must complete a minimum of three credit hours in history.  
NOTE: Students must complete a six credit hour sequence either in literature or history. The sequence in AREA II and AREA IV in literature or history should follow the sequence requirements for the student's major and transfer plans. (STARS guide)
  2. Students must complete six credit hours from among other disciplines in the social and behavioral sciences. Social and behavioral sciences include the following: anthropology, economics, geography, political science, psychology, and sociology.
  3. Orientation to College, ORI 101 ..... 1 Credit Hour
- AREA V: Pre-Professional, Pre-Major, and Elective Courses ..... 19 - 23 Credit Hours
1. Microcomputer Applications, CIS 146..... 3 Credit Hours
  2. Remaining courses are appropriate to the degree requirements and major of the individual student and electives as required and delineated for four-year colleges on STARS.

## **Additional Recommendations/Requirements**

### **Orientation**

To encourage success in college, Shelton State requires all full-time students to complete Orientation to College, ORI 101, during the first semester of enrollment; part-time students are required to complete ORI 101 prior to the completion of the first twelve (12) credit hours. Students enrolled in career technical programs must complete ORI 101 prior to the completion of the first nineteen (19) credit hours. Exceptions to these guidelines include students who hold an associate degree or higher, who have successfully completed an equivalent course at another institution, who transfer with at least twelve (12) credit hours with a grade point average of 2.0 or higher, who are transient, or who have been admitted to Practical Nursing or Associate Degree in Nursing.

### **Health**

As a component of a well-balanced educational plan, Shelton State encourages students to include a course in health, Ecological Approach to Health and Fitness, HED 199, or Personal Health, HED 221, which transfers to most four-year institutions as an elective.

### **STARS Approved Course List**

The Statewide Transfer/Articulation Reporting System (STARS) is a web-accessible database system providing guidance and direction for prospective transfer students in the state of Alabama. The STARS system allows public two-year students in Alabama to obtain a transfer guide/agreement for the major of their choice. If used correctly, the guide prevents loss of credit hours upon transfer to the appropriate public four-year university in Alabama.

To print a STARS Transfer Guide, visit <http://stars.troy.edu>. Students should print two copies of the transfer guide. Students must retain a copy for personal records and bring a copy to all advising and registration sessions. The following is a listing of courses offered at Shelton State for Areas I-IV.

## **Placement into the Curriculum Tracks**

### **Transfer Credit**

Transfer coursework accepted for credit toward a certificate or degree from a regionally or nationally accredited institution or an Alabama College System institution with a minimum grade of "C" in the courses transferred must represent collegiate coursework relevant to the award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the College's own undergraduate award programs.

#### **General Principles for Transfer of Credit**

- I. Transfer credit will be evaluated and recorded by Enrollment Services.
- II. 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. In assessing and documenting equivalent learning and qualified faculty, the College may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.
- III. A course completed with a passing grade at other duly accredited postsecondary institutions will be accepted for transfer as potentially creditable toward graduation requirements.
- IV. A transfer grade of "D" will only be accepted when the transfer student's cumulative GPA is 2.0 or above at the time of admission. If the student has a cumulative 2.0 or above, the "D" grade will be accepted the same as for native students.
- V. 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 fifteen semester hours with a cumulative GPA of 2.0 or above.

#### **Initial Academic Status of Transfer Student**

- I. A transfer student whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on clear academic status.
- II. A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted on Academic Probation. The transcript will read ADMITTED ON ACADEMIC PROBATION.
- III. An applicant who has been academically suspended from a duly accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at the college for "native" students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on Academic Probation. The transcript will read ADMITTED UPON APPEAL-ACADEMIC PROBATION.

## **Credit Awarded Through Non-Traditional Means: Prior Learning/Experiential Learning**

### **Prior Learning Assessment (PLA) Policies and Procedures**

Shelton State Community College and The Alabama Community College System recognize that learning occurs in a variety of ways. Individuals can develop mastery of course competencies through employment, training, and other experiences termed "prior learning." Credit can be awarded for prior learning when the skills that comprise courses (terminal objectives) are mastered to an acceptable degree of proficiency, and the individual documents skill mastery.

### **Awarding Credit through Prior Learning Assessment**

Credit for prior learning can be awarded only after the assessment of prior learning experiences and only for documented learning demonstrating achievement of all terminal objectives for a specific course or courses. Course credit earned through prior learning shall be noted on the student's transcript as having been awarded through PLA.

Credit for academic transfer courses awarded through PLA may only be awarded by examination or nationally recognized guidelines (AP, CLEP, ACT/PEP, DANTES, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY). Credit for experiential learning (portfolio review) may not be awarded for academic transfer courses.

In the process of determining if credit can be awarded for prior learning, institutions shall charge students only for the cost of the PLA services and not for the amount of credit awarded. There shall be a charge of \$25 for each portfolio review to assess experiential learning for credit. Documentation must be provided for each course for which credit through experiential learning is requested, and the \$25 fee applies to each review of the documentation (e.g., individual is charged \$50 if the person is seeking credit through experiential learning for two courses, and thereby requires portfolio reviews in relation to those two courses). Students seeking credit for academic transfer courses through examination or nationally recognized guidelines are not charged a fee for PLA or for credits awarded through PLA.

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

### **Prior Learning Assessment Procedures**

- I. The student must enroll at the College and meet all admission requirements for the program in which course credit for prior learning is being sought.
- II. The student must obtain an application entitled "Application for Credit Awarded through Non-Traditional Means: Prior Learning/Experiential Learning" from Enrollment Services and submit the form to the appropriate Associate Dean.
- III. The Associate Dean of Academic Services or Associate Dean of Technical Services will determine if prior learning credit is available for the particular course(s) and determine the appropriate evidence that must be provided for awarding such credit. Portfolios and/or assessments should be used as prior learning assessment tools for awarding credit. Not all courses at Shelton State Community College are available for PLA credit.
- IV. If it is determined that PLA credit can be awarded, the student must make arrangements with the Associate Dean of Academic Services or Associate Dean of Technical Services to determine what must be included in the applicant's portfolio. In the portfolio assessment process, the division chair over a course for which credit for experiential learning is being sought, along with the Associate Dean of Academic Services or Associate Dean of Technical Services, shall evaluate the student's work and training experiences in the program field and determine if the student should be considered for PLA. Evidence of experiential learning to be included in the portfolio should include a description of experiences and the skills learned from these experiences. The portfolio includes a brief life history, statement of individual's career goals, description of experiences (work and non-work related) and related learning matched to courses for which credit is being sought, and any supporting documentation (e.g., licensures, certifications, continuing education units, training records, employer verification of tasks performed, and examples or demonstrations of skills possessed).
- V. The division chair must submit the recommendation to the Associate Dean of Academic Services or Associate Dean of Technical Services.
- VI. Portfolio assessment by itself may be used for PLA only when the following methods cannot be used: course challenge exams as determined by the Associate Dean of Academic Services or Associate Dean of Technical Services, College Level Examination Program (CLEP), American College Testing Proficiency Examination Program (ACT/PEP), Defense Activity for Non-Traditional Support (DANTES), American Council on Education's Program on Non-collegiate Sponsored Instruction (ACE/PONSI), College Board Advanced Placement (AP) Program, American Council

on Education College Credit Recommendation Services (ACE/CREDIT), or American Council on Education Military Program (ACE/MILITARY).

## **High School Articulation**

The West Alabama Tech Prep Consortium, which consists of Shelton State Community College and each of the county school systems (Bibb, Greene, Hale, Pickens, and Tuscaloosa), and the Tuscaloosa City School system, has developed a formal articulation agreement. This agreement is designed to build upon the educational experiences begun at the secondary level in specific career occupations. To be eligible for this advanced credit/placement, the applicant must complete the following:

- I. be recommended by the applicant's technical instructor for advanced credit;
- II. pass the high school course(s) which are to be articulated with at least a B average;
- III. meet all requirements as established in the respective high school's articulation agreement.

For questions concerning advanced credit/placement, contact the Office of Instruction and Workforce Development.

## **College Credit by Exam**

The College may grant - but is not required to do so - up to twenty (20) semester hours of credit to a student in a technical program for prior study-related work and/or educational experiences. Students may be eligible for credit for academic or technical knowledge gained outside the classroom. To earn credit through examination, students must currently be enrolled at Shelton State Community College. The amount of credit earned through examination is limited to twenty (20) semester hours toward the associate degree or certificate program and must be earned at Shelton State Community College. However, students transferring to another institution should be aware some schools may have different standards for awarding credit based on examination. Students should talk to an advisor about the transfer of this type of credit.

Experiential learning credit and/or college credit is not awarded on the basis of experience alone, but for the achievement of an advanced level of knowledge and/or skill. In order for credit to be awarded, each objective for the course must be examined. It must be documented how each of the competencies were achieved.

To be eligible for credit by examination, the following is required:

- I. Recommendation by the applicant's instructor to the Associate Dean of Academic Services or Associate Dean of Technical Services by completing the Recommendation for Credit by Examination form
- II. Successful completion (per instructor recommendation) of each competency taught in the course
- III. Fee payment of \$25.00 for each course credit earned

## **Course Placement**

Course placement at the College is determined by the results of COMPASS®, the official assessment instrument used by the College. Students must present picture identification and have on file an application for admission with the Office of Enrollment Services to take the COMPASS assessment. COMPASS retesting is allowed under certain circumstances. The College reserves the right to assess a nominal charge for retesting. COMPASS scores are valid for three years. Students who enroll in a course without equivalent assessment scores may be withdrawn from the course by the College and may not qualify for a refund of tuition. It is the responsibility of the student to ensure that all assessment requirements are met. Students requiring the Compass assessment must complete the assessment prior to enrollment. The following students are exempt from the English and/or mathematics section(s) of the COMPASS assessment:

- I. Students who score 20 or above on the English section of the ACT and/or 20 or above on the mathematics section of the ACT and enroll at Shelton State within three years of high school graduation;
- II. Students who score 480 or above on the English section of the SAT and/or 480 or above on the mathematics section of the SAT and enroll at Shelton State within three years of high school graduation;
- III. Students who have an associate degree or higher from a regionally accredited postsecondary institution (community, junior, or four-year college);
- IV. Students who transfer degree-creditable college-level English or mathematics courses with a letter grade of C or higher;
- V. Students who have successfully completed developmental coursework at another Alabama College System school within the last three years;
- VI. Students who provide documentation of assessment (COMPASS or ASSET) within the last three years.

To be eligible for these exemptions, assessment scores and/or college transcripts must be on file with Director of Testing and Assessment.

## ACT/SAT/COMPASS Placement Policy

In lieu of assessment exam scores, course placement may also be assigned based on English, mathematics, and reading subtest scores as reported by ACT and SAT assessment, provided the student is enrolling within three years of the test.

Course Placement	Test Type	COMPASS Score	ACT Score	SAT Score
ENG 092	Writing	1-31	*	*
ENG 092 or ENG 093**	Writing	32-44	*	*
ENG 093 or COM 100	Writing	45-55	*	*
ENG 093 or ENG 101**	Writing	56-67	*	*
ENG 101*	Writing	68-99	20 or higher	480 or higher
RDG 085	Reading	1-64	*	*
Exempt from reading	Reading	65-99	20 or higher	480 or higher
MTH 080	Pre-Algebra	1-17	*	*
MTH 090	Pre-Algebra	18-35	*	*
MTH 091 / 116	Pre-Algebra	36-45	*	*
MTH 092 / 116	Pre-Algebra	46-99	*	*
MTH 100	Algebra	28-62	20-21	480-570
MTH 110/112	Algebra	63-55	22-24	580-610
MTH 113/120	College Algebra	46-99	25-26	620-640
MTH 125	Trigonometry	46-99	27-36	650-800

\* ACT sub-scores 19 or below and/or SAT sub-scores 470 or below are not eligible for course placement

\*\*Additional assessment required for course placement

### Credit for Examination Performance

Credit by examination is available at Shelton State Community College. Not more than 25% of the total credit required for any program may be awarded in this manner, and such credit is not applicable toward the minimum of 25% of semester credit hours that must be completed at Shelton State Community College in order to earn a certificate or degree.

### Developmental Education Program

The Alabama Community College System has directed that each institution offer a program of college preparatory instruction. This program includes the following features:

- I. Each college will require students to take a placement assessment upon admission to the college and prior to enrollment in an associate degree or college-level certificate program.
- II. Each college will require every student who enrolls in a college-level course in mathematics or language arts to take the prescribed placement assessment. "Language arts" is defined as English, reading, and composition. At Shelton State Community College, COMPASS is the official placement assessment of the institution. Students taking the assessment satisfy this portion of the ASBE College Preparatory Program.
- III. Each institution will designate college preparatory courses in language arts and mathematics. These courses are not designed to transfer and do not count toward graduation as elective credit. At Shelton State Community College, these courses are as follows: language arts: ENG 092, ENG 093, and RDG 085; mathematics: MTH 080, MTH 090, MTH 091, and MTH 092.
- IV. Each student who scores below the established placement score on the designated placement assessment must enroll in the appropriate college preparatory course (or courses) and must remain enrolled in college preparatory instruction until the student demonstrates readiness for college-level work.

The maximum load for a student who is enrolled in two (2) or more college preparatory courses is thirteen (13) semester hours.

### Prerequisites and Co-requisites

Students are required to complete prerequisites and satisfy co-requisites for each course for which they are registered. Students who enroll in a course without completing course prerequisites and satisfying co-requisites may be withdrawn from the course and assigned a letter grade of W by the College and may not qualify for a refund of tuition. It is the responsibility of the student to ensure all course prerequisites and co-requisites are met.

NOTE:

Prerequisite: a course or condition required prior to enrolling in another course

Co-requisite: a course or condition required at the same time as another course

## **eLearning**

The purpose of eLearning education at Shelton State Community College is to extend quality educational programs to learners beyond the seated classroom. They are designed for those who may not fit the profile of the traditional student. Responsibilities of career and family, distance from an educational institution, or the need for flexibility can make this type of learning an appropriate solution for educational achievement. ELearning is not easier than the traditional classroom; in some ways, it is more difficult because it requires significant self-discipline and the ability to work independently.

The College has developed an approved Quality Enhancement Plan (QEP): Improving Student Success in Online Classes. One component of the QEP requires students successfully complete a prerequisite assessment prior to enrolling for online instruction. The prerequisite assessment, ELO 100, is non-credit, free, and online. The completion of this assessment assures the student has the basic skills required for potential success in online instruction.

For additional information on eLearning and how to enroll, visit the College website, [sheltonstate.edu](http://sheltonstate.edu).

## **Registering for Classes**

### **Maximum and Minimum Course Load**

The student course load for a full-time student is twelve (12) to nineteen (19) credit hours per semester. Twenty (20) or more credit hours constitute an overload. A student course overload must be approved by the Associate Dean of Academic Services or Associate Dean of Technical Services. No student will be approved for more than twenty-four (24) credit hours in any single semester for any reason.

### **Drop/Add**

Students may make adjustments to their schedules only during the Drop/Add period as defined in the College's academic calendar. After this period, tuition will not be refunded for course(s) dropped if the student has other courses remaining within that term. Students should consult the semester schedule of classes for refund information. Students who wish to make an adjustment to their schedule during the published Drop/Add period may do so by accessing the online student portal via the Shelton State website at [sheltonstate.edu](http://sheltonstate.edu).

## **Class Attendance**

### **Withdrawal Policy**

Once classes begin for the respective term, students who wish to withdraw from a class or completely withdraw from school must officially withdraw on or before the date designated as the last day to withdraw for the semester. The last day to withdraw from any class is defined in the College's academic calendar, and there will be no withdrawals after this date. A student who withdraws prior to the published date will receive a letter grade of "W" regardless of the grade average at the time of the withdrawal, and the "W" will be recorded on the student's transcript. Students who remain in the class after the last day to withdraw will receive the grade earned for the class. No withdrawals will be taken over the telephone or by email. Failure to attend class does not constitute official withdrawal. Students are unable to completely withdraw from all classes online and are required to meet with an advisor/navigator prior to withdrawing completely from Shelton State. Students who wish to withdraw from some, but not all, classes in a given term are encouraged to meet with an advisor/navigator. Students who are Pell recipients or receive veteran benefits must speak with a representative from the Enrollment Services Office before withdrawing from classes. Grant awards can be reduced or cancelled if students do not complete classes successfully. Withdrawing from any course has the potential to impact current and future financial aid opportunities.

### **Class Attendance Policy**

Students are expected to attend all classes for which they are registered. Instructors are encouraged to keep a record of attendance for each class meeting. Classes at the College are to be held as announced in the class schedule, and students are expected to attend class on time and remain in class until dismissed.

Students attending for less than thirty (30) minutes or half the scheduled time for the class, whichever is greater, will be considered absent for that class meeting. Instructors are not required to give additional time to students who are tardy for tests or quizzes. Attendance the first day of class or at the orientation session for an eLearning class is essential; instruction begins, the syllabus is distributed, room assignments are confirmed, and attendance is recorded. Financial aid will be adversely affected by absence the first day of class. When a student registers late, the classes missed from the first scheduled class date are counted as absences. If a student is unable to attend at least 80% of class meetings, regardless of the reason or circumstance, it is recommended that the student withdraw from the class before excessive absences interfere with the student's ability to successfully complete the course. Withdrawal from class or removal from the registration database can affect eligibility for federal financial aid. For additional information, contact Enrollment Services at 205.391.2214.

The manner in which make-up work, test(s), or assignment(s) will be given for excused absences shall be left solely to the discretion of the instructor. Possible acceptable, documented excused absences include representing the College in officially approved activities, military service, accidents, court appearances, illness of the student or illness of an immediate family member, or the death of an immediate family member. Work-related excuses, child-care issues, and/or travel will not excuse an absence. The student must submit appropriate documentation of extenuating circumstances to the instructor and make arrangements for any make-up work within one week of the last day covered by the excuse. It is the student's responsibility to make arrangements with the instructor to make up missed work. Any missed material will not be re-taught by the instructor. **IT IS THE RESPONSIBILITY OF THE STUDENT TO KEEP A RECORD OF HIS/HER ABSENCES.**

Attendance requirements in programs that lead to board licensure or certification may differ from this policy. Students should consult program policies and guidelines for details.

### **Absences for Approved College Activities**

Absences for students participating in official College activities approved by the President or a designee will be excused absences upon receipt of written notification from the Dean of Student Services and the appropriate sponsor. This notification will meet the following guidelines:

- I. Notification must be given to the instructor prior to the absence(s); and
- II. Notification must state the time frame of the activity including, specifically, the time the student must leave for the activity and when the student will return to campus. Students engaged in approved College activities are to be excused no more than thirty (30) minutes prior to the beginning of the activity or thirty (30) minutes prior to the latest time at which they must leave campus in order to arrive safely at their destination. It is the responsibility of each student engaged in approved College activities to make arrangements to complete any missed assignments or exams at a time convenient for the instructor. As much as possible, students should schedule classes on days and times which will not be affected by participation in official College activities to minimize absences. A student participating in approved College activities should make every effort to arrange class responsibilities such as oral reports, speeches, recitals, and group work participation around the schedule of approved activities no hardship is placed on other class members or the instructor. Instructors are not required to re-teach classes for students who miss class for any reason. Since many events are scheduled ahead of time, the Dean of Student Services and the sponsor of the activity may notify instructors at the beginning of the semester of all absences as long as the notification meets the guidelines above.

### **Course Syllabus**

College instructors are required to provide a syllabus to each student enrolled in their course. The syllabus shall set forth the instructor's expectations, policies, procedures, course content, course schedule, and other information defining the requirements of the course for the student. Upon receiving the syllabus, students are deemed to be on notice of its contents and are assumed to understand and abide by the expectations, policies, and procedures stated therein. Students who have questions regarding the syllabus should contact their instructor or the department or division chairperson.

### **Academic Misconduct Policy**

Academic misconduct includes all acts of dishonesty in any academically-related matter and any knowing or intentional help or attempt to help or conspiracy to help another student commit an act of academic dishonesty. Academic misconduct includes, but is not limited to, each of the following acts when performed in any type of academic or academically-related matter, exercise, or activity.

1. Cheating: The use or attempted use of unauthorized materials, information, study aids, answers of others, or electronic information.
2. Plagiarism: Claiming as one's own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. This includes improper citation of referenced works, use of commercially available scholarly papers, failure to cite sources, and copying another's ideas.
3. Misrepresentation: The falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, transcripts, and medical or military excuses.

Whether or not academic misconduct has occurred and what classroom sanctions, if any, are to be applied are matters to be determined by the respective instructor. A student who opposes the sanction imposed by an instructor may appeal the matter to the appropriate Associate Dean.

## Earning Grades

### Grading System

For all courses 100 level and above, letter grades are assigned according to the following system:

A	Excellent	90 – 100
B	Good	80 – 89
C	Average	70 – 79
D	Poor	60 – 69
F	Failure	below 60
W	Withdrawal	
I	Incomplete	
AU	Audit	

Grade requirements may vary in specific courses or programs. For specific information, consult the course syllabus, the department page on the College website, or contact the Office of the Dean of Instruction and Workforce Development.

A letter grade of W is assigned to a student who officially withdraws from the College or from a course. Refer to the withdrawal process for additional information.

A grade of Incomplete (I) is assigned only if the final exam (or some work or equivalent significance) is missed. The student must provide the instructor with documentation to support that the absence was due to extenuating circumstances. In the event an Incomplete is given, the instructor must submit to the division chair (or other designees) a written plan for the student to complete the work to establish the course grade. Unless extenuating circumstances exist, the grade must be established within one semester after the Incomplete was initially assigned. Once the grade is determined, the instructor will follow the official change of grade procedure. If no grade has been established prior to the end of the semester, the Incomplete will automatically be changed to F.

Non-credit College activities such as COMPASS may appear on the student's schedule and/or unofficial transcript.

### Developmental Grades

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

A.	Excellent	90 – 100
B.	Good	80 – 89
C.	Average	70 – 79
D.	Poor	60 – 69
F.	Failure	below 60
W.	Withdrawal	
I.	Incomplete	
AU.	Audit	

### Audit

A student may audit a course rather than enroll in it for credit. Standards of performance for each class will be defined by the individual instructor. A mark of AU is given to denote an audit. A student auditing classes must fulfill admission requirements as stated in the Admissions/Records Information section of this catalog and meet all required course prerequisites. A student may change a course from CREDIT to AUDIT or from AUDIT to CREDIT only during the Drop/Add and Late Registration periods of each semester within the Enrollment Services Office. Financial aid is not available for audit courses.

### Grade Points

To obtain a numerical measure of the quality of a student's work, grade points are assigned to grades as indicated below:

- 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

The grade point average (GPA) of a student is determined by multiplying the number of grade points for each grade received by the number of semester hours for that course; then the total number of grade points is divided by the total number of semester hours attempted, excluding courses with W, AU, A., B., C., D., F., I., and W. designations.

### **Required GPA**

The student must earn a 2.0 cumulative GPA in all courses attempted at the College. The calculation of the grade point average for graduation will not include grades earned in developmental courses. All grades in repeated courses will be averaged into the GPA, however, a course may be counted only once for purposes of meeting graduation requirements unless specifically noted in the College catalog that the course may be repeated for credit.

### **Change of Grade Policy**

With the permission of the Associate Dean of Academic Services or Associate Dean of Technical Services, an instructor may change a grade. Unless extenuating circumstances exist, the change of grade must be made within one semester after the grade was initially assigned. The instructor is responsible for submitting the completed grade change form to the division chair.

### **Grade Appeal Steps**

#### III. Initiation:

- A. To initiate a grade appeal, the student must prepare a written statement describing why he/she believes the grading procedures outlined in the class syllabus were not appropriately followed, attaching all relevant evidence to the letter.
- B. The letter must be submitted to the appropriate associate dean (Academic or Technical Services) within seven (7) business days of the beginning of the following term. If the grade being appealed was earned in a full-term class during the fall, spring, or summer, the following term will be considered to be the spring, summer, or fall semester respectively. If the grade being appealed is for a second split-term course, the succeeding semester will be considered to be the same as a full-term course.
- C. The associate dean will log the appeal into the database and give a copy of the student's letter to the instructor.

#### IV. Instructor Response:

- A. The instructor will prepare a written response within seven (7) business days of the receipt of the grade appeal, submitting the response to the associate dean.
- B. The associate dean will notify the student that the response from the instructor has been received via the College email system.
- C. The student's copy of the instructor's response will be emailed to the student's preferred email account.
- D. The division chair will be notified by the associate dean that an appeal has been filed.

#### V. Chair Response:

- A. If the student does not think the issue has been resolved, he/she must submit a written request for division chair review to the associate dean within seven (7) business days of notification by the associate dean of the instructor's response.
- B. The associate dean will deliver copies of all documents to the division chair who will analyze the appeal and provide a written response to the associate dean within seven (7) business days.
- C. The student's copy of the division chair's response will be emailed to the student's preferred email account.

#### VI. Associate Dean's Decision:

- A. If the student still believes there is a problem, he/she must submit a written request for an associate dean review to the appropriate associate dean within seven (7) business days of the date of the email notifying the student of the division chair's response.
- B. The student has the choice for the appeal to be considered either by the associate dean or by an associate dean-appointed committee of three faculty members from outside the division of the course in question. The preference of the student should be included in the letter of appeal to the associate dean. If it is not included, the decision of whether to use a committee will be made by the associate dean.
- C. The associate dean will give a copy of all materials submitted by the student, instructor, or chair by the appropriate deadline to the appointed committee, or the associate dean will review all materials. If chosen, the committee will review documents and make a recommendation to the associate dean.
- D. The student's copy of the associate dean's response will be emailed to the student's preferred email account.

#### VII. Dean's Decision:

- A. If the student still believes there is a problem, he/she must submit a written request for review by the Dean of Instruction and Workforce Development within seven (7) business days of the date of the email notifying the student of the associate dean's response.
- B. The dean's written decision is final and cannot be appealed. The student's copy of the dean's decision will be emailed to the student's preferred email account.

### **Dean's List**

Requirements for the Dean's List include the following:

- I. a semester grade point average of 3.5 or above, and
- II. completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental courses will not count toward the minimum course load requirement

### **President's List**

Requirements for the President's List are as follows:

- I. a semester grade point average of 4.0; and
- II. completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental courses will not count toward the minimum course load requirement

## **Academic Credential Progress**

### **Standards of Academic Progress**

These standards of progress will apply to all students unless otherwise noted. Required grade point average (GPA) levels for students according to number of hours attempted at the institution are as follows:

- I. Students who have attempted 12-21 semester credit hours at the institution must maintain a 1.5 institutional GPA.
- II. Students who have attempted 22-32 semester credit hours at the institution must maintain a 1.75 institutional GPA.
- III. Students who have attempted 33 or more semester credit hours at the institution must maintain a 2.0 institutional GPA.

When a student is placed on academic probation, one-term academic suspension, or one calendar year academic suspension, College officials may provide intervention by taking steps including, but not limited to, imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.

The standards of progress relative to the cumulative GPA are applied as follows:

- I. When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is CLEAR.
- II. When the cumulative GPA is below the GPA required for the number of credit hours attempted at the institution, the student's status is ACADEMIC PROBATION. When the cumulative GPA of a student who is on academic probation remains below the GPA required for the total number of credit hours attempted at the institution, but the semester GPA is 2.0 or above, the student remains on academic probation.
- III. When the cumulative GPA of a student who is on academic probation remains below the GPA required for the total number of credit hours attempted at the institution and the semester GPA is below 2.0, the student is suspended for one semester. The transcript will read SUSPENDED — ONE SEMESTER. When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is CLEAR.
- IV. The student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving the one semester suspension, the transcript will read SUSPENDED ONE SEMESTER/READMITTED UPON APPEAL.
- V. The student who is readmitted upon appeal reenters the institution on ACADEMIC PROBATION.
- VI. A student who is on academic probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved CLEAR academic status and whose cumulative GPA falls below the level required for the total number of hours attempted at the institution, but whose semester GPA is 2.0 or above, will remain on academic probation until the student achieves the required GPA for the total number of hours attempted.
- VII. A student returning from a one term or one year suspension and, while on academic probation, fails to obtain the required GPA for the number of hours attempted and fails to maintain a term GPA of 2.0, will be placed on a ONE YEAR SUSPENSION.
- VIII. The student may appeal a one term or one year suspension.
- IX. If a student serving a one year suspension appeals but is denied re-admission, the student may not appeal again for the duration of the suspension term.

### **Transfer Students**

- I. A transfer student who is admitted on CLEAR academic status is subject to the same standards of academic progress as a “native” student. Grades accrued at other regionally accredited post-secondary institutions are included in cumulative GPA calculation in myShelton. The institutional GPA (only Shelton courses) is used to determine academic standing.
- II. A transfer student admitted on academic probation retains that status until the student has attempted at least twelve (12) semester credit hours at the institution. If, at the conclusion of the semester in which the student has attempted a total of twelve (12) or more semester credit hours at the institution, the cumulative GPA at the institution is below 1.5, the student is suspended for one (1) semester. The transcript will read SUSPENDED ONE SEMESTER.
- III. If, at the conclusion of the semester in which the transfer student admitted on academic probation has attempted a total of twelve (12) semester credit hours at the institution, the cumulative GPA at the institution is 1.5 or above, the student’s status is CLEAR. If a student declares no contest of the facts leading to the suspension but simply wishes to request consideration for readmission, the student may submit a request in writing for an “appeal for readmission” to the Academic Affairs Action Team within a designated, published number of days of receipt of the notice of suspension. During the meeting of the Academic Affairs Action Team, which will not be considered a “due process” hearing, but rather a petition for readmission, the student will be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Academic Affairs Action Team, together with the materials presented by the student, will be placed in the College’s official records. Additionally, a copy of the written decision will be provided to the student. Equity, reasonability, and consistency should be the standards by which such decisions are measured.

#### Exceptions to the above standards:

- I. Programs within the institution which are subject to external licensure, certification, and/or accreditation or which are fewer than four semesters in length may have higher standards of progress than the institutional standards of progress.
- II. Special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV financial aid.

#### Definitions of terms used above are as follows:

- I. Semester GPA - the grade point average based on all hours attempted during any one term at the institution based on a four point scale
- II. Institutional GPA – the grade point average based on all hours attempted at Shelton State based on a four point grade scale
- III. Cumulative GPA - the grade point average based on all hours attempted at Shelton State as well as any hours transferred from prior college transcripts based on a four point grade scale
- IV. Clear Academic Status - the status of a student whose cumulative GPA is at or above the level required by this policy for the number of credit hours attempted at the institution
- V. Academic Probation - the status of a student whose cumulative GPA falls below the level required by this policy for the total number of credit hours attempted at the institution; or the status of a student who was on academic probation the previous term and whose cumulative GPA for that semester remained below the level required by this policy for the total number of credit hours attempted at the institution, but whose semester GPA for that term was 2.0 or above
- VI. One Semester Academic Suspension - the status of a student who was on academic probation the previous term, but who has never been suspended or who, since suspension, had achieved clear academic status and whose cumulative GPA that term was below the level required by this policy for the total number of credit hours attempted at the institution and whose semester GPA for that term was below 2.0
- VII. One Year Academic Suspension - the status of a student who was on academic probation the previous term and who has previously been suspended without since having achieved clear academic status and whose cumulative GPA that term remained below the level required by this policy for the total number of credit hours attempted at the institution and whose semester GPA for that term was below 2.0
- VIII. Appeal of Suspension - the process by which Shelton State Community College will allow a student suspended for one term or one year (whether a native student or a transfer student) to request readmission without having to serve the suspension

### **Academic Bankruptcy**

Students who meet the following conditions may submit an academic bankruptcy form to the Registrar:

- I. If fewer than three calendar years have elapsed since the semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during that one semester provided the student has completed a minimum of eighteen (18) semester credit hours of course work at the institution since the bankruptcy semester occurred. All course work taken, even hours completed satisfactorily during the semester for which academic bankruptcy is declared, will be disregarded in the cumulative grade point average.
- II. If three (3) or more calendar years have elapsed since the semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during one to three semesters provided the student has completed a minimum of eighteen (18) semester credit hours of course work at the institution since the bankruptcy semester(s) occurred. All course work taken, even hours satisfactorily completed during the semester(s) for which academic bankruptcy is declared, will be disregarded in the cumulative grade point average.

When academic bankruptcy is declared, the transcript will reflect the semester(s) of implementation and the transcript will read "ACADEMIC BANKRUPTCY IMPLEMENTED." The courses and the grades from the bankrupted semester(s) will remain on the transcript, but grades will not be counted in the overall grade point average (GPA).

A student may declare academic bankruptcy only once. Hours forgiven when a student declares academic bankruptcy will still be included for determining financial aid eligibility.

Implementation of academic bankruptcy at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

NOTE: Courses in which a student earns a letter grade of U (Unsatisfactory), F (Failure), or W (Withdrawal) will not be counted as courses taken to achieve the required minimum of eighteen (18) semester credit hours of course work at the institution.

Academic bankruptcy hours will be counted in the attempted hours for financial aid in determining a student's quantitative standards of progress.

### **Course Forgiveness**

Students may submit a Course Forgiveness Form to the Registrar to request course forgiveness.

- I. When a student repeats a course once, the second grade awarded (excluding the grade of W) replaces the original grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted will not be affected.
- II. When a student repeats a course more than once, all grades for the course, excluding the first grade, will be used to compute the cumulative grade point average. Official records at the College will list each course with the grade earned.
- III. A course may be counted only once toward fulfillment of credit hours for graduation.
- IV. Course forgiveness only applies to courses taken at Shelton State Community College.

Course forgiveness applies at Shelton State Community College only; respective transfer institutions may or may not accept the adjusted cumulative grade point average. That determination will be made by the respective transfer institution.

It is the student's responsibility to complete the form to request course forgiveness. This form is available online or in the Enrollment Services Office. Hours forgiven when a student declares academic course forgiveness will still be included for determining financial aid eligibility.

### **Classification of Students**

Students who enroll for less than twelve (12) hours are classified as part-time students. Students who are registered for twelve (12) hours or more are classified as full-time students by the College. Students who have earned thirty-one (31) semester hours or less are classified as freshmen. Those who have earned thirty-two (32) hours or more are classified as sophomores.

## **Completion of the Academic Credential**

### **Graduating**

Upon satisfactory completion of the requirements described in Requirements for Academic Credentials, the student is considered to have earned a certificate or degree. To receive a diploma and/or participate in the commencement exercises of the institution, a student who has successfully completed the requirements for a degree must complete the following:

- I. Submit a formal application for graduation in accordance with institutional policy. Applications may be obtained on the College's website or in the Enrollment Services Office.
- II. Fulfill financial obligations to the College.

- III. Satisfy those requirements either as stated in the College catalog current at the time of graduation or as stated in any of the catalogs for the four (4) previous academic years.

### **Earning Multiple Degrees**

To qualify for a second associate degree from Shelton State Community College, a student must complete, with an average of C or higher, sixteen (16) semester hours or more above the degree requirements for the first associate degree. The student must follow the same graduation requirements for each degree sought.

### **Graduation Honors**

Superior academic achievement by graduating students receiving degrees will be recognized by the following designations on transcripts:

Graduation with Honors (Cum Laude)	3.50 to 3.69 GPA
Graduation with High Honors (Magna Cum Laude)	3.70 to 3.89 GPA
Graduation with Highest Honors (Summa Cum Laude)	3.90 to 4.00 GPA
Graduation with Distinction	3.50 to 4.00 GPA

Student participation in Phi Theta Kappa, the national post-secondary academic honorary society, will also be noted on the transcript.

NOTE: Calculation of the GPA for graduation honors will be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree, diploma, or certificate being earned. In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of thirty-two (32) semester credit hours at Shelton State Community College.

### **Request for Transcripts**

The transcript policy for Shelton State Community College includes the following:

- I. Compliance with the Family Educational Rights and Privacy Act. The College does not release transcripts of a student's work except upon the student's written request.
- II. Upon the student's request, official transcripts are sent to institutions, companies, and agencies. Official transcripts in a sealed envelope may be picked up by the student in Enrollment Services. The student must produce a picture ID in order to obtain the transcript. The transcripts will be stamped "Issued to Student." It is the decision of the receiving party to accept or reject the transcript as official.
- III. A request for a transcript may be submitted online within myShelton, mailed to the Enrollment Services Office, 9500 Old Greensboro Road, Box 190, Shelton State Community College, Tuscaloosa, AL 35405, or faxed to 205.391.3910.
- IV. Transcript requests are processed in the order they are received. Requests should be made at least two weeks prior to need. There is no fee for transcripts.
- V. Enrollment Services does not issue official transcripts from other institutions. Requests for transcripts from other institutions must be directed to the other institution(s).
- VI. Official transcripts will not be issued if the student has an incomplete admission's file, an outstanding debt to the College, or an academic hold on their account.

### **Student Records Policy**

For Shelton State Community College to comply with requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), policies and procedures have been established. Shelton State Community College accords all rights under the law to students who are declared independent. For the purpose of this policy, whenever a student has attained eighteen years of age, or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student will thereafter only be required of and accorded to the student. Responsibility for protection of the privacy of the student educational records rests primarily with the Registrar of the College. FERPA defines educational records to include records, files, documents, and other materials containing information directly related to students and are maintained by an educational agency or institution. There are four exceptions to this definition of educational records as published in the GUIDELINES FOR POSTSECONDARY INSTITUTIONS FOR IMPLEMENTATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 AS AMENDED, Revised Edition 2001, a publication of the American Association of Collegiate Registrars and Admissions Officers.

### **Student Access to Educational Records**

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

- I. Financial aid information;

- II. Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically collected;
- III. Confidential letters and statements of recommendation, placed in the records after January 1, 1975, to which the students have waived their right to inspect and review and to which they relate that to the students' admission application for employment or job placement, or receipt of honors;
- IV. Education records containing information about more than one student; however, in such cases the institution must permit access to that part of the record that pertains only to the inquiring student. To review records, students and former students may go to the Enrollment Services Office, present a valid photo identification card, and ask to review the record. If it is an inappropriate time to retrieve the record on short notice, students may be requested to complete a "Request to Review Education Records" form in the Enrollment Services Office. Because of various circumstances, the College may delay to a maximum of forty-five days release of the records for review. The College is not required to provide access to records of applicants for admission who are denied acceptance or, if accepted, do not attend.

### **Challenge of the Contents of Educational Records**

Students may challenge information in their educational records they believe to be incorrect, inaccurate, or inappropriate. This challenge must be in writing and must be submitted to the appropriate instructional officer who is responsible for the division in which the student is enrolled. The officer must decide within a reasonable period whether corrective action will be taken, and the officer must provide written notification to the student and the Registrar of the corrective action that has been approved. Students who are not provided full relief sought by their challenge must be referred to the Dean of Student Services who will inform them of their right to a formal hearing. Students must make their request for a formal hearing in writing to the Office of the Dean of Student Services. The following procedures will apply.

- I. The Office of the Dean of Student Services will appoint the hearing panel that will adjudicate such challenges.
- II. Within a reasonable period of time after receiving the written request for a hearing, the chairperson of the committee must inform students of the date, place, and time of the hearing.
- III. Students will be afforded a full and fair opportunity to present evidence relevant to the issue raised. They may be assisted or represented at the hearing by one or more persons of their choice, including an attorney, at their expense.
- IV. Decisions made by the committee must be in writing, must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. The decisions should be delivered in writing to the student, the Office of the Dean of Student Services, and the Registrar.
  - A. Enrollment Services will correct or amend the educational record in accordance with the decision of the hearing, if the decision is in favor of the student, and inform the student in writing of the amendment.
  - B. Should Shelton State Community College decide not to amend the record in accordance with the student's request, the Registrar must inform the student that
    1. the student has the opportunity to place with the educational record a statement commenting on the information in the record or a statement setting forth any reason for disagreeing with the decision of the hearing;
    2. the statement placed in the educational record by the student will be maintained as part of the record for as long as the record is held by the College; and
    3. this record, when disclosed to an authorized party, must include the statement held by the student.

### **Disclosure of Educational Record Information**

Shelton State Community College will obtain written consent from students before disclosing any personally identifiable information from their education records. Such written consent must

- I. Specify the records to be released,
- II. State the purpose of the disclosure,
- III. Identify the party or class to whom disclosure may be made, and
- IV. Be signed and dated by the student.

FERPA states that certain information from student records may be classified as directory information.

- I. Name
- II. Address
- III. Telephone listing
- IV. E-mail address
- V. Participation in officially recognized activities and sports
- VI. Major field of study
- VII. Weight and height if a member of an athletic team

VIII. Dates of attendance and current status (full or part-time)

IX. Degrees and awards received

The information will be released to inquiring individuals or agencies unless the student signs a "Do Not Release Directory Information" form in the Enrollment Services Office during the first two weeks of the semester. (FERPA established rules state that some personnel and agencies may have access to students' "educational records" without written consent of the student.) Shelton State Community College will disclose information from a student's educational record only with the written consent of the student except

- I. To school officials within the institution who have been determined by the College to have a legitimate educational interest in the records. A school official has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of the student. When doubt is raised by the Registrar about an individual's "need to know" or legitimate educational interest in having access to specific information, the issue will be decided by the President of Shelton State Community College.
- II. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.
- III. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of that aid.
- IV. To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
- V. To organizations conducting certain studies for or on behalf of Shelton State Community College.
- VI. To accrediting organizations to carry out their accrediting functions.
- VII. To appropriate parties in a health or safety emergency subject to a determination by the President or Dean.
- VIII. To personnel complying with a judicial order or lawfully issued subpoena, provided that the Enrollment Services Office makes a reasonable attempt to notify the student in advance of compliance. NOTE: Shelton State Community College is not required to notify a student if a federal grand jury subpoena or any other subpoena issued for some law enforcement purpose orders the College not to disclose the existence or contents of the subpoena.
- IX. To an alleged victim of any crime or violence (as that term is defined in 18 U.S.C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

Shelton State Community College will inform parties to whom personally identifiable information is released that they are not permitted to disclose the information to others without the written consent of the student. Shelton State Community College will maintain a record of all requests for and/or disclosure of information from a student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The eligible student may review the record.

**Annual Notification of FERPA Rights**

Shelton State Community College will give annual notice to current students of their rights under the Act by publishing information in the College catalog.

**Facsimile Records (FAX)**

Shelton State Community College honors FAX requests to send official transcripts to third parties, and Shelton State will accept FAX transcripts for advising purposes only. An official transcript is required for admission purposes.

**Computer Access to Records**

Shelton State Community College has established policies for initially instructing and periodically reminding school officials of FERPA's confidentiality requirement before it gives them access to the computer system. The school officials are informed of the criteria Shelton State Community College uses to determine legitimate educational interest and of their responsibility for assuring that access is not abused.

**Students' Rights after Ceasing Attendance or Graduation**

Students who have ceased attendance or have graduated from Shelton State Community College have basically the same FERPA rights as students currently attending, including the right to the following:

- I. Access to their educational records.
- II. Access to inspect and request a hearing to amend an educational record.
- III. Have their educational record privacy protected by Shelton State Community College.

Former students do not have the right to request nondisclosure of Shelton State unless they asked, at their last opportunity as students, that no directory information be disclosed.

### **Privacy Rights of Deceased Students**

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

### **Student Mailing Lists/Solomon Amendment**

Shelton State Community College, as required by federal law (Solomon Amendment), releases the name, address, major, and telephone number of all currently enrolled students to each branch of the military upon request. Otherwise, the College does not release mailing lists of students to outside agencies.

## **Healthcare Programs**

### **Health-Related Careers**

Shelton State Community College offers opportunities for students to enter a variety of health-related careers; preparation varies from two semester certificate curricula to longer programs of study. Programs are led by qualified instructors and have earned specialized accreditations.

Health-related careers in nursing and other allied health fields are designed to educate, train, and successfully prepare students to demonstrate competent, caring qualities best representing the expectations of professional health care providers. After reviewing this section of suggested healthcare programs, students should meet with an academic advisor in the campus advising center for assistance with course selection. Final responsibility for this belongs to the student.

### **Nursing Programs**

Shelton State Community College offers career opportunities in nursing through three program tracks which allow students to choose the nursing career path for which they are best suited.

- I. Students who have no background in nursing are admitted to the two-year **Associate Degree Nursing (ADN)** track. Twenty-one (21) months, five consecutive semesters, are required for this track of study with admission occurring during the fall semester.
- II. Students who have completed an approved Practical Nursing (PN) program or hold a PN license are admitted to the **Mobility/LPN to RN** track. Twelve to fifteen (12-15) months, three to four (3-4) consecutive semesters, are required to complete this track of study with students entering during the summer semester.
- III. Students may also be admitted to the **Practical Nursing (PN)** program. The PN track is a twelve (12) month (three semesters) program. Classes for the PN track are admitted in the fall and spring semesters.

The nursing programs prepare graduates to sit for the NCLEX-RN or NCLEX-PN licensure exams. The programs are approved by the Alabama Board of Nursing, P.O. Box 303900, Montgomery, AL 36130; telephone 334.293.5200 or visit [www.abn.alabama.gov](http://www.abn.alabama.gov). The AD and PN tracks are also accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; telephone 404.975.5000, or visit [www.acenursing.org](http://www.acenursing.org).

- IV. Students may begin their nursing career through the Nursing Assistant/Home Health Aide Program (NA/HHA), which is two semesters of study. Graduates of the NA/HHA program are qualified for employment in the areas of long-term care, home health care, or acute care and may sit for certification examinations. The NA/HHA program is approved by the Alabama Department of Public Health, The RSA Tower, 201 Monroe Street, Suite 600, Montgomery, AL 36104, telephone 334.206.5169, or visit [www.adph.org](http://www.adph.org).

### **Nursing Programs Policies**

In addition to complying with all College policies, students enrolled in the nursing programs must have knowledge of and adhere to the following policies.

#### **Essential Function Standards**

The Alabama College System and Shelton State Community College endorse the Americans with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective, and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression, and graduation are contingent upon one's ability to demonstrate the

essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Alabama Community College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for nursing program admission, progression, and graduation and for the provision of safe and effective nursing care. The essential functions include but are not limited to the following:

- I. Sensory Perception
  - A. Visual
    1. Observe and discern subtle changes in physical conditions and the environment
    2. Visualize different color spectrums and color changes
    3. Read fine print in varying levels of light
    4. Read for prolonged periods of time
    5. Read cursive writing
    6. Read at varying distances
    7. Read data/information displayed on monitors/equipment
  - B. Auditory
    1. Interpret monitoring devices
    2. Distinguish muffled sounds heard through a stethoscope
    3. Hear and discriminate high and low frequency sounds produced by the body and the environment
    4. Effectively hear to communicate with others
  - C. Tactile - Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location, and other physical characteristics
  - D. Olfactory - Detect body odors and odors in the environment
- II. Communication/Interpersonal Relationships
  - A. Engage in a two-way written and verbal communication.
  - B. Interact effectively with others from a variety of social, emotional, cultural, and intellectual backgrounds.
  - C. Work effectively in groups.
  - D. Work effectively independently.
  - E. Discern and interpret nonverbal communication.
  - F. Express one's ideas and feelings clearly.
  - G. Communicate with others accurately in a timely manner.
  - H. Obtain communications from a computer.
- III. Cognitive/Critical Thinking
  - A. Effectively read, write, and comprehend the English language.
  - B. Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings.
  - C. Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator.
  - D. Satisfactorily achieve the program objectives.
- IV. Motor Function
  - A. Handle small, delicate equipment/objects without extraneous movement, contamination, or destruction.
  - B. Move, position, turn, transfer, assist with lifting, or lift and carry clients without injury to clients, self, or others.
  - C. Maintain balance from any position.
  - D. Stand on both legs.
  - E. Coordinate hand/eye movements.
  - F. Push/pull heavy objects without injury to client, self, or others.
  - G. Stand, bend, walk, and/or sit for six to twelve hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self, or others.
  - H. Walk without a cane, walker, or crutches.

- I. Function with hands free for nursing care and transporting items.
- J. Transport self and client without the use of electrical devices.
- K. Flex, abduct, and rotate all joints freely.
- L. Respond rapidly to emergency situations.
- M. Maneuver in small areas.
- N. Perform daily care functions for the client.
- O. Coordinate fine and gross motor hand movements to provide safe effective nursing care.
- P. Calibrate/use equipment.
- Q. Execute movement required to provide nursing care in all health care settings.
- R. Perform CPR and physical assessment.
- S. Operate a computer.
- T. Professional Behavior
- U. Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance, and a healthy attitude toward others.
- V. Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client.
- W. Handle multiple tasks concurrently.
- X. Perform safe, effective nursing care for clients in a caring context.
- Y. Understand and follow the policies and procedures of the College and clinical agencies.
- Z. Understand the consequences of violating the student code of conduct.
- AA. Understand that posing a direct threat to self or others is unacceptable and subjects one to discipline.
- BB. Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing.
- CC. Function effectively in situations of uncertainty and stress inherent in providing nursing care.
- DD. Adapt to changing environments and situations.
- EE. Remain free of chemical dependency.
- FF. Report promptly to clinical placements, and remain for six to twelve hours on the clinical unit.
- GG. Provide nursing care in an appropriate time frame.
- HH. Accept responsibility, accountability, and ownership of one's actions.
- II. Seek supervision/consultation in a timely manner.
- JJ. Examine and modify one's own behavior when it interferes with nursing care or learning.

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate, reasonable accommodations. Shelton State will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the College. In order to be admitted, one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions. Requests for reasonable accommodations should be directed to the Office of Disability Services, 205.391.2983, located on the second floor of the Martin Campus.

### **Health Policy**

Because participation in clinical courses is an integral part of the nursing programs at the College, each student is required to comply with all policies and procedures of the contracted clinical agencies. Therefore, each student is expected to uphold the contractual terms in the contracts upon being admitted to the nursing program. All costs/expenses associated with meeting the health and general policy requirements of the program are the responsibility of the student. The following policies and procedures are required by all students upon acceptance and enrollment to the nursing program:

- I. Proof of completion of a physical examination which demonstrates the student is free from disease (physically and psychologically) and must be documented on the Shelton State Community College Medical Record by a licensed health care provider (physician, physician's assistant, or nurse practitioner)
- II. Vaccinations including Hepatitis B series or evidence of immunity, MMR (German Measles, Mumps, Rubella) or evidence of immunity, and TB skin test **Note:** Hepatitis series completed more than two (2) years prior to admission must have a titer drawn or provide proof of immunity
- III. Purchase of liability and accident insurance available through the College
- IV. Completion of pre-clinical drug screen prior to admission and before the first day of class. The students must have a negative screen prior to beginning any nursing course. The complete drug screen policy is located in the Nursing Program Student Handbook.
- V. Background check prior to admission and before the first day of class. All students must give permission to perform a background check as required by federal law. The student must abide by the nursing program background check policy and clinical agency policy for which the student is assigned. Every effort will be made to provide students with the

required clinical experiences to meet program objectives. Any student denied access by a clinical affiliate will be subject to dismissal from the program.

- VI. Proof of Cardiopulmonary Resuscitation (CPR) training at the health care provider level (BLS/Infant/Child) prior to admission and/or before the first clinical nursing course
- VII. Proof of health insurance strongly encouraged to cover health care costs not covered by liability or accident insurance
- VIII. Completion of training on Universal Precautions, OSHA requirements, and the prevention and management of the spread of diseases. Training is given in the introductory/fundamentals course. Additional information is given related to hospital policies including, but not limited to, issues of confidentiality, procedures, fire and safety procedures, and documentation policies.

### **HIV Reporting**

Students in all health care programs must comply with Public Law #102-141, Section 633, and “The Alabama Infected Health Care Worker Management Act.” The law requires that the HIV and HBV infected care worker report to the State Health Officers his/her condition within thirty (30) days of the time that he/she is aware of the infection. The infected health care worker must realize that any physician providing care to any infected health care worker must notify the State Health Care Officer of the infected status within seven days of the time he/she diagnoses or provides such care.

### **Grading and Progression Policies**

Nursing programs use the following grading scale for all nursing courses:

A = 90-100	Excellent
B = 80-89	Good
C = 75-79	Average
D = 60-74	Poor – Failing in the Nursing Program
F = 59 and below	Failure

Note: In the drug calculation component of NUR 104 and in any calculation tests in the program, a B is defined as 85-89 percent, and a minimum grade of B (85 percent) is required to pass the calculation component of the course(s). A minimum letter grade of C or 75 percent is required in all other nursing courses to pass and progress in the program. In each course a student must achieve a 75 percent (C) average on unit exams and a comprehensive final exam to successfully complete the course. Other grades will be added only after the minimum 75 percent (C) is achieved.

### **Clinical/Laboratory Performance**

Clinical/Laboratory performance must be satisfactory (S) to receive a passing grade in the course. Refer to the Nursing Program Student Handbook and each course syllabus for additional information.

### **Clock-Hour to Credit-Hour Ratio**

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

Laboratory (2:1) – Two hours of experimental laboratory under the supervision of an instructor plus an average of one hour of out-of-class study per week.

Skills Laboratory/Clinical Practice (3:1) – Three hours of skills laboratory or clinical practice under the supervision of an instructor.

Preceptorship (3:1) – Three 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.

### **Progression Policy**

In order to continue in the nursing program, the student must:

- I. Achieve a letter grade of C (70) or higher in all required general education courses and a letter grade of C (75) or higher in all nursing courses.
- II. Be accepted by all clinical agencies for clinical experiences. If a student is dismissed from a clinical agency, they may be dismissed from the program and/or receive a failing grade for the course enrolled.
- III. Be up to date on immunizations/clinical requirements as required by the nursing program and clinical facility.
- IV. Maintain the ability to meet essential functions for nursing with or without reasonable accommodations.
- V. Maintain current CPR at the health provider level.
- VI. Complete all nursing courses in the prescribed sequence. If a student withdraws or makes a failing grade in a nursing course, the student cannot progress in the program until the course is repeated successfully. Course repetition will be based on instructor availability and program resources.

### **Withdrawal Policy**

Students who:

- I. Withdraw and/or fail (D, F, or W) one or more required courses in a single semester must apply for reinstatement to the program.
- II. Withdraw and/or fail (D, F, or W) two or more required courses in the first semester of the nursing program must apply for admission as a new student.
- III. Withdraw and/or fail (D, F, or W) a course(s) in two separate semesters in the nursing program will be dismissed from the program.
- IV. Have a documented extenuating circumstance that should be considered related to a withdrawal or failure may request a hearing before the Nursing Admission Committee or other appropriate College committee for a decision on repeating a course or readmission to the program.

### **Reinstatement Process**

Students whose progression through the nursing programs is interrupted and who desire reinstatement in the program must:

- I. Schedule an appointment with a nursing faculty advisor or the Director of Nursing Programs to discuss eligibility for reinstatement.
- II. Apply for reinstatement by published submission deadlines. Students who submit a reinstatement request after the deadline may be considered at the next course availability.
- III. Apply for readmission to the College if not currently enrolled.
- IV. Demonstrate competency in previous nursing course(s) as indicated.
- V. Update immunizations, drug screenings, and other health records as required for clinical experience.

Priority for reinstatement will be given to students who began the program at the College.

### **Reinstatement**

Reinstatement to the nursing programs is not guaranteed. The following criteria must be met:

- I. Receipt of completed reinstatement form by published deadline
- II. Request reinstatement within one year (less than 12 months) from the term of withdrawal or failure
- III. Adhere to the current nursing curriculum and program policies and procedures in effect in the College Catalog and Handbook at the point of reinstatement
- IV. Meet academic eligibility
  - A. A grade point average of 2.0 from nursing courses completed at SSCC
  - B. A cumulative grade point average of 2.0 or higher at SSCC
- V. Clinical space availability
- VI. Meet acceptable criteria for placement at clinical agencies for clinical experiences.
- VII. The student has not been reinstated to a nursing program prior to present request.
- VIII. The student has not been dismissed from a previous nursing program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area.

### **Definitions**

Reinstatement: Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program.

Readmission: Students not eligible for program reinstatement may apply for program admission as a new student. If accepted as a new student, the student must take or retake all nursing program courses.

### **Transfer Policy**

Students wishing to transfer must:

- I. Meet the entry and admission standards for the institution and the nursing programs.
- II. Provide evidence that all required general education and nursing courses were completed with a grade of C or higher taken at another institution and maintain a 2.5 cumulative GPA in all previous college work at the time of transfer.
- III. Be a student in good standing and eligible to return to the previous nursing program.
- IV. Provide a letter of recommendation from the dean/director of the previous program.
- V. Complete at least 25% of the total program at the accepting institution.
- VI. Alabama College System Standardized Nursing Curriculum courses will be transferred without review of the course syllabus.
- VII. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
- VIII. Validation of skills and knowledge may be required to determine program placement.

### **Transient Study Policy**

The transient policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

#### **Criteria for Transient Status**

- I. Must meet minimum admission standards for the nursing program.
- II. Must possess a letter grade of C or higher in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA.
- III. Dean/director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
- IV. A student enrolled at another institution must secure permission from that institution by submitting an application for admission to the transient institution and a Transient Student Form completed by an official (Nursing Program Dean/Director) of the primary institution.
- V. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.
- VI. Must comply with all program policy requirements at accepting transient institution.
- VII. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
- VIII. Acceptance of transient student into a nursing program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
- IX. Student selection for transient status is based on GPA in nursing program required courses.

#### **ADN Transfer to LPN Program**

Associate Degree nursing students may apply for admission to the third semester of the practical nursing program after they have completed the first two semesters of coursework (MTH 100, ENG 101, BIO 201, BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, and NUR 106) with a letter grade of C or higher. Students who elect to transfer to the last semester in the practical nursing program will be required to meet the current program admission and/or readmission requirements. Students will be admitted on a space available basis to the PN program.

To be eligible for this option, the student must complete the following:

- I. Complete a transfer/readmission form.
- II. Have a minimum of a 2.0 cumulative GPA at current institution.
- III. Meet clinical record/health record requirements.
- IV. The last clinical nursing course in which the student was successful cannot be more than twelve (12) months old.
- V. Student will be ranked on cumulative GPA for the purposes of transfer/ readmission to the PN program.
- VI. Students who have two attempts in the RN program are only allowed one attempt in the PN program.
- VII. Students who are successful may apply for the LPN to RN Mobility Option as outlined in the College catalog.
- VIII. If unsuccessful in the PN transfer option, the student must meet current admission and/or progression requirements.

Note: ADN students who are unsuccessful in the last semester of program may enroll in the last semester of the PN program if not dismissed for unsafe client care.

#### **Comprehensive Achievement Tests**

Comprehensive achievement tests from national testing companies are administered in courses throughout the curriculum. These tests are directly related to course content and are required of all nursing students. Students are encouraged to prepare for achievement tests and are required to discuss the interpretation of their scores with their class instructor. Students who score below the expected level are required to complete remediation work to enhance their learning experience and must provide evidence of completion of remediation work. Fees for these tests are paid by the student upon registration for each nursing course in which the test(s) are given.

#### **Withdrawal Policy**

A student who wishes to withdraw from a nursing course must do so officially by meeting with an advisor/navigator to complete the process through the Office of Enrollment Services. A withdrawal from a nursing course for ANY reason or at ANY time during the semester is counted as one attempt at successfully completing the course. The student will have one additional opportunity to enroll in the course.

#### **Graduation Requirements and Comprehensive Assessment**

Requirements for graduation in AA, AS, and AAS degree programs are listed in the College catalog. (Refer to this section for detailed information.) In addition, all students (PN and AD) are required to pass a Comprehensive Assessment in NUR 109 or NUR 204 during the last semester of the program. The Comprehensive Assessment must be passed at a level designated by the faculty in order to pass the course and meet graduation requirements. Students who do not pass the Comprehensive Assessment will be required to participate in remediation activities as determined by the faculty and repeat the Comprehensive Assessment.

Each student is provided three opportunities to successfully pass the Comprehensive Assessment. (Refer to Nursing Program Handbook for further information.)

### **Information about Nursing Licensure**

Applicants for admission to Shelton State Community College Nursing programs (PN and ADN) should be aware of the following information about licensure. The Alabama Board of Nursing (ABN) application for licensure by examination includes questions regarding past arrests or convictions for DUI and/or criminal offenses (misdemeanor or felony) and history of mental illness, substance abuse, placement on state or federal abuse registry, and previous court-martial or military discipline. Candidates are advised to respond honestly as failure to do so can result in denial of license as specified by law according to the Nurse Practice Act of Alabama and the Administrative Code of the Alabama Board of Nursing. Application to write the examination may be denied by the Alabama Board of Nursing based on this review. Therefore, successful completion of the PN or ADN program does not guarantee eligibility to write the NCLEX-PN or NCLEX-RN exam for licensure. For further information, contact the ABN office at 334.293.5200 or 800.656.5318 or visit their website, [www.abn.alabama.gov](http://www.abn.alabama.gov).

### **Associate Degree Nursing (ADN)**

The Associate Degree Nursing (ADN) program prepares graduates to sit for the licensure exam for registered nurses. It is a balanced curriculum including both nursing and general education courses. Course content includes the role of the registered nurse, health care concepts, and technical observations and skills. Supervised clinical laboratory experiences are planned to focus on care of patients with well-defined health problems where probable outcomes of nursing interventions are predictable. Nursing courses must be taken in sequential order.

It is the goal of Shelton State Community College to graduate well prepared nurses who are strong practitioners both clinically and academically. To that end, ADN students should plan for twelve to sixteen hours per week of clinical experience. Although these hours will be planned as conveniently as possible, there may be some evening or weekend clinical assignments. Clinical times are included in the course information at the beginning of each nursing course. Because of the clinical time involved and the preparation time for some of the nursing courses, students are encouraged to consider completing all the academic requirements (non-nursing courses) prior to admission to the ADN program.

The program offers two tracks for admission into the ADN curriculum. Students who have no nursing background may be admitted to the two-year track. Admission occurs during the fall semester and twenty-one (21) months, or five (5) consecutive semesters, are required to complete this track of study. Students who complete an approved PN program and hold a PN license may apply for admission to the career mobility track. Twelve (12) to fifteen (15) months or three (3) to four (4) consecutive semesters are required to complete this track of study with selection for admission occurring during fall semester.

Admission to the ADN program is a competitive process; the number of applicants may exceed the number of spaces available. The space available at clinical sites and student-teacher ratios required by the Alabama Board of Nursing limit the number of applicants accepted each year.

Transfer students in the ADN program must complete all required courses in the prescribed sequence. Academic credits will transfer as usual, however, Human Anatomy and Physiology I and II (BIO 202 and BIO 201) credits must have been completed within the past five (5) years. If not, at least one of the two courses must be repeated for credit. Nursing transfer credits are evaluated on an individual basis. Verification of knowledge and skills may be required (See Transfer Policy).

The Associate Degree Nursing program is approved by the Alabama Board of Nursing (ABN), RSA Plaza, Suite 50, 770 Washington Avenue, P.O. Box 303900, Montgomery, AL 36130-3900; telephone 334.293.5200 or 800.656.5318. Visit their website at [www.abn.alabama.gov](http://www.abn.alabama.gov). The ADN program is also accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; telephone 404.975.5000, or visit [www.acenursing.org](http://www.acenursing.org).

Note: At the date of this publication, there are statewide revisions taking place in the Alabama Department of Postsecondary Education Nursing programs that may necessitate changes in the admission criteria, curriculum, policies, and procedures.

### **General Admission Procedure**

- I. Make application and be accepted to Shelton State Community College. Application must be completed online.
- II. Submit copies of official transcripts of all colleges and universities attended to the Office of Enrollment Services. All transcripts must be evaluated by the Office of Enrollment Services for determination of course credits and GPA calculations.
- III. Meet all academic requirements and complete any program admission requirements (listed below).
- IV. After successful completion of all academic and admission requirements, the student may submit the online application for admission to the nursing program. Applications are accepted between May 1 and June 1 for fall admission (Two Year Track), and between October 1 and November 1 (ADN Mobility).

- V. Complete application checklist provided after submission of the online nursing application.

**Two Year Track of the ADN Program (Two-Year Track) - Minimum Admission Standards:**

- I. Unconditional admission to the College
- II. Receipt of completed application packet for the ADN two-year track by June 1. (Applications are completed online and are accepted between May 1 and June 1 each year.)
- III. Minimum of 2.50 GPA on last twenty-four hours of credit (undergraduate or graduate) for students with previous college credit
- IV. Minimum of 2.50 cumulative high school GPA for students without prior college work. GED or high school transcript must be available by the application deadline.
- V. Eligible to enroll in or must have completed the following:
  - A. ENG 101 and MTH 100 or higher math as determined by college placement, and
  - B. BIO 201 during the first term of nursing courses. (BIO 103 is a Prerequisite to BIO 201.)
- VI. In good standing with the College
- VII. Meet the essential functions or technical standards required for nursing
- VIII. An official Test of Essential Academic Skills V (TEAS) score taken prior to application and within the last three (3) years.

Admission to the two-year track program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimum requirements does not guarantee acceptance into the program.

**Calculation of Points for Students Meeting Minimum Two-Year Track Admission Standards:**

After meeting all minimum requirements, applicants are rank-ordered using a point system based on the following:

- I. Official TEAS V score: the higher the score the greater the points received;
- II. Points from selected college courses (i.e. BIO 201, BIO 202, BIO 220) or selected high school courses (i.e. Algebra II or higher level math, highest level biology, chemistry) are awarded based on grade received in course. A letter grade of “A” is assigned more points than a letter grade of “C”; and
- III. Additional Points

Additional Points (maximum 11)

<u>Points</u>	<u>Criteria</u>
2	Completed eighteen (18) hours of the required academic courses for the nursing program at Shelton State Community College;
3	Completed medical profession program in high school; Completed or enrolled in Emergency Medical Technician program (EMT); Completed or enrolled in Nursing Assistant program; OR volunteer/work in healthcare field (six (6) consecutive months or longer)
6	Completed BIO 201, BIO 202, BIO 220, ENG 101, MTH 100 or higher.

A total of 251 points is possible with selection criteria.

**ADN program (Mobility/LPN to RN Track) - Minimum Admission Standards:**

- I. Unconditional admission to the College
- II. Receipt of completed application packet for the Mobility Track Nursing program by November 1. (Applications are completed online and accepted between October 1 and November 1 each year.)
- III. Minimum of 2.50 GPA on last twenty-four (24) hours of credit (undergraduate or graduate) for students with previous college credit. (Official Shelton State transcripts with all transfer credit must be available by application deadline.)
- IV. Completion of prerequisite courses which include the following: ENG 101 - English Composition I; MTH 100 - Intermediate College Algebra or higher math as determined by college placement; BIO 201 - Human Anatomy and Physiology I; and BIO 202 - Human Anatomy and Physiology II Note: NUR 200 – LPN Role Transition to Associate Degree Nursing (RN) is required for students who did not graduate from an approved Alabama College System PN program using the standard state curriculum within the last two (2) years.
- V. A valid unencumbered Alabama practical nurse license
- VI. Be in good standing with the College
- VII. Meet the essential functions or technical standards required for nursing
- VIII. An official Test of Essential Academic Skills V (TEAS) score taken within the last three (3) years

Admission to the Associate Degree Nursing program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimum requirements does not guarantee acceptance into the program.

**Calculation of Points for Students Meeting Minimum Mobility Track Admission Standards:**

After meeting all minimum requirements, applicants are rank-ordered using a point system based on the following:

- I. Official TEAS V score: The higher the score the greater the points received for the selection process. (Maximum points 150)

II. Points from selected college courses (i.e., BIO 201, BIO 202, BIO 220) are awarded based on the grade earned in the course. (A letter grade of “A” is assigned more points than a letter grade of “C”); and

III. Additional points

Additional points (Maximum: 11 points)

Points	Criteria
5	Completed General Microbiology (BIO 220) and two or more of General Psychology (PSY 200) , Human Growth and Development (PSY 210), speech, or humanities
3	Completed LPN certificate with a G.P.A. of 3.5 or higher
3	Completed LPN certificate with a G.P.A. of 3.5 or higher at Shelton State Community College

A total of 251 points is possible with selection criteria.

### Curriculum Sequence for Associate Degree Nursing Two-Year Track

Course Name and Number	Total Credit	Theory/Lecture* Hours	Lab Hours	Clinical Hours	Total Contact Hours
<b>First Semester</b>					
MTH 100 - Intermediate College Algebra or higher level math	3	3	0	0	3
**BIO 201 - Human Anatomy and Physiology I	4	3	2	0	5
NUR 102 - Fundamentals of Nursing	6	3	6	3	12
NUR 103 - Health Assessment	1	0	3	0	3
NUR 104 - Introduction to Pharmacology	1	0	3	0	3
Semester Total	15	9	14	3	26
<b>Second Semester</b>					
ENG 101 - English Composition I	3	3	0	0	3
BIO 202 - Human Anatomy and Physiology II	4	3	2	0	5
NUR 105 - Adult Nursing	8	5	3	6	14
NUR 106 - Maternal and Child Nursing	5	4	0	3	7
Semester Total	20	15	5	9	29
<b>Third Semester</b>					
PSY 200 - General Psychology	3	3	0	0	3
BIO 220 - General Microbiology	4	2	4	0	6
NUR 201 - Nursing Through the Lifespan I	5	3	0	6	9
Semester Total	12	8	4	6	18
<b>Fourth Semester</b>					
Speech SPH 106 , SPH 107 , or SPH 116	3	3	0	0	3
PSY 210 - Human Growth and Development	3	3	0	0	3
NUR 202 - Nursing Through the Lifespan II	6	3	0	9	12
Semester Total	12	9	0	9	18
<b>Fifth Semester</b>					
***Humanities Elective	3	3	0	0	3
NUR 203 - Nursing Through The Lifespan III	6	4	0	6	10
NUR 204 - Role Transition for the Registered Nurse	4	2	0	6	8
Semester Total	13	9	0	12	21
<b>Total Credit Hours: 72 to 76 Hours</b>					

\*Refer to clock-hour to credit-hour ratio guide.

\*\*BIO 103 is a prerequisite for BIO 201. (Students may take BIO 103 CLEP test through the SSCC Testing Center.)

\*\*\*Humanities elective must be chosen from art and art history, foreign language, literature, music, music history, philosophy, ethics, religion, theater, and dance.

Note: Nursing program information, policies, and curriculum are subject to change due to restructuring of statewide standardization of nursing programs.

### Mobility/LPN to RN Track Prerequisite Courses Prior to NUR 200/201

- MTH 100 - Intermediate College Algebra or higher math ..... 3 Hrs.
- \*\* BIO 201 - Human Anatomy and Physiology I ..... 4 Hrs.
- BIO 202 - Human Anatomy and Physiology II ..... 4 Hrs.
- ENG 101 - English Composition I ..... 3 Hrs.

**Total Prerequisite Hours: 14 hrs.**

### Curriculum Sequence for Mobility/LPN to RN Track

Course Name and Number	Total Credit	Theory/ Lecture*	Lab Hours	Clinical Hours	Total Contact Hours
<b>First Semester</b>					
***NUR 200 – LPN Role Transition to Associate Degree Nurse (RN)	5	3	3	3	9
<b>Second Semester</b>					
PSY 200 - General Psychology	3	3	0	0	3
BIO 220 - General Microbiology	4	2	4	0	6
NUR 201 - Nursing Through the Lifespan I	5	3	0	6	9
Semester Total	12	8	4	6	18
<b>Third Semester</b>					
Speech SPH 106, SPH 107, or SPH 116	3	3	0	0	3
PSY 210 - Human Growth and Development	3	3	0	0	3
NUR 202 - Nursing Through the Lifespan II	6	3	0	9	12
Semester Total	12	9	0	9	18
<b>Fourth Semester</b>					
***Humanities Elective	3	3	0	0	3
NUR 203 - Nursing Through The Lifespan III	6	4	0	6	10
NUR 204 - Role Transition for the Registered Nurse	4	2	0	6	8
Semester Total	13	9	0	12	21
<b>Total Credit Hours: 56 to 60 Hours</b>					

\*Refer to clock-hour to credit-hour ratio guide.

\*\*BIO 103 is a prerequisite for BIO 201. (Students may take BIO 103 CLEP test through the SSCC Testing Center.)

\*\*\*Humanities elective must be chosen from art and art history, foreign language, literature, music, music history, philosophy, ethics, religion, theater, and dance.

\*\*\*\*NUR 200 is required for those students who did not graduate from the Alabama Community College System standardized curriculum within the past two (2) years. Sixteen (16) non-traditional credit hours will be awarded after successful completion of this course. These sixteen 16 credit hours are added to the 56-60 hours to make a total of 72-76 hours as required by the curriculum.

### Practical Nursing Certificate

The Practical Nursing program prepares graduates to sit for the NCLEX-PN licensure exam. A combination of classroom theory, lab, and supervised clinical experiences are offered in a full-time program. The nursing courses must be taken in sequential order. Admission to Practical Nursing is a competitive process. The space available at clinical sites and student-teacher ratios required by the Alabama Board of Nursing limit the number of applicants accepted. Twelve (12) months or three (3) consecutive semesters are required to complete the program with admission occurring in the fall and spring semesters. Selections for each class are made by the Practical Nursing Admissions Committee. The goal of Shelton State Community College is to graduate well-prepared nurses who are strong performers both clinically and in the classroom. Practical nursing students should plan to spend sixteen (16) hours per week in clinical experience and three (3) or more hours of study time for each hour spent in the classroom. Although clinical hours will be planned as conveniently as possible, there may be some 3:00 p.m. to 11:00 p.m. non-traditional work hours. Students are discouraged from working while attending the PN program.

The Practical Nursing program is approved by the Alabama Board of Nursing (ABN), RSA Plaza, Suite 50, 770 Washington Avenue, P.O. Box 303900, Montgomery, AL 36130-3900, telephone 334.293.5200 or 800.656.5318. For more information, visit [www.abn.al.gov](http://www.abn.al.gov). The PN program is also accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; telephone 404.975.5000, or visit [www.acenursing.org](http://www.acenursing.org).

Note: Nursing Program information, policies, and curriculum are subject to change due to statewide standardization of nursing programs.

**Admission Procedure**

- I. Apply online for admission to Shelton State Community College.
- II. Submit copies of official transcripts of all colleges and universities attended to the Office of Enrollment Services. All transcripts must be evaluated by the Office of Enrollment Services for determination of course credits and GPA calculations.
- III. Meet all academic requirements and complete any program admission requirements (listed below).
- IV. After successful completion of all academic and admission requirements, the student may submit the online application for admission to the nursing program. Applications are accepted between May 1 and June 1 for fall admission, and between September 1 and October 1 for spring admission.
- V. Complete application checklist provided after submission of the online nursing application.

**Minimum Admission Standards for the Practical Nursing Track include the following:**

- I. Unconditional admission to the College
- II. Receipt of completed application packet for PN program by June 1 for fall admission and October 1 for spring admission. (Applications are completed and accepted online each year between May 1 and June 1 for fall admission and September 1 and October 1 for spring admission.)
- III. Minimum of 2.50 GPA on last twenty-four (24) hours of undergraduate or graduate credit (official college and high school transcripts or GED must be on file in the Nursing Admissions Office)
- IV. Minimum of 2.50 cumulative high school GPA for students without prior college coursework (official college and high school transcript or GED must be available by the application deadline)
- V. Eligible to enroll in the following:
  - A. ENG 101 - English Composition I as determined by college placement
  - B. MTH 116 - Mathematical Applications or higher math as determined by college placement
  - C. BIO 201 - Human Anatomy and Physiology I during the first term of nursing courses.  
(BIO 103 is a prerequisite to BIO 201).
- VI. Good standing with the College
- VII. Meet the essential functions or technical standards required for nursing
- VIII. An official Test of Essential Academic Skills V (TEAS) score taken prior to application and taken within the last three years.

Admission to the Practical Nursing program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimum requirements does not guarantee acceptance into the program.

**Information for Admission**

After meeting all minimum requirements, applicants are rank-ordered using a point system based on calculation of points for students meeting minimal PN-track admission standards.

- I. Official TEAS V score: the higher the score the greater the points received for the selection process; (maximum points 150).
- II. Points for selected college courses (i.e., ENG 101, MTH 116) or selected high school courses (i.e. Algebra II or higher level math, highest level biology) are awarded based on the grade received in the course. A letter grade of A is assigned more points than a letter grade of C; and
- III. Additional Points

Additional points (maximum 11)

Points	Criteria
2	Completed eighteen (18) hours at Shelton State Community College
3	Completed medical profession program in high school Completed or enrolled in Emergency Medical Technician program (EMT) Completed or enrolled in Nursing Assistant program OR volunteer/work in healthcare field (six (6) consecutive months or more)
6	Completed all required academic courses for Practical Nursing (PN) track (BIO 201, BIO 202, ENG 101, and MTH 116 or higher math.)

A total of 221 points is possible with selection criteria.

Curriculum Sequence for Practical Nursing Course Name and Number	Total Credit	Theory/ Lecture* Hours	Lab Hours	Clinical Hours	Total Contact Hours
<b>First Semester</b>					
MTH 116 - Mathematical Applications	3	3	0	0	3

** BIO 201 - Human Anatomy and Physiology I	4	3	2	0	5
NUR 102 - Fundamentals of Nursing	6	3	6	3	12
NUR 103 - Health Assessment	1	0	3	0	3
NUR 104 - Introduction to Pharmacology	1	0	3	0	3
Semester Total	15	9	14	3	26
<b>Second Semester</b>					
ENG 101 - English Composition I	3	3	0	0	3
** BIO 202 - Human Anatomy and Physiology II	4	3	2	0	5
NUR 105 - Adult Nursing	8	5	3	6	14
NUR 106 - Maternal and Child Nursing	5	4	0	3	7
Semester Total	20	15	5	9	29
<b>Third Semester</b>					
NUR 107 - Adult/Child Nursing	8	5	0	9	14
NUR 108 - Psychosocial Nursing	3	2	0	3	5
NUR 109 - Role Transition for the Practical Nurse	3	2	3	0	5
Semester Total	14	9	3	12	24
<b>Total Credit Hours 49 to 53 Hours</b>					

\* Refer to clock-hour to credit-hour ratio guide.

\*\*BIO 103 is a prerequisite for BIO 201. (Students may take BIO 103 CLEP test through the SSCC Testing Center.)

## Nursing Assistant/Home Health Aide Certificate

The Nursing Assistant/Home Health Aide (NA/HHA) program is a twenty-five (25) credit hour program which includes classroom and lab experience at the College and clinical experience at local healthcare facilities. The NA/HHA program prepares the student to sit for the National Nurse Aide Certification Exam (NNAAP) administered by Pearson VUE. After completion of the program, a student is eligible to take the Nurse Aide Certification Exam. A student who demonstrates competency on the exam will be placed on the Alabama Nurse Aide Registry. Successful completion of all courses in the program would qualify the student for employment as a home health aide. A graduate is qualified for employment in the areas of long-term care, home health care, and acute care. The Nursing Assistant program is approved by the Alabama Department of Public Health. Classes begin each semester. A student must complete all courses in the curriculum to receive a certificate from Shelton State Community College.

Note: Nursing Assistant program information policies and curriculum are subject to change due to statewide standardization of the program.

## Policies for the Nursing Assistant/Home Health Aide Program

### Admission Requirements for the Nursing Assistant/Home Health Aide Program

- I. Completed application for admission to Shelton State Community College
- II. Completed application for admission to the NA/HHA program
- III. A copy of an official high school transcript or GED
- IV. A cumulative GPA of 2.0 on a 4.0 scale on all previous college credit
- V. Eligibility to enroll in COM 100 - Introductory Technical English I or higher as measured by COMPASS testing.

### Grading Policies

The NA/HHA program uses the following grading scale for all nursing courses:

A = 90-100	Excellent – Passing in the NA Program
B = 80-89	Good
C = 75-79	Average
D = 60-74	Poor – Failing in the NA/HHA Program
F = 59 below	Failure

### Clinical/Laboratory Performance

Clinical/Laboratory must be satisfactory(S) to receive a passing grade in the course. See Program Student Handbook and each course syllabus for additional information.

## **Progression Policies**

A letter grade of C or above (75% or above) must be maintained in each nursing assistant course to complete the program. In courses which have a theory and laboratory component, a student must pass both components with a 75% or above in order to pass the course. If a nursing assistant course is failed, it may be repeated one (1) time ONLY. If a passing grade of 75% or above is not attained upon the second attempt, a student is suspended from the NA/HHA program for a period of one (1) calendar year.

### **Certificate Completion/Graduation**

To participate in SSCC graduation and/or receive a certificate from the SSCC Nursing Assistant/Home Health Aide program, students must complete all of the required nursing assistant courses, academic courses, **and** required home health aide courses listed in both semesters of the program.

### **Health Policy Requirements**

- I. Proof of completion of a physical examination which demonstrates the student is free from disease (physically and psychologically) must be documented on the Shelton State Community College Medical Record by a licensed health care provider (physician, physician's assistant, or nurse practitioner)
- II. Vaccinations which include Hepatitis B Series or evidence of immunity, MMR (German measles, mumps, rubella) or evidence of immunity, and TB skin test  
Note: Hepatitis series completed more than two (2) years prior to admission must have a titer drawn or provide proof of immunity.
- III. Purchase of liability and accident insurance that is available through the College
- IV. Completion of pre-clinical drug screen prior to clinical rotation or published deadline  
The students must have a negative screen prior to beginning any nursing course. The complete drug screen policy is located in the Nursing Program Student Handbook
- V. Background check prior to clinical rotation or published deadline  
All students must give permission to perform a background check as required by federal law. The student must abide by the nursing program background check policy and clinical agency policy for which the student is assigned. Every effort will be made to provide students with the required clinical experiences to meet program objectives. Any student denied access by a clinical affiliate will be subject to dismissal from the program.
- VI. Proof of cardiopulmonary resuscitation (CPR) training at the health care provider level (BLS/infant/child) prior to clinical rotation or published deadline
- VII. Proof of health insurance to cover health care costs not covered by liability or accident insurance
- VIII. Completion of training on Universal Precautions, OSHA requirements, and the prevention and management of the spread of diseases  
Training is given in the introductory/fundamentals course. Additional information is given related to hospital policies including, but not limited to, issues of confidentiality, procedures, fire and safety procedures, and documentation policies.

## **Certification in the Nursing Assistant/Home Health Aide Program**

The Alabama Department of Health has contracted with Pearson VUE to develop, score, and report the results of the competency exam required for certification and placement in the Alabama Nurse Aid Registry. NACES Plus Foundation, Inc. works with Pearson VUE to schedule and administer the examination. To be eligible, candidates must have completed a nurse aide training course approved by the Alabama Department of Health's Division of Provider Services within the last twenty-four months. Individuals who demonstrate competency on the exam are placed on the Nurse Aid Registry maintained by the Alabama Department of Public Health, 334.206.5169. To maintain certification, a nurse aide must work at least eight (8) hours in twenty-four (24) months. If not, the nurse aide must retrain and retest.

The examination process consists of two (2) parts, the skills evaluation and the written (or oral) exam, which is administered on the same day. A candidate must pass both parts in order to be certified and listed on the Alabama Nurse Aide Registry. To obtain registration information, contact the Nursing Office or call the National Nurse Aide Assessment Program (NNAAP) at 877.889.0939. A candidate may also download a Candidate Handbook and view the Nurse Aide Practice written examination at [www.pearsonvue.com](http://www.pearsonvue.com).

## Curriculum Sequence for Nursing Assistant/Home Health Aide

Course Name and Number	Credits	Theory Hrs./Week	Lab Hrs./Week	Clinical Hrs./Week	Total Contact Hrs./Week
<b>First Semester</b>					
NAS 111 - Fundamentals of Long Term Care	6	4	6	0	10
NAS 112 - Fundamentals of Long Term Care Clinical	2	0	0	6	6
NAS 115 - CPR and Basic First Aid	2	1	3	0	4
COM 100 - Introductory Technical English I	3	3	0	0	3
<b>Semester Total</b>	<b>13</b>	<b>8</b>	<b>9</b>	<b>6</b>	<b>23</b>
<b>Second Semester</b>					
NAS 113 - Fundamentals of Home Health Care	6	4	6	0	10
NAS 114 - Fundamentals of Home Health Care Clinical	2	0	0	6	6
MTH 116 – Math Applications	3	3	0	0	3
<b>Semester Total</b>	<b>11</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>19</b>

### Health Information Technology

The Health Information Technology program is designed to prepare individuals, under the supervision of health information administrators and other professionals, to construct medical records and clinical databases, perform manipulations on retrieved data, control the security and quality of records, and supervise data entry and technical auxiliary services personnel. It includes instruction in clinical and biomedical science data and information requirements, database management, data coding and validation, information security, quality control, health information content and structure, medical business procedures, and legal requirements.

Health information technicians play a vital role in making our healthcare system work. They perform the data collection and analysis that doctors, nurses, and other healthcare professionals need to do their jobs well and are a key part of quality patient care. Health information technicians may be employed by any facility that manages patient information, such as a hospital, clinic, physician office, insurance company, or medical research center.

The Commission on Accreditation of Health Informatics and Information Management Education (CAHIM) is the accrediting organization for the accreditation of educational programs in health informatics and health information management. The College plans to make the application and meet the guidelines to become accredited by CAHIM. Only graduates of a CAHIM accredited HIT program are eligible to take the national examination to become a Registered Health Information Technician (RHIT).

#### Admission Procedure:

- I. Apply online for admission to Shelton State Community College.
- II. Submit copies of official transcripts of all colleges and universities attended to the Office of Enrollment Services for evaluation for course credits and GPA.
- III. Meet all academic requirements and complete program admission requirements (listed below).

#### Admission Requirements:

- I. Complete and submit HIT program application by the published deadline.
- II. A copy of ACT scores showing composite score of 17 or above (taken within the last five (5) years).
- III. A copy of \*COMPASS scores showing a reading score of 76 or above (taken within the last three (3) years).
- IV. A GPA of 2.5 or above on the general education courses and HIT 110 (a grade of 70 "C" or above must be earned in the general education courses and HIT 110).  
\*If the ACT has been taken within the past three (3) years, an ACT reading sub score of eighteen (18) may be accepted in lieu of the COMPASS Reading score.

## Curriculum Sequence for Health Information Technology Associate Degree

Course Name and Number	Credits	Theory Hrs./Week	Lab Hrs./Week	Clinical Hrs./Week	Total Contact Hrs./Week
<b>Prerequisite Courses</b>					
MTH 116 - Math Applications or 100 Intermediate College Algebra	3	3	0	0	3
**BIO 201 - Human Anatomy and Physiology I	4	3	2	0	5
** BIO 202 - Human Anatomy and Physiology II	4	3	2	0	5
ENG 101 - English Composition I	3	3	0	0	3
CIS 146 - Computer Applications	3	3	0	0	3
HIT 110 - Medical Terminology	3	3	0	0	3
ORI 100 - Orientation to College	1	1	0	0	1
<b>Semester Total</b>	<b>21</b>	<b>19</b>	<b>4</b>	<b>0</b>	<b>24</b>
*BIO 103 is a prerequisite to this course.					
<b>First Semester</b>					
PSY 200 - General Psychology	3	3	0	0	3
HIT 111 - Diagnostic & Pharmacology	2	2	0	0	2
HIT 115 - Pathophysiology and Pharmacology for HIT	4	4	0	0	4
HIT 130 - Classification and Reimbursement	3	3	0	0	3
HIT 131- Classification Skills Laboratory	1	0	2	0	2
HIT 151 - Health Data Content and Structure	3	3	0	0	3
HIT 152 - Skills Development Laboratory	1	0	2	0	2
<b>Semester Total</b>	<b>17</b>	<b>15</b>	<b>4</b>	<b>0</b>	<b>19</b>
<b>Second Semester</b>					
SPH 106 - Fundamentals of Oral Communication OR SPH 107 - Fundamentals of Public Speaking	3	3	0	0	3
HIT 134 - HIT Legal and Ethical Issues	3	3	0	0	3
HIT 153 - Health Care and Delivery Systems	2	2	0	0	2
HIT 158 - Introduction to Clinical Environment	1	1	0	0	1
HIT 160 - HIT Clinical Practice I	1	0	0	3	3
HIT 221 - HIT Computer Applications	2	2	0	0	2
HIT 222 - HIT Computer Applications Laboratory	1	0	2	0	2
HIT 230 - Medical Coding Systems	3	3	0	0	3
HIT 231 - Medical Coding Skills Laboratory I	1	0	2	0	2
<b>Semester Total</b>	<b>17</b>	<b>14</b>	<b>4</b>	<b>3</b>	<b>21</b>
<b>Third Semester</b>					
HIT 232 - Medical Coding Systems II	3	3	0	0	3
HIT 254 - Organizational Improvement	3	3	0	0	3
HIT 255 - Principles of Supervision in HIT	3	3	0	0	3
HIT 286 - Expanded Medical Coding	2	1	2	0	3
HIT 292 - HIT Exam Review	2	2	0	0	2
HIT 296 - Professional Practice	2	0	4	0	4
<b>Semester Total</b>	<b>15</b>	<b>12</b>	<b>6</b>	<b>0</b>	<b>18</b>

## Curriculum Sequence for Health Information Technology Certificate

Course Name and Number	Credits	Theory Hrs./Week	Lab Hrs./Week	Clinical Hrs./Week	Total Contact Hrs./Week
<b>Prerequisite Courses</b>					
MTH 116 - Math Applications or 100 Intermediate College Algebra	3	3	0	0	3
ENG 101 - English Composition I	3	3	0	0	3
CIS 146 - Computer Applications	3	3	0	0	3
*HIT 113 - Anatomy, Physiology, and Medical Terminology	5	5	0	0	5
ORI 100 - Orientation to College	1	1	0	0	1
<b>Semester Total</b>	<b>15</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>15</b>
*BIO 103 is a prerequisite to this course.					
<b>First Semester</b>					
HIT 111 - Diagnostic and Pharmacology	2	2	0	0	2
HIT 115 - Pathophysiology and Pharmacology for HIT	4	4	0	0	4
HIT 130 - Classification and Reimbursement	3	3	0	0	3
HIT 131 - Classification Skills Laboratory	0	0	2	0	2
HIT 151 - Health Data Content and Structure	3	3	0	0	3
HIT 158 - Introduction to Clinical Environment	1	1	0	0	1
<b>Semester Total</b>	<b>13</b>	<b>13</b>	<b>2</b>	<b>0</b>	<b>15</b>
<b>Second Semester</b>					
SPH 106 - Fundamentals of Oral Communication OR SPH 107 - Fundamentals of Public Speaking	3	3	0	0	3
HIT 221 - HIT Computer Applications	2	2	0	0	2
HIT 230 - Medical Coding Systems	3	3	0	0	3
HIT 231 - Medical Coding Skills Laboratory I	1	0	2	0	2
<b>Semester Total</b>	<b>9</b>	<b>8</b>	<b>2</b>	<b>0</b>	<b>10</b>
<b>Third Semester</b>					
HIT 232 - Medical Coding Systems II	3	3	0	0	3
HIT 286 - Expanded Medical Coding	2	1	2	0	3
HIT 292 - HIT Exam Review	2	2	0	0	2
HIT 296 - Professional Practice	2	0	4	0	4
<b>Semester Total</b>	<b>9</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>12</b>

\*BIO 201 Anatomy and Physiology I and BIO 202 Anatomy and Physiology II are acceptable for HIT 113 with a grade of "C" or above.

### Respiratory Therapy

The Respiratory Therapy program (RPT) is a balanced curriculum including both respiratory and general education courses. Course content includes the role of the respiratory therapist, health care concepts, and technical observations and skills. It provides the student with a strong background in the use of respiratory equipment, cardiopulmonary anatomy and physiology, pharmacology, diagnostic procedures, sleep disorders, and pathophysiology. The student receives direct, hands-on, patient care experience in various hospitals and facilities throughout their clinical education. The respiratory courses must be taken in sequential order.

The SSCC Respiratory Therapy program holds a provisional accreditation status from the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)) 1248 Harwood Road, Bedford, Texas, 76021-4244, 817.283.2835. This status will NOT affect the ability of those students entering the program to graduate and be eligible to sit for all applicable national credentialing examinations, which includes the entry level and advanced practitioner examinations administered by the National Board for Respiratory Care (NBRC). Enrolled students completing the program under provisional accreditation are considered graduates of a CoARC accredited program.

#### Admission Procedure

- I. Apply online for admission to Shelton State Community College.
- II. Submit copies of official transcripts of all colleges and universities attended to the Office of Enrollment Services. All transcripts must be evaluated by Enrollment Services for determination of course credits and GPA calculations.

- III. Meet all academic requirements and complete any program admission requirements (listed below).
- IV. After successful completion of all academic and admission requirements, the student may submit the online application for admission to the Respiratory Therapy program. Applications are accepted between May 1 and June 1 for fall admission.
- V. Complete application checklist provided after submission of the online respiratory application.

**Minimum Admission Requirements for the RPT Program:**

Only students who have met all the criteria and submitted all required paperwork by the deadline will be considered for admission.

- I. June 1 application deadline with selection of students in July of each year
- II. An official transcript of all college work
- III. A copy of current class schedule, if enrolled
- IV. An overall GPA of 2.0 on a 4.0 scale on all college work completed and a cumulative GPA of 2.5 on a 4.0 scale on all prerequisite courses
- V. Completion of all prerequisite courses with a letter grade of C (70) or above: MTH 100, ENG 101, BIO 201, BIO 202, and RPT 256
- VI. A copy of COMPASS or ACT reading scores  
NOTE: This score must be within the last three (3) years. A COMPASS reading score must be 76 or higher, or the ACT reading score must be 17 or higher.

NOTE: Selection of students is made in July for admission in the fall semester.

**Application does not ensure acceptance.**

**Curriculum Sequence for Respiratory Therapy Program**

Course Name and Number	Total Credit	Theory/lecture Hours	Lab Hours	Clinical Hours	Total Contact Hours
<b>Prerequisite Courses</b>					
ORI 101 - Orientation To College	1	1	0	0	1
*BIO 201 - Human Anatomy and Physiology I	4	3	2	0	5
BIO 202 - Human Anatomy and Physiology II	4	3	2	0	5
ENG 101 - English Composition I	3	3	0	0	3
MTH 100 - Intermediate College Algebra	3	3	0	0	3
RPT 256 - Writings and Research for the RCP I	1	1	0	0	1
<b>Semester Total</b>	<b>16</b>	<b>14</b>	<b>4</b>	<b>0</b>	<b>18</b>

\*BIO 103 is a prerequisite for BIO 201.

<b>First Semester</b>					
RPT 210 - Clinical Practice I (Preceptor 5:1)	2	0	0	10	10
RPT 211 - Introduction to Respiratory Care	2	2	0	0	2
RPT 212 - Fundamentals of Respiratory Care I (Lab 2:1)	4	2	4	0	6
RPT 213 - Anatomy and Physiology for the RCP	3	3	0	0	3
RPT 214 - Pharmacology for the RCP	2	2	0	0	2
CIS 146 - Microcomputer Applications	3	3	0	0	3
<b>Semester Total</b>	<b>16</b>	<b>12</b>	<b>4</b>	<b>10</b>	<b>26</b>
<b>Second Semester</b>					
RPT 220 - Clinical Practice II	2	0	0	10	10
RPT 221 - Pathology for the RCP	3	2	2	0	4
RPT 222 - Fundamentals of Respiratory Care II	4	2	4	0	6
RPT 223 - Acid Base Regulation and ABG Analysis	2	2	0	0	2
RPT 234 - Mechanical Ventilation for the RCP	4	2	4	0	6

PSY 200 - General Psychology	3	3	0	0	3
<b>Semester Total</b>	<b>18</b>	<b>11</b>	<b>10</b>	<b>10</b>	<b>31</b>
<b>Third Semester</b>					
RPT 230 - Clinical Practice II (Preceptor 5:1)	2	0	0	10	10
RPT 232 - Diagnostic Procedures for the RCP	2	1	2	0	3
RPT 233 - Special Procedures for the RCP	2	2	0	0	2
RPT 242 - Perinatal/Pediatric Respiratory Care (Lab 2:1)	3	2	2	0	4
SPH 116 - Introduction to Interpersonal Communication	3	3	0	0	3
<b>Semester Total</b>	<b>12</b>	<b>8</b>	<b>4</b>	<b>10</b>	<b>22</b>
<b>Fourth Semester</b>					
RPT 240 - Clinical Practice IV (Preceptor 5:1)	4	0	0	20	20
RPT 241 - Rehabilitation and Home Care for the RCP	2	2	0	0	2
RPT 243 - Computer Applications for the RCP	2	0	4	0	4
RPT 244 - Critical Care Considerations for the RCP	2	1	2	0	3
RPT 266 - Seminar in Respiratory Medicine I	1	1	0	0	1
RPT 268 - Writing and Research for the RCP II	1	1	0	0	1
<b>Semester Total</b>	<b>12</b>	<b>5</b>	<b>6</b>	<b>20</b>	<b>31</b>
<b>Total Credit Hours: 74</b>					

## Policies for the Respiratory Therapy Program

### Grading Policy and Academic Standards

In the Respiratory Therapy program, each student is evaluated on a scheduled basis as to comprehension of theoretical concepts, safe performance, psychomotor skills in clinical areas, and ethical and effective behavior expected of the professional practitioner. The Respiratory Therapy program uses the following academic grading system:

A=90-100	Excellent
B=80-89	Good
C=75-79	Average
D=60-74	Failing in the RPT Program
F=0-59	Failure

### Progression Policy

- I. A student must achieve a minimum grade of C (75) or above in every RPT course, and a letter grade of 70 or above in every academic course for which they are registered during the semester to continue in the program.
- II. Respiratory courses are taught sequentially. (A student must have a minimum grade of 75 in every course in a given semester's work to proceed to the courses taught in the next semester.)
- III. Students will be tracked and counseled (as it relates to academic progress). A plan for success will be developed and placed in the student's file when deficiencies are noted.
- IV. In the event that a student makes a grade below 75 in any RPT course, the student must withdraw from the program immediately.
- V. The student may apply for re-admission to the program; acceptance is conditional upon the following:
  - A. completion of application for re-admission
  - B. fulfillment of admission criteria (academic and clinical)
  - C. space availability in the next class and the next clinical courses
  - D. successful completion of validation requirements in psychomotor domain and cognitive/knowledge/academic content domain  
An explanation of these validation requirements can be found in the Respiratory Therapy Program Student Handbook.
- VI. After re-admission, if the student does not achieve the minimum 75 grade in the second attempt of the same RPT course or fails to achieve the minimum 75 in any other RPT course, the student will be withdrawn from the program. The student may seek admission as a new student after a period of three (3) years and start the program from the beginning.
- VII. A student absent from the respiratory course sequence for more than three (3) semesters must apply as a new student.
- VIII. A student will not be readmitted to the program more than one (1) time.

### Health and Health Related Policies

Because participation in clinical instruction is an integral part of the Respiratory Therapy program curriculum, each student is required to comply with all the policies and procedures of the clinical agencies and the RPT program. Therefore, each student is

expected to uphold the contractual terms of the clinical agencies used upon being admitted to the RPT program. All costs/expenses associated with meeting the health and general policy requirements of the program are the responsibility of the student. The following policies and procedures are required by all students upon acceptance to the Respiratory Therapy program:

- I. Proof of completion of a physical examination which demonstrates the student is free from disease (physically and psychologically) and must be documented on the Shelton State Community College Medical Record by a licensed health care provider, physician, physician's assistant, or nurse practitioner
- II. Vaccinations including the following:
  - A. hepatitis B series or evidence of immunity
  - B. MMR (German measles, mumps, rubella) if born after 1957 or evidence of immunity
  - C. Varicella immunity (immunization or titer)
  - D. proof of tetanus vaccination
  - E. current seasonal flu vaccine
  - F. documentation of TB skin test
- III. Purchase of liability and accident insurance available through the College
- IV. Completion of pre-clinical drug screen prior to admission and being assigned to a clinical agency  
The complete drug screen policy is located in the RPT program Student Handbook.
- V. Background check prior to admission and before the first day of class  
All students must give permission to perform a background check as required by federal law. The student must abide by the nursing program background check policy and clinical agency policy for which the student is assigned. Every effort will be made to provide students with the required clinical experiences to meet program objectives. Any student denied access by a clinical affiliate will be subject to dismissal from the program.
- VI. Proof of cardiopulmonary resuscitation (CPR) training at the health care provider level (BLS/infant/child) prior to admission and/or before the first clinical course
- VII. Health insurance to cover health care outside of liability and student insurance
- VIII. Completion of training on universal precautions, OSHA requirements, and the prevention and management of the spread of diseases  
Training is given in the introductory/fundamentals course. Additional information is given related to hospital policies including, but not limited to, issues of confidentiality, procedures, fire and safety procedures, and documentation policies.

### **Essential Function Standards**

The Alabama Community College System and SSCC endorse the Americans with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities. Physical, cognitive, psychomotor, affective, and social abilities are required in unique combinations to provide safe and effective respiratory care. The applicant/student must be able to meet the essential function standards with or without reasonable accommodations throughout the program of learning. Admission, progression, and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the Respiratory Therapy Program with or without reasonable accommodations. The student may request disability accommodations in writing to the Office of Disability Services, 205.391.3958, located on the second floor of the Martin Campus. Any reasonable accommodations made by the RPT program must originate from the Office of Disability Services.

The essential functions delineated below are necessary for Respiratory Therapy Program admission, progression, graduation, and for the provisions of safe and effective respiratory care. The essential functions include but are not limited to the ability to do the following:

- I. Lifting and Carrying
  - A. Lifting 50 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs.
- II. Coordination
  - A. Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed
  - B. Ability to make a movement response quickly and accurately
  - C. Ability to move the fingers and manipulate small objects with the fingers rapidly and/or accurately
  - D. Ability to move the hands easily and skillfully; to work with the hands in placing and turning motions
- III. Climbing and/or Balance
  - A. Ascending or descending ladders, stairs, and ramps and using the feet, legs, hands, and arms
  - B. Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces
- IV. Stooping, Kneeling, Crouching, and/or Crawling
  - A. Stooping: Bending the body downward and forward by bending the spine at the waist
  - B. Kneeling: Bending the legs at the knee to come to rest on the knee or knees
  - C. Crouching: Bending the body downward and forward by bending the legs and spine
  - D. Crawling: Moving about on the hands and knees or hands and feet

- V. Reaching, Handling, Fingering, and/or Feeling
  - A. Reaching: Extending the hands and arms in any direction
  - B. Handling: Seizing, holding, grasping, turning, or otherwise working with the hand or hands
  - C. Fingering: Picking, pinching, or otherwise working primarily with the fingers
  - D. Feeling: Perceiving such attributes of objects and materials as size, shape, temperature or texture, by means of receptors in the skin, particularly those of the fingertips
  
- VI. Talking, Hearing, Seeing, and Smelling
  - A. Talking: Expressing or exchanging ideas by means of the spoken word
  - B. Hearing: Perceiving the nature of sounds by the ear in order to communicate
  - C. Seeing: Use of vision or corrected vision to determine the characteristics of objects
  - D. Smelling: Ability to smell body and environmental odors such as bodily secretions or electrical equipment burning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation for the disability in order to assist with the provision of appropriate, reasonable accommodation. The College will provide reasonable accommodation but is not required to substantially alter the requirements or nature of the program or reasonable accommodations that inflict an undue burden on the College. In order to be admitted, one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the Respiratory Therapy program. The respiratory faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

NOTE: Respiratory Therapy program information, policies, and curriculum are subject to change without prior notice due to accrediting requirements.

### **Graduation Requirements and Comprehensive Achievement Exams**

In the interest of preparing students for success in obtaining the NBRC CRT and RRT credential, SSCC RPT students are required to take a comprehensive review seminar and a comprehensive two-part assessment exam prior to graduation of the program. Students are also required to take the secure NBRC Therapist Multiple-Choice Examination SAE during the third semester in the RPT 232 course and pass with the identified passing score requirement.

Each student will have three (3) attempts to pass the two-part comprehensive assessment exams during the fourth semester. If a student fails all three attempts on the comprehensive assessment exams, the student will receive an "I" for the RPT 243 course. During the next semester the student will be given the opportunity to complete remedial work and allowed one additional attempt to pass the self-assessment exam(s). If the student fails a fourth time, they will receive a letter grade of "F" for the RPT 243 course. If this failure was the student's first failure in the program, they may apply for readmission to the program and retake the failed course. If the student fails the RPT 243 course a second time, then they must apply for admission to the program as a new student.

Students are responsible for the costs of the review course and examinations. Every effort is made to keep the costs to a minimum, but the students should plan for approximately \$255.00 for the comprehensive review seminar, \$80.00 for the comprehensive NBRC Therapist Multiple-Choice Examination and Clinical Simulation Examination (SAEs) \$190.00 for the NBRC Therapist Multiple-Choice Examination (CRT credential), and \$200.00 for the NBRC Clinical Simulation Examination (RRT credential).

Graduates will be able to sit for the NBRC Therapist Multiple-Choice Examination immediately after graduation. There will be two established cut scores for the NBRC Therapist Multiple-Choice Examination. If a candidate achieves the lower cut score, they will earn the CRT credential. If a candidate achieves the higher cut score, they will earn the CRT credential AND become eligible for the NBRC Clinical Simulation Examination (provided that those eligibility requirements are met and the candidate is eligible to earn the CRT credential). After successfully earning the NBRC CRT credential, the student will be eligible for the NBRC CSE exam. Then the registration fees for the Clinical Simulation Examination (CSE) will be sent in order for the graduate to obtain the RRT credential.

**Note:** The costs of the review course, on-line exam review account, comprehensive assessment exams, and the NBRC examinations are subject to change. Students will be informed of any increase as soon as information becomes available.

## Degrees and Certificates

Shelton State Community College offers career technical programs designed to prepare students for today's workplace. A student may begin a career/technical program any semester and upon completion of requirements receive the associate in applied science degree or a certificate. The associate in applied science degree is awarded to students who complete the requirements of a specific career or professional program of study. These programs of study range from sixty (60) to seventy-six (76) semester hours with a portion of the programs designed to ensure competency in oral and written communication, critical thinking, computer literacy, mathematical principles, and/or scientific reasoning. The core of the program contains courses designed to teach the necessary skills required to enter a career field. Additional information regarding programs of study in technical fields may be obtained from this catalog or the specific technical advisor available to assist students in the advising and registration process.

Long-term certificates are awarded in most programs in which the associate in applied science is offered, as well as other career fields where the AAS degree is not offered. Long-term certificates vary in length from thirty (30) to sixty (60) semester hours, depending on the choice of career fields. The general education component of the certificate program contains, as a minimum, three semester hours each in written composition, mathematics, computer literacy skills, and speech. In general, long-term certificates contain most, if not all, of the technical career courses required in the AAS degree.

Short-term certificates are available in some career fields where AAS degrees and/or long-term certificates are offered. The short-term certificates vary in length from nine (9) to twenty-seven (27) semester hours and are designed to allow the student to acquire basic technical skills in a short amount of time. Only minimal academic education requirements are included.

### **Air Conditioning and Refrigeration Technology**

The Air Conditioning and Refrigeration program offers students the training and skills needed to install, service, and repair refrigeration and air conditioning systems. The program covers the theory of refrigeration, heating, and air conditioning, equipment selection, sizing, and installation. Theory and practical work are offered in refrigeration, air conditioning, heating, heat pumps, and special systems.

[Associate Applied Science \(AAS\) Air Conditioning and Refrigeration Technology](#)

[Certificate](#)

### **Auto Body Repair**

This curriculum is designed to instruct students in the repair of damaged bodies and body parts of motor vehicles such as automobiles and light trucks. On completion of this course of study, students can examine damaged vehicles to estimate cost of repairs, remove upholstery, accessories, electrical and hydraulic window-and-seat operating equipment, and trim to gain access to vehicle body and fenders. Students will acquire skills in straightening bent frames using hydraulic jacks and pulling devices. Students will acquire skills needed to straighten, file, grind, and sand repaired surfaces using power tools and hand tools, as well as refinish repaired surfaces after performing body repairs.

[Certificate](#)

### **Automotive Mechanics**

This program provides instruction in the skills and technical knowledge needed to meet the entry level requirements of employment in the automotive field. Students develop an understanding of logical, step-by-step, diagnostic procedures, and repair according to manufacturers' recommendations. The automotive shop offers hands-on experience in disassembling, inspecting, adjusting, and testing various types of engines. Students also learn about advanced technology found in emission controls, sensing devices, electronic fuel injection, and computer-controlled timing.

[Certificate](#)

[Short Term Certificate](#)

## **Child Development**

This program is designed to prepare students for employment in preschool programs. Graduates may be employed as aides, teachers, or directors of private preschool programs.

### [Associate Applied Science \(AAS\) Child Development](#)

#### [Certificate](#)

#### **Child Development Associate (C.D.A) Credential**

The Child Development Associate Credential is not awarded by Shelton State Community College. It is awarded by the Council for Early Childhood Recognition in Washington, D.C. Information concerning the Council and the CDA credential may be obtained from the Dean of Academic Services or faculty in the child development program.

Students interested in obtaining the 120 hours of formal training necessary for the Child Development Associate (CDA) credential may take the following courses.

#### **Program Requirements**

- CHD 100 - Introduction to Early Care and Education of Children ..... **3 Hrs.**
- CHD 204 - Methods and Materials for Teaching Children ..... **3 Hrs.**
- CHD 206 - Children's Health and Safety ..... **3 Hrs.**

## **Church Music**

This short-term certificate provides students with foundational knowledge to assist in music worship leadership. Through classroom and practicum experiences, students will be introduced to a variety of approaches to religious music instruction and performance, developing skills and confidence applicable to the church community.

[Short Term Certificate](#) – please note this program is not eligible for Pell grant charges

## **Computerized Numerical Control**

Shelton State Community College has long been recognized as the state's center for training in numerical control. Using numerical control, automatic operation is achieved by means of numerical instructions expressed in computerized code and prepared in advance. Shop conditions simulate those found in industry; students learn to read blueprints, determine sequence of operations, make their own set-ups, choose the correct machine for the job, and efficiently produce a quality product. Prior training and experience as a machinist is required for admission to the CNC program. Students interested in entering the CNC program should contact the CNC instructor for admission requirements.

### [Associate Applied Science \(AAS\) Computerized Numerical Control](#)

#### [Certificate](#)

## **Cosmetology**

The Cosmetology program prepares students for careers in the professional care of hair, skin, and nails. In addition to the required year of training, students must complete all requirements and pass the Alabama Board of Cosmetology Examination. During the training period, the student will learn the technical skills with state-of-the-art equipment and tools.

#### [Certificate](#)

## **Cosmetology - Esthetics**

Esthetics courses prepare students for a career as an esthetician performing preventative care of skin and offering treatments to keep skin healthy and attractive. This comprehensive program focuses on all aspects of skin care including the importance of skin analysis, skin structure, disease disorders, facial treatments, and massage techniques. Students will learn both manual skills and electrical skills. After completing the required courses, students qualify to take the Alabama Board of Cosmetology Esthetics Examination.

#### [Certificate](#)

## **Cosmetology - Instructor Training**

Students entering the program must have a current cosmetology license and at least one (1) year full-time work experience in the cosmetology field. At the end of two (2) semesters, upon the completion of the courses listed below, the student will qualify to take the Alabama State Board Examination.

[Short Term Certificate](#)

## **Cosmetology – Nail Technician**

Nail technician courses prepare students for careers as professional nail technicians performing manicures, pedicures, and artificial nail services. Students can earn a certificate and complete the program in eight months (two semesters). Classes are offered both fall and spring semesters. After completing the required courses, students qualify to take the Alabama Board of Cosmetology Nail Technician Examination.

[Short Term Certificate](#) – please note this program is not eligible for Pell grant charges

## **Culinary Arts**

This program provides students with the opportunity to acquire a strong theoretical knowledge base, critical competencies, practical skills, and professional demeanor and behavior necessary to perform successfully and creatively in the culinary arts and food service industry. Topics include food selection and preparation, menu planning, meal management, and restaurant and food service operation.

[Associate Applied Science \(AAS\) Culinary Arts](#)

[Certificate in Baking](#)

## **Diesel Mechanics**

The Diesel Mechanics program trains students to remove, repair, install, and maintain diesel engines powering heavy trucks, buses, boats, diesel-powered equipment, and construction equipment such as bulldozers, cranes, and diesel farm tractors. Principles of diesel engines are taught and reinforced in laboratory experiences using actual diesel equipment. Emphasis is on diesel engines, but all other components of equipment and gasoline engines are covered.

[Certificate](#)

## **Drafting Technology**

The Drafting program prepares students for careers as draftsmen in engineering-related trades or as technicians linking the skilled worker and the engineer or architect. Instruction includes fundamentals of drafting, orthographic projection, multi-view drawing, dimensioning, and pictorial drawing. The program also emphasizes engineering production drafting, machine drafting, structural steel detailing, industrial pipe drafting, civil and map drafting, and architectural drafting. Students will also receive training on the latest computer-aided drafting software by AutoCAD.

[Associate Applied Science \(AAS\) Drafting Technology](#)

## **Electrical Technology**

The Electrical Technology program teaches the theories and principles of the operation of electrical appliances, equipment, and machines; the installation and Auxiliary Services of motors, transformers, industrial controls, and programmable logic controllers; and preparation for the journeyman electrician examination. A variety of related laboratory projects allows students to put into practice the knowledge and skills gained. Projects requiring interpretation of the National Electrical Code for correct installation and material use will be assigned to test proficiency in this area of instruction. Students will have an opportunity to take the nationally recognized Electrical NOCTI test.

[Associate Applied Science \(AAS\) Electrical Technology](#)

[Certificate](#)

## General Studies Associate Degree (Transfer Option)

Students planning to transfer should consult the STARS Guide program to locate necessary courses specific to the transfer institution of choice.

[Associate Arts \(AA\) Degree](#)

[Associate Science \(AS\) Degree](#)

## Health Related Careers – Nursing Program Options

[Associate Applied Science \(AAS\) Track-Registered Nursing \(RN\) \(Two Year\)](#)

[Associate Applied Science \(AAS\) Mobility Track \(LPN to RN\)](#)

[Certificate Licensed Practical Nursing \(LPN\)](#)

[Certificate Nursing Assistant/Home Health Aide](#)

## Health Related Careers – Respiratory Therapy

[Associate Applied Science \(AAS\) Respiratory Therapy](#)

## Industrial Electronics Technology

The Industrial Electronics program prepares students for careers as electronic technicians. Technicians are involved in all phases of industrial and commercial installation, service, and repair of today's modern equipment. Students will learn about many areas of electronics, including basic electronics, solid-state devices, pulse and switching circuits, computers, motor controls, robotics, programmable logic controllers, hydraulic/pneumatic systems, tools and test equipment. Students will have the opportunity to take a national certification test and, if successful, will be recognized as certified electronic technicians.

[Associate Applied Science \(AAS\) Industrial Electronics Technology](#)

[Certificate](#)

## Industrial Maintenance Technology

The Industrial Maintenance Technology program provides students with a broad knowledge base in a variety of areas related to industrial Auxiliary Services. This program is intended to enhance skills obtained in other technical areas such as industrial electronics, electrical technology, welding technology, machine tool technology, and computerized numerical control. **It is highly recommended that any student wishing to pursue this area schedule an appointment with the office of Technical Services prior to enrolling in the Industrial Maintenance Technology program.**

[Short-Term Certificate](#)

## Logistics

[Short Term Certificate](#)

## Machine Tool Technology

This program prepares students for positions such as machinist apprentice, auxiliary services machinist, machine tool operator, and general machinist. Machinists use stationary, power-driven devices to shape or form engineered materials to precise measurements. This precision makes possible the production of thousands of identical parts which may be easily interchanged in the assembly or repair of final products. The machine tool program teaches students how to set up and operate the various types of machines common to industry.

[Associate Applied Science \(AAS\) Machine Tool Technology](#)

[Certificate](#)

## **Management and Supervision – Child Care**

This curriculum guide is a variation of the management and supervision degree designed for students who wish to own, direct, or manage child care facilities.

[Associate Applied Science \(AAS\) Child Care](#)

## **Management and Supervision – General Business**

This curriculum is designed as a two-year terminal degree preparing students for a career in business with emphasis on small business or small office environment. This course of study is designed to provide a basic background in the various aspects of business with flexibility for the student to specialize in areas of interest.

[Associate Applied Science \(AAS\) General Business](#)

## **Management and Supervision – Information Technology**

This curriculum guide is designed for students who wish to learn the terminology and the concepts of business and combine these skills with a general background in computer software typically found on most personal computers. Graduates of this program will perform basic spreadsheet tasks, basic network functions, and some basic web design and auxiliary services, as well as handle other functions typically needed in a general business environment.

[Associate Applied Science \(AAS\) Information Technology](#)

## **Management and Supervision – Paralegal**

This curriculum guide is a variation of the management and supervision degree designed for students interested in performing paralegal functions for small law firms.

[Associate Applied Science \(AAS\) Paralegal](#)

## **Management and Supervision – Programming and Networking**

This curriculum guide is a variation of the management and supervision degree designed for students who need an understanding of the terminology and concepts of business along with a background in some basic computer science programming. Graduates of this program will perform functions for small business such as basic web design, some custom programming, and basic network problem-solving, as well as handle other functions typically needed in a general business environment.

[Associate Applied Science \(AAS\) Programming and Networking](#)

## **Management and Supervision – Wellness and Fitness Management**

This curriculum guide is a variation of the management and supervision degree designed for students interested in the management of wellness and fitness facilities.

[Associate Applied Science \(AAS\) Wellness and Fitness Management](#)

## **Office Administration – Bookkeeping/Accounting Concentration**

This concentration is designed for office administration graduates to specialize in general accounting duties of typical businesses. Bookkeepers compute, classify, and record numerical data to keep financial records complete, both manually and electronically, as well as perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. Bookkeepers check accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Graduates are employed by private businesses, governments, and virtually every other type of institution.

[Associate Applied Science \(AAS\) Bookkeeping/Accounting](#)

## **Office Administration – Information Processing Concentration**

A person in information processing obtains data from letters, books, surveys, reports, periodicals, and the Internet producing meaningful information into a desktop publishing document, word processing document, or report. The main tools are a computer, computer application software, a printer, and knowledge of integrating different software application programs. With training and experience in this area, the student may become a supervisor, office manager, or a CEO.

[Associate Applied Science \(AAS\) Information Processing](#)

[Certificate](#)

## **Office Administration – Legal Secretary Concentration**

A legal secretary prepares legal papers and correspondence of a legal nature, such as wills, summonses, complaints, motions, and subpoenas using electronic devices such as a microcomputer or tablets. Legal secretaries often provide lawyers with direct assistance, such as helping with research for cases, gathering necessary documents for trials, and submitting paperwork to courthouses. Other duties may include scheduling client appointments, answering calls, taking notes during legal meetings, and maintaining the firm's legal research references.

[Associate Applied Science \(AAS\) Legal Secretary](#)

[Certificate](#)

## **Office Administration – Medical Records Concentration**

A person who works with medical records is responsible for assembling patients' health information. A medical records employee must ensure all forms are present, properly identified, and signed; they also ensure all necessary information is on a computer file. A medical records technician assigns a code to each diagnosis and procedure, consults a classification manual, and relies on knowledge of disease processes. A technician then uses a software program to assign the patient to one of several hundred "diagnosis-related groups." This determines the amount of reimbursement to the doctor/hospital if the patient is covered by Medicare or other insurance programs. A technician who specializes in coding is called a health information coder, medical recorder, or coding specialist. NOTE: This program is not designed to meet all of the requirements for accreditation, licensure, and certification for Registered Health Information Technician (RHIT), American Health Information Management Association (AHIMA), or other medical accrediting agencies.

[Associate Applied Science \(AAS\) Medical Records](#)

[Certificate](#)

## **Office Administration – Paralegal**

This concentration is designed so that office administration graduates may be able to have substantial paralegal background for employment in a law office. File clerks, sometimes referred to as paralegal clerks, develop and maintain organized file systems; create, process, and maintain file records; file and retrieve documents for attorneys and paralegals; and prepare records for off-site storage. File clerks may also maintain file room logs tracking location of files throughout the firm and dispose of files in accordance with established document retention schedules.

[Associate Applied Science \(AAS\) Paralegal](#)

[Certificate](#)

## **Welding**

The Welding program is designed to establish welding skills necessary for entry-level job placement and to enhance the skills of experienced welders in various arc welding processes used by industry. The program also provides welder certification training upon successful completion of this program. The student will be able to make quality welds, layout and fabricate various pipe connections, perform repair work, and have knowledge of welding codes and blueprint reading.

[Certificate](#)

## **Wellness Exercise Instructor**

The Wellness Exercise Instructor certificate program is designed to train students to be health and fitness instructors for all populations. This program provides a practicum which gives the students extensive experience and training in this field. It also provides students with knowledge in basic anatomy, exercise physiology, kinesiology, and nutrition to prepare the student with the knowledge and skills to meet the growing demands in this industry.

[Short Term Certificate](#)

# Course Descriptions

## **ABR - Auto Body Repair**

### **ABR 111 - Non-structural Repair**

**3 Hours: 1T, 4L**

Students are introduced to basic principles of non-structural panel repairs. Topics include shop safety, identification and use of hand/power tools, sheet-metal repairs, and materials. Upon completion, the student should be able to perform basic sheet-metal repairs.

### **ABR 114 - Non-structural Panel Replacement**

**3 Hours: 1T, 4L**

**3 Hrs.** Students are introduced to the principles of non-structural panel replacement. Topics include replacement and alignment of bolt-on panels, full and partial panel replacement procedures, and attachment methods.

### **ABR 122 - Surface Preparation**

**3 Hours: 1T, 4L**

This course introduces students to methods of surface preparation for vehicular refinishing. Topics include sanding techniques, metal treatment, selection of undercoats, and proper masking procedures.

### **ABR 123 - Paint Application and Equipment**

**3 Hours: 1T, 4L**

This course introduces students to methods of paint application and equipment used for vehicular refinishing. Topics include spray gun and related equipment use, paint mixing, matching, and applying the final topcoat.

### **ABR 151 - Safety and Environmental Practices**

**3 Hours: 1T, 4L**

This course is designed to instruct the student in safe work practices. Topics include OSHA requirements, EPA regulations, as well as state and local laws. Upon completion, the student should be knowledgeable in shop safety and environmental regulations. This is a **CORE** course.

### **ABR 154 - Auto Glass and Trim**

**3 Hours: 1T, 4L**

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, the student should be able to remove and replace automotive trim and glass.

### **ABR 156 - Automotive Cutting and Welding**

**3 Hours: 1T, 4L**

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, the student should be able to safely perform automotive cutting and welding procedures.

### **ABR 157 - Automotive Plastic Repairs**

**3 Hours: 1T, 4L**

This course provides instruction in automotive plastic repairs. Topics include plastic welding (airless, hot, and chemical), use of flexible repair fillers, identification of types of plastics, and determination of the correct repair procedures for each. Upon completion, students should be able to correctly identify and repair the different types of automotive plastics.

### **ABR 182 - Special Topics in Auto Body**

**3 Hours: 6L**

This course is guided independent study in special projects to give the student additional training in a specific area selected by the instructor. Emphasis is placed on individual student needs to improve or expand skills. Upon course completion, students should be able to demonstrate skills to meet specific needs.

### **ABR 213 - Automotive Structural Analysis**

**3 Hours: 1T, 4L**

Students learn methods of determining structural misalignment. Topics include methods of inspection, types of measuring equipment, data sheets, and identification of types of structural damage.

### **ABR 214 - Automotive Structural Repair**

**3 Hours: 1T, 4L**

This course provides instruction in the correction of structural damage. Topics include types and uses of alignment equipment, anchoring and pulling methods, and repair/replacement of structural components.

### **ABR 223 - Automotive Mechanical Components**

**3 Hours: 1T, 4L**

This course provides instruction in collision-related mechanical repairs. Emphasis is placed on diagnosis and repairs to drive train, steering/suspension components, and other mechanical repairs.

### **ABR 255 - Steering and Suspension**

**3 Hours: 1T, 5L**

This course introduces the student to the various types of suspension and steering systems used in the automotive industry. Emphasis is placed on system components, suspension angles and effect of body/frame alignment on these components and

angles. Upon completion, the student should be able to repair and/or replace damaged components and prepare the vehicle for alignment.

**ABR 265 - Paint Defects and Final Repair**

**3 Hours: 1T, 4L**

This course introduces the student to methods of identifying paint defects, causes, cures, and final detailing. The student will learn to troubleshoot and correct paint imperfections.

**ABR 281 - Special Topics in Auto Body**

**3 Hours: 6L**

This course is guided independent study in special projects to give the student additional training in a specific area selected by the instructor. Emphasis is placed on individual student needs to improve or expand skills. Upon completion, the student should be able to demonstrate skills to meet specific needs.

**ABR 293 - Auto Body Repair CO-OP**

**3 Hours: 6L**

**Prerequisite:** Instructor approval

This course is designed to provide practical shop experience for advanced students through part-time employment in the collision repair industry. Emphasis is placed on techniques used in collision repair facilities. Upon completion, the student should have gained skills necessary for entry level employment.

## **ACR - Air Conditioning**

**ACR 111 - Principles of Refrigeration**

**3 Hours: 1T, 4L**

This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer; HVACR system components; common and specialty tools for HVACR; and application of the concepts of basic compression refrigeration. Upon completion, the student should identify system components and understand their functions, identify and use common and specialty HVACR tools, and maintain components of a basic compression refrigeration system. This is a **CORE** course.

**ACR 112 - HVACR Service Procedures**

**3 Hours: 1T, 4L**

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, the student should be able to properly recover/recycle refrigerants and demonstrate safe, correct service procedures which comply with the no-venting laws.

**ACR 113 - Refrigeration Piping Practices**

**3 Hours: 1T, 4L**

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, the student should understand related terminology and be able to identify ACR pipe, tubing, and various fittings. This is a **CORE** course.

**ACR 120 - Fundamentals of Electric Heating Systems**

**3 Hours: 1T, 4L**

This course covers the fundamentals of electric heating systems. Emphasis is placed on components, general service procedures, and basic installation. Upon completion, the student should be able to install and service electric heating systems and heat pumps.

**ACR 121 - Principles of Electricity for HVACR**

**3 Hours: 1T, 4L**

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, the student should understand and be able to apply the basic principles of HVACR circuits and circuit components. This is a **CORE** course.

**ACR 122 - HVACR Electric Circuits**

**3 Hours: 1T, 4L**

This course provides the student with advanced applications of electrical circuits and diagrams. The student constructs a variety of wiring diagrams commonly found in HVACR electrical systems. Upon completion, the student should understand standard wiring diagrams and symbols and be able to construct various types of electrical circuits. This is a **CORE** course.

**ACR 123 - HVACR Electrical Components**

**3 Hours: 1T, 4L**

During this course students learn characteristics and operations of various electrical components and controls. Emphasis is placed on the operation of motors, relays, contactors, starters, and other HVACR electrical components. Upon completion, the student should be able to install various electrical components and determine their proper operation. This is a **CORE** course.

**ACR 125 - Fundamentals of Gas and Electrical Heating Systems**

**6 Hours: 2T, 8L**

This course provides instruction in general service and installation for common gas and electrical heating systems. Emphasis is placed on components, general service procedures, and basic installation. Upon completion, the student should be able to install and service gas and electrical heating systems in a wide range of applications.

**ACR 127 - HVACR Electric Motors and Components** **3 Hours: 1T, 4L**

This course covers the basic auxiliary services of electric motors used in HVACR systems. Course topics include types, operation, installation, and troubleshooting of motors and related components. Upon completion, the student should be able to install and service various types of HVACR electric motors and related components.

**ACR 128 – Heat Load Calculations** **3 Hours: 3T**

This course focuses on heat flow into and out of buildings. Emphasis is placed on determining heat gain/heat loss of a given structure. Upon completion, students should be able to calculate heat load and determine HVAC equipment size requirements.

**ACR 132 - Residential Air Conditioning** **3 Hours: 1T, 4L**

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, the student should be able to service and repair residential air conditioning systems.

**ACR 134 - Ice Machines** **3 Hours: 1T, 4L**

This course introduces students to ice machine types and their operation, emphasizing function, installation, auxiliary services, and troubleshooting. Upon completion, the student should be able to perform installation and auxiliary services procedures.

**ACR 135 -Mechanical/Gas/Safety Codes** **3 Hours: 3T**

This course is to enhance the student's knowledge of the International Fuel Gas Code and International Mechanical Code as well as fire and job safety requirements. Emphasis is placed on code book content and compliance with installation requirements. Upon completion, students should be able to apply code requirements to all work.

**ACR 138 – Customer Relations** **3 Hours: 3T**

This course covers the basic aspects of customer relations needed to be an HVAC technician. Topics include employability skills associated with job performance, record keeping, service invoices, certification requirements, local ordinances, and business ethics.

**ACR 144 – Basic Drawing and Blueprint Reading in HVAC** **3 Hours: 3T**

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.

**ACR 147 - Refrigeration Transition and Recovery** **3 Hours: 3T**

This course is EPA-approved and covers material relating to the requirements necessary for Type I, II, III, and universal certification. Upon completion, the student should be prepared to take the EPA 608 certification exam.

**ACR 148 - Heat Pump Systems I** **3 Hours: 1T, 4L**

This course provides basic instruction on the operation and servicing of heat pump systems. Additional emphasis is placed on basic theory and application of refrigerants for heat pump systems and on basic service of components. Upon completion, the student should be able to install and service heat pumps.

**ACR 149 - Heat Pump Systems II** **3 Hours: 1T, 4L**

This is a continuation course of the basic theory and application of heat pump systems. Emphasis is placed on electrical components of heat pumps and their function. Students should possess a strong foundation of electrical principles and theory. Upon completion, the student should be able to install and service heat pumps.

**ACR 181 - Special Topics in Air Conditioning and Refrigeration** **3 Hours: 3T**

This course provides specialized instruction in various areas related to the air conditioning and refrigeration industry. Emphasis is placed on meeting the student's needs.

**ACR 192 - HVAC Apprenticeship/Internship** **3 Hours: 15i**

This course is designed to provide basic hands-on experiences in the work place. The student is provided with a training plan developed by the employer and instructor working together to guide the learning experience. Upon completion, the student should be able to work independently and apply related skills and knowledge. This course requires a minimum of fifteen work hours per week.

**ACR 200 – Review for Contractor Exam** **3 Hours: 3T**

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 contractor exam.

**ACR 205 - System Sizing and Air Distribution****3 Hours: 1T, 4L**

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 completion, the student should be able to calculate system requirements.

**ACR 210 - Troubleshooting HVACR Systems****3 Hours: 1T, 4L**

This course provides instruction in the use of various meters and gauges used in the HVACR industry. Emphasis is placed on general service procedures, system diagnosis, corrective measures, methods of leak detection, system evacuation, charging, and performance checks. Upon completion, the student should be able to perform basic troubleshooting of mechanical and electrical components of HVACR systems.

**AFS - Air Force Studies****AFS 101 – Leadership Laboratory****1 Hour**

This course is a survey course of topics relating to the Air Force and national defense. It includes a discussion of purpose, structure, and career opportunities in the United States Air Force and is an introduction to effective written communication. The AFS 101 Leadership Laboratory is a co-curricular activity including a study of Air Force customs and courtesies, drill and ceremonies, and military commands.

**AFS 110 – Foundations of the USAF****1 Hour**

This course is an introduction to interpersonal communications. Seminars focus on effective listening techniques and verbal and nonverbal communications. Practical exercises and group projects are designed to demonstrate barriers to effective communications, techniques to overcome barriers, development and presentation of oral communications, strategy, technique, and delivery of effective oral presentations. Student practicum is required. The AFS 102 Leadership Laboratory is a co-curricular activity that includes a study of Air Force customs and courtesies, drill and ceremonies, and military commands.

**AFS 201 – Leadership Laboratory****Prerequisite: AFS 101****1 Hour**

This course is a historical survey of technological innovation in warfare. Focus is on the emergence of air power and its significance in war and national security policy implementation. The AFS 201 Leadership Laboratory is a co-curricular activity including a study of Air Force customs and courtesies, drill and ceremonies, and military commands.

**AFS 202 - The Air Force Way II****1 Hour**

This course is an analysis of leadership and follower-ship traits in the context of a modern military force. The course includes discussions of ethical standards of military officers, Air Force core values, and an introduction to total quality management as advanced practical application of oral communication skills, including organization, research, delivery, and audience analysis for briefing and presentations. Group leadership problems are designed to enhance interpersonal communications. The AFS 202 Leadership Laboratory is a co-curricular activity including a study of Air Force customs and courtesies, drill and ceremonies, and military commands.

**ANT - Anthropology****ANT 200 - Introduction to Anthropology****3 Hours****Prerequisite:** RDG 085 or higher placement

This course is a survey of the physical, social, and cultural development and behavior of human beings.

**ANT 210 - Physical Anthropology****3 Hours****Prerequisite:** RDG 085 or higher placement

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****3 Hours****Prerequisite:** ANT 200.

This course is the application of the concept of culture to the study of both primitive and modern society.

**ANT 230 - Introduction to Archaeology****3 Hours****Prerequisite:** RDG 085 or higher placement

This course is an introduction to archaeological excavation techniques and post-excavation laboratory procedures.

## **ART - Art**

### **ART 100 - Art Appreciation**

**3 Hours**

**Prerequisite:** None

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 art work. Upon completion, the student should understand the fundamentals of art and the materials used, as well as have a basic overview of the history of art.

### **ART 109 - Art Museum Survey**

**3 Hours**

This course covers the art experienced through supervised visits to museums and art galleries. Emphasis is placed on learning through critical study. Upon completion, the student should be able to write a critical analysis of the art work experienced that demonstrates an understanding of aesthetics.

### **ART 113 - Drawing I**

**3 Hours**

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, the student should demonstrate and apply the fundamentals of art to various creative drawing projects.

### **ART 114 - Drawing II**

**3 Hours**

**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, the student should demonstrate creative drawing skills, the application of the fundamentals of art, and the communication of personal thoughts and feelings.

### **ART 121 – Two-Dimensional Composition I**

**3 Hours**

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, the student should demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions.

### **ART 127 – Three-Dimensional Composition**

**3 Hours**

**Prerequisite:** ART 113 or ART 121.

This course introduces art materials and principles of design acquainting 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 art works. Upon completion, the student should demonstrate basic technical skills and a personal awareness of the creative potential inherent in three-dimensional art forms.

### **ART 143 - Crafts II**

**3 Hours**

This course is an introduction to various creative crafts, which may include work with fibers, metal, glass, or other media. Emphasis is placed on processes, techniques, materials, and creative expression. Upon completion, the student should be able to demonstrate creative uses of materials, knowledge of the fundamentals of art, and an understanding of craftsmanship and aesthetic quality.

### **ART 173 - Photography I**

**3 Hours**

**Note:** A 35mm single-lens reflex camera is required.

This course is an introduction to the art of photography. Emphasis is placed on the technical and aesthetic aspects of photography with detailed instruction in darkroom techniques. Upon completion, the student should understand films, chemicals, papers, and the camera as a creative tool. Composition and history is also included in the course.

### **ART 174 - Photography II**

**3 Hours**

**Prerequisite:** ART 173

**Note:** A 35mm single-lens reflex camera is required.

This course advances the students' technical and aesthetic knowledge of photography beyond the introductory level. Emphasis is placed on photographic composition and darkroom techniques as a means of communication. Upon completion, the student should demonstrate creative and communication skills through the photographic process.

### **ART 175 - Digital Photography**

**3 Hours**

**Note:** The student needs a digital single-lens reflex camera.

This course introduces student to digital imaging techniques. Emphasis is placed on the technical application of the camera, digital photographic lighting methods, and overall composition. Upon completion, students should be able to take digital images and understand the technical aspects of producing high quality photos.

**ART 180 - Introduction to Graphic Design****3 Hours**

This course is a general introduction to graphic design. Topics include history, processes, and production design. Upon completion, the student should understand the concepts used to create media graphics.

**ART 203 - Art History I****3 Hours****Prerequisite:** RDG 085 or higher placement

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, the student should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles, and societal impact on the arts.

**ART 204 - Art History II****3 Hours****Prerequisite:** RDG 085 or higher placement

This course covers a study of 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, the student should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles, and societal impact on the arts.

**ART 231 - Watercolor Painting I****3 Hours****Prerequisite:** ART 113 or ART 121

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, the student 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 Painting II****3 Hours****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, the student should demonstrate and compile a body of original paintings reflecting a personal awareness of the media's potential.

**ART 233 - Painting I****3 Hours****Prerequisite:** ART 113 or ART 121

This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Upon completion, the student 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****3 Hours****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, the student 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****3 Hours****Prerequisite:** ART 125 or ART 127

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, the student 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****3 Hours****Prerequisite:** ART 243

This course is designed to sharpen the student's skills in the media and processes of sculpture. Emphasis is placed on personal expression through three-dimensional form. Upon completion, the student should be able to apply the fundamentals of art, knowledge of form, and the sculptural processes to communicating ideas.

**ART 275 - Advanced Digital Photography****3 Hours****Prerequisite:** ART 175

This course explores various uses of digital photography. Subject areas may include studio, portrait, and landscape photography.

Upon completion, the student should be able to apply the techniques necessary to produce professional photographs of a variety of subjects.

### **ART 291 - Supervised Study in Studio Art I**

**1-4 Hours**

**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**

**3 Hours**

**Prerequisite:** ART 291

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 greater expertise in a particular area of art.

## **AST - Astronomy**

### **AST 220 - Introduction to Astronomy**

**4 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

This course covers the history of astronomy and the development of astronomical thought leading to the birth of modern astronomy and its most recent developments. 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.

## **AUM - Automotive Technology**

### **AUM 101 - Fundamentals of Automotive Technology**

**3 Hours: 1T, 5L**

This course provides basic instruction in fundamentals of automotive technology. This is a **CORE** course.

### **AUM 112 - Electrical Fundamentals**

**3 Hours: 1T, 5L**

This is an introductory course in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components. This is a **CORE** course.

### **AUM 121 - Braking Systems**

**3 Hours: 1T, 5L**

This course provides instruction in automotive technology and auto mechanics. Emphasis is placed on the practical application of brakes. This is a **CORE** course.

### **AUM 122 - Steering and Suspension**

**3 Hours: 1T, 5L**

This course provides instruction in automotive technology and auto mechanics. Emphasis is placed on the practical application of steering and suspension. This is a **CORE** course.

### **AUM 124 - Automotive Engines**

**3 Hours: 1T, 5L**

**Prerequisite or Co-Requisite:** AUM 101

This course provides instruction on the operation, design, and superficial repair of automotive engines. Emphasis is placed on understanding the four stroke cycle, intake and exhaust manifolds and related parts, engine mechanical timing components, engine cooling and lubrication system principles and repairs, and basic fuel and ignition operation. This is a **CORE** course.

### **AUM 130 - Drive Train and Axles**

**3 Hours: 1T, 5L**

**Prerequisite or Co-Requisite:** AUM 101

This course provides basic instruction in automotive drive trains and axles. Emphasis is placed on the understanding and application of basic internal and external operations relating to proper operation and drivability. This is a **CORE** course.

### **AUM 133 - Motor Vehicle Air Conditioning**

**3 Hours: 1T, 4L**

This course provides basic instruction in theory, operation, and repair of automotive heating and air conditioning systems. Emphasis is placed on the understanding and repair of vehicle air conditioning and heating systems, including but not limited to air management, electrical and vacuum controls, refrigerant recovery, and component replacement.

### **AUM 181 - Special Topics**

**1 Hour: 3L**

**Prerequisite:** With Instructor Permission

This course is 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 choice.

**AUM 182 - Special Topics****2 Hours: 6L****Prerequisite:** With Instructor Permission

This course is 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 choice.

**AUM 191 - CO-OP****2 Hours: 10i****Prerequisite:** With Instructor Permission

This course constitutes a series wherein the student works on a part-time basis in a job directly related to automotive mechanics. In these courses, the employer evaluates the student's productivity, and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**AUM 212 – Advanced Electrical and Electronic Systems****3 Hours: 1T, 5L****Prerequisite:** AUM 110

This course provides instruction in advanced automotive electrical and electronic systems. Emphasis is placed on advanced troubleshooting and repair of electrical systems, subsystems, and components.

**AUM 220 - Engine Repair II****3 Hours: 1T, 5L**

This course provides in-depth instruction concerning internal engine diagnosis; overhaul and repair, including but not necessarily limited to the replacement of timing chains, belts, and gears and the replacement or reconditioning of valve train components, as well as replacement of pistons, connecting rods, piston rings, bearings, lubrication system components, gaskets, and oil seals.

**AUM 224 - Manual Transmission and Transaxle****3 Hours: 1T, 4L**

This course covers basic instruction in manual transmissions and transaxles. Emphasis is placed on the understanding and application of basic internal and external operations relating to proper operation and drivability.

**AUM 230 - Auto Transmission and Transaxle****3 Hours: 1T, 4L**

This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and power flow of automatic transmissions and repairing or replacing internal and external components. This is a **CORE** course.

**AUM 239 - Engine Performance I****3 Hours: 1T, 5L**

This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation. This is a **CORE** course.

**AUM 244 - Engine Performance and Diagnostics****3 Hours: 1T, 5L**

This course provides advanced instruction in engine performance. Emphasis is placed on engine management, computer controls of ignition fuel, and emissions systems relating to engine performance and drivability. This is a **CORE** course.

**AUM 246 - Automotive Emissions****3 Hours: 1T, 5L**

This is an introductory course in automotive emission systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components.

**AUM 281 - Special Topics****3 Hours: 9L****Prerequisite:** With Instructor Permission

This course is 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 or her choice.

**AUM 291 - CO-OP****3 Hours: 15i****Prerequisite:** With Instructor Permission

This course constitutes a series wherein the student works on a part-time basis in a job directly related to automotive mechanics. In this course, the employer evaluates the student's productivity, and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

## **BIO - Biology**

### **BIO 101 - Introduction to Biology I**

**4 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

**Note:** Credit toward graduation will not be given for both BIO 101 and BIO 103.

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, cell reproduction, Mendelian and molecular genetics, and a survey of human organ systems. A 120 minute laboratory is required.

### **BIO 102 - Introduction to Biology II**

**4 Hours**

**Prerequisite:** A letter grade of C or higher in BIO 101

Introduction to Biology II is the second of a two-course sequence for non-science majors. It covers evolutionary principles and relationships, environmental and ecological topics, classification, and a survey of biodiversity. A 120 minute laboratory is required. (Online Only)

### **BIO 103 - Principles of Biology I**

**4 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

**Note:** Credit toward graduation will not be given for both BIO 101 and 103.

This is an introductory course for science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protists. A 120 minute laboratory is required.

### **BIO 104 - Principles of Biology II**

**4 Hours**

**Prerequisite:** A letter grade of C or higher in BIO 103

This course is an introduction to the basic ecological and evolutionary relationships of plants and animals as well as a survey of plant and animal diversity including classification, morphology, physiology, and reproduction. A 180 minute laboratory is required.

This is a **CORE** course.

### **BIO 120 - Medical Terminology**

**3 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

This course is a survey of words, terms, and descriptions commonly used in medical arts. Emphasis is placed on spelling, pronunciation, and meanings of prefixes, suffixes, and roots. No laboratory is required.

### **BIO 150 - Human Biology**

**3 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

This course introduces the human body with emphasis on structure, function, and pathology. No laboratory is required.

### **BIO 201 - Human Anatomy and Physiology I**

**4 Hours**

**Prerequisite:** A letter grade of C or higher in BIO 103

**Note:** BIO 201 cannot be used for Area III credit for the AA and AS degrees.

Human Anatomy and Physiology I covers the structure and function of the human body. Included is an orientation of the human body; basic principles of chemistry; a study of cells and tissues; metabolism; joints; the integumentary, skeletal, muscular, and nervous systems; and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120 minute laboratory is required.

### **BIO 202 - Human Anatomy and Physiology II**

**4 Hours**

**Prerequisite:** BIO 103 with a letter grade of C or higher and BIO 201 with a letter grade of C or higher

**Note:** BIO 202 cannot be used for Area III credit for the AA and AS degrees.

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, and acid-base balance; as well as the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120 minute laboratory is required.

### **BIO 220 - General Microbiology**

**4 Hours**

**Prerequisite:** BIO 103 with a letter grade of C or higher and BIO 201 and BIO 202 with a letter grade of C or higher (Additionally, four (4) semester hours of chemistry is recommended.)

This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology,

distribution, physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes micro-techniques, distribution, culture, identification, and control. Two 120 minute laboratories are required.

## **BSS - Basic Study Skills/Personal Development**

### **BSS 090 - Basic Study Skills**

**3 Hours**

This course is designed to introduce the student to the basic skills of studying. The course includes activities such as an assessment through testing of academic/study strengths and weaknesses, general information about effective study techniques, and applications of study techniques for specific courses.

### **BSS 118 – College Study Skills**

**1 Hour**

**Prerequisite:** RDG 085 and ENG 093 or higher placement

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.

## **BUS - Business**

### **BUS 100 - Introduction to Business**

**3 Hours**

**Prerequisite:** RDG 085 or higher placement

This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation.

### **BUS 146 - Personal Finance**

**3 Hours**

**Prerequisite:** RDG 085 or higher placement

This course is a survey of topics of interest to the consumer. Topics include budgeting, financial institutions, basic income tax, credit, consumer protection, insurance, house purchasing, retirement planning, estate planning, investing, and consumer purchasing.

### **BUS 186 - Elements of Supervision**

**3 Hours**

**Prerequisite:** RDG 085 or higher placement

This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organizational structure, project management, and employee training and rating.

### **BUS 189 - Human Relationships**

**3 Hours**

**Prerequisite:** RDG 085 or higher placement

This course enables employees to better understand actions and motivations within the organizational structure. Topics include general principles of human behavior operating in the workplace.

### **BUS 215 - Business Communication**

**3 Hours**

**Prerequisite:** RDG 085 or higher placement

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, emails, memos, letters, resumes, reports, and other business communications.

### **BUS 241 - Principles of Accounting I**

**3 Hours**

**Prerequisite:** Grade of C or higher in MTH 100 or MTH 116, RDG 085 or higher placement

This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle and financial statement preparation analysis.

### **BUS 242 - Principles of Accounting II**

**3 Hours**

**Prerequisite:** BUS 241.

This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting with coverage of corporations, statement analysis, introductory cost accounting, and use of information for planning, control, and decision making.

**BUS 260 - Statistical Data Analysis****3 Hours****Prerequisite:** CIS 146 and MTH 112 or higher placement score

This course is an introduction to the use of basic statistical concepts in business applications. Descriptive statistics, index numbers, measures of central tendency and variation, probability, random variables, discrete and continuous probability distributions, sampling distributions, and point and interval estimation are covered. Computer software applications are utilized.

**BUS 263 - The Legal and Social Environment of Business****3 Hours****Prerequisite:** RDG 085 or higher placement

This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment, and personal property.

**BUS 275 - Principles of Management****3 Hours****Prerequisite:** RDG 085 or higher placement

This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications.

**BUS 276 - Human Resource Management****3 Hours****Prerequisite:** RDG 085 or higher placement

This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees.

**BUS 279 - Small Business Management****3 Hours****Prerequisite:** RDG 085 or higher placement

This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel.

**BUS 285 - Principles of Marketing****3 Hours****Prerequisite:** RDG 085 or higher placement

This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior.

**CHD - Child Development****CHD 100 - Introduction to Early Care and Education of Children****3 Hours****Prerequisite:** RDG 085 and ENG 092 or higher placement

This course introduces students to the child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through ages eight to nine, including infant, toddler, and pre-school years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language, and the physical). Course includes observations of the young child in early childhood settings.

**CHD 201 - Child Growth and Development Principles****3 Hours****Prerequisite:** RDG 085 and ENG 092 or higher placement

This course is a systematic study of child growth and development from conception through early childhood, with a focus on infant and toddler. Emphasis is placed on principles underlying physical, mental, emotional, and social development and on methods of child study and practical implications. Upon completion, the student 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****3 Hours****Prerequisite:** RDG 085 and ENG 092 or higher placement

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, the student should be able to select and implement creative and age-appropriate experiences for young children.

**CHD 203 - Children's Literature and Language Development****3 Hours****Prerequisite:** RDG 085 and ENG 092 or higher placement

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, the student should be able to create, evaluate, and demonstrate activities which support a language-rich environment for young children. This is a **CORE** course.

**CHD 204 - Methods and Materials for Teaching Children**

**3 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

This course introduces basic methods and materials used in teaching young children. Emphasis is placed on the student compiling a professional resource file of activities used for teaching math, language arts, science, and social studies concepts. Upon completion students will be able to demonstrate basic methods of creating learning experiences using developmentally appropriate techniques, materials, and realistic expectations, including infant, toddler, and pre-school years. The course includes observations of young children in a variety of childcare environments. This is a **CORE** course.

**CHD 205 - Program Planning for Educating Young Children**

**3 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

This course provides students with knowledge to develop programs for early child development. Specific content includes a review of child development concepts and program contents. Upon completion students will be able to develop and evaluate effective programs for the education of young children.

**CHD 206 - Children's Health and Safety**

**3 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

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. This is a **CORE** course.

**CHD 208 - Administration of Child Development Programs**

**3 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

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, the student should be able to identify elements of a sound business plan, develop familiarity with basic record-keeping techniques, and identify elements of a developmentally appropriate program.

**CHD 209 - Infant and Toddler Education Programs**

**3 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

This course focuses on child development from infancy to thirty-five months of age with emphasis on planning programs using developmentally-appropriate material. Emphasis is placed on positive ways to support an infant and toddler's social, emotional, physical, and intellectual development. Upon completion, the student should be able to plan an infant-toddler program and environment which is appropriate and supportive of the families and the children.

**CHD 210 - Educating Exceptional Young Children**

**3 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

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; and emotional, behavioral, and neurological handicaps. Upon completion, the student should be able to identify appropriate strategies for working with young exceptional children. This is a **CORE** course.

**CHD 214 - Families and Communities**

**3 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

This course provides students with information about working with diverse families and communities. Students will be introduced to family and community settings, the importance of relationships with children, and the pressing needs of today's society. Students will study and practice techniques for developing these important relationships and effective communication skills.

**CHD 215 - Supervised Practical Experience in Childhood Development**

**3 Hours**

**Prerequisite:** CHD 202, CHD 204, and CHD 205

This course provides a minimum of ninety (90) hours of hands-on, supervised experience in an approved program for young children. Emphasis is placed on performance of daily duties assessed by the instructor and the cooperating teacher. Students will develop a portfolio documenting experiences gained during this course.

## **CFS – Commercial Food Services**

### **CFS 199 – Healthy Cooking**

1 Hr. This course is designed to allow the students to become educated in the principles of sound nutrition for the prevention of disease through a lecture/lab course. Basic principles of nutrition will be discussed along with practical aspects of nutrition which will be applied through cooking demonstrations by the instructor.

## **CHM - Chemistry**

### **CHM 104 - Introduction to Inorganic Chemistry**

**4 Hours**

**Prerequisite:** A letter grade of B or higher in MTH 092 or equivalent mathematics placement score, RDG 085, and ENG 092 or higher placement

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. Lectures 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**

**4 Hours**

**Prerequisite:** A letter grade of C or higher in CHM 104 or CHM 111

This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering. Topics will include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, function of biomolecules, and the handling and disposal of organic compounds. Laboratory is required.

### **CHM 111 - College Chemistry I**

**4 Hours**

**Prerequisite:** A letter grade of C or higher in MTH 112 or equivalent math placement score, RDG 085, and ENG 092 or higher placement

This is the first course in a two-semester sequence designed for the science or engineering major expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermo-chemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required.

### **CHM 112 - College Chemistry II**

**4 Hours**

**Prerequisite:** A letter grade of C or higher in CHM 111

This is the second course in a two-semester sequence designed primarily for the science and engineering student 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, non-metals, semi-metals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required.

### **CHM 221 - Organic Chemistry I**

**4 Hours**

**Prerequisite:** A letter grade of C or higher in 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 includes the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

### **CHM 222 - Organic Chemistry II**

**4 Hours**

**Prerequisite:** A letter grade of C or higher in 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 includes the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

## **CIS - Computer Science**

### **CIS 117 - Database Management Software Applications**

**3 Hours**

**Prerequisite:** A letter grade of B or higher in MTH 092 or MTH 100 or higher placement or completion, RDG 085 or higher placement

This course provides students with hands-on experience using database management software. The student will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management.

**CIS 146 - Microcomputer Applications** **3 Hours**

**Prerequisite:** RDG 085 or higher placement

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, the student should understand common applications and be able to utilize selected features of these packages. This course will help prepare the students for the MOS and IC<sup>3</sup> certification.

**CIS 191 – Introduction to Computer Programming Concepts** **3 Hours**

**Prerequisite:** MTH 100 or MTH 116 or equivalent placement

**Co-requisite:** CIS 193A

This course introduces fundamental concepts, including an algorithmic approach to problem solving via the design and implementation of programs in selected languages. Structured programming techniques involving input/output, conditional statements, loops, files, arrays and structures, and simple data structures are introduced. Students are expected to write programs as part of this course.

**CIS 193A – Introduction to Computer Programming Lab** **1Hour**

**1 Hr. Co-requisite:** CIS 191

This lab is designed to allow instructors to provide additional implementation of programming concepts as needed. This lab course accompanies CIS 191.

**CIS 193B – Introduction to Computer Programming Lab** **1Hour**

**Co-requisite:** CIS 251

This lab is designed to allow instructors to provide additional implementation of programming concepts as needed. This lab course accompanies CIS 251.

**CIS 193C – Introduction to Computer Programming Lab** **1 Hour**

**Co-requisite:** CIS 252

This lab is designed to allow instructors to provide additional implementation of programming concepts as needed. This lab course accompanies CIS 252.

**CIS 193D – Introduction to Computer Programming Lab** **1 Hour**

**Co-requisite:** CIS 281

This lab is designed to allow instructors to provide additional implementation of programming concepts as needed. This lab course accompanies CIS 281.

**CIS 196C – Office Applications** **3 Hours**

**Prerequisite:** OAD 101 or CIS 146

This course is designed to provide the student with a foundation in the use of computerized equipment and application software as tools in the performance of a variety of office tasks through classroom instruction and lab exercises. Emphasis is on the role of the office professional in the selection and application of appropriate technology to the specific task or combination of tasks. Upon completion, the student should be able to demonstrate proficiency in the selection of appropriate computerized tools to complete designated tasks.

**CIS 196E - Microsoft Excel** **3 Hours**

**Prerequisite:** OAD 101, RDG 085 or higher placement

This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and outside lab. Emphasis is on spreadsheet terminology and design, common formulas, and proper file and disk management procedures. Upon completion, the student should be able to use spreadsheet features to design, format, and graph effective spreadsheets.

**CIS 203 - Introduction to the Information Highway** **3 Hours**

**Prerequisite:** CIS 146.

This course introduces the student to the basic principles of the information highway. The student will be exposed to different network information tools such as electronic mail, network news, gophers, the World Wide Web, browsers, commercial information services, and the use of appropriate editors or software to introduce construction of web environments.

**CIS 251-C++ Programming** **3 Hours**

**Prerequisite:** RDG 085 or higher placement

**Co-requisite:** CIS 193B

This course is an introduction to the C++ programming language including object-oriented programming. Topics include problem solving and design, control structures, objects and events, user interface construction, and document and program testing. 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** **3 Hours**

**Prerequisite:** CIS 251

**Co-requisite:** CIS 193C

This course is a continuation of C++ programming. Techniques for the improvement of application and systems programming will be covered, and other topics may include memory management, C Library functions, debugging, portability, and reusable code. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

**CIS 281 – System Analysis and Design** **3 Hours**

**Prerequisite:** MTH 116, MTH 100, or higher placement or completion and CIS 191 or CIS 251

**Co-Requisite:** CIS 193D

This course is a study of contemporary theory and systems analysis 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 286 - Computerized Management Info Systems** **3 Hours**

**Prerequisite:** MTH 100 or MTH 116 placement and one of the following: CIS 146 or CIS 251

This course covers the nature of computerized management information systems, problems created by the computer relative to personnel, components of computer systems, programming, and application of computers to business problems.

**CIS 299 - Directed Studies in Computer Science** **1-3 Hours**

**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 should be able to demonstrate knowledge of the topics as specified by the instructor.

**CIT - Cosmetology Instructor Training**

**CIT 211 - Teaching and Curriculum Development** **3 Hours: 3T**

**Co-Requisite:** CIT 212 and CIT 213

This course focuses on principles of teaching, teaching maturity, professional conduct, and the development of cosmetology curriculum. Emphasis is placed on teacher roles, teaching styles, teacher challenges, aspects of curriculum development, and individual course design. 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** **3 Hours: 6L**

**Co-Requisite:** CIT 211 and CIT 213

This course is designed to provide practice through working with a cosmetology instructor in a mentoring relationship. Emphasis is placed on communication, student assessment, and lab assistance for students. Upon completion, the student should be able to communicate with students, develop a course of study, and apply appropriate teaching methods.

**CIT 213 - Cosmetology Instructor CO-OP** **3 Hours: 6L**

**Co-Requisite:** CIT 211 and CIT 212

This course provides students with additional opportunities to observe instructors and develop teaching materials and skills.

**CIT 221 - Lesson Plan Implementation** **3 Hours: 6L**

**Prerequisite:** CIT 211, CIT 212, and CIT 213

**Co-Requisite:** CIT 222, CIT 223, and CIT 225

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, the student should be able to prepare and present a lesson using the four step teaching method.

**CIT 222 - Audiovisual Materials and Methods****3 Hours: 3T****Prerequisite:** CIT 211, CIT 212, and CIT 213**Co-Requisite:** CIT 221, CIT 223, and CIT 225

This course focuses on audiovisual 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 - Audiovisual Materials/Methods Applications****3 Hours: 6L****Prerequisite:** CIT 211, CIT 212, and CIT 213**Co-Requisite:** CIT 221, CIT 222, and CIT 225

This course is designed to provide practice in preparing and using audiovisual 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.

**CIT 225 - Special Topics in Cosmetology Instruction****3 Hours: 6L****Prerequisite:** CIT 211, CIT 212, and CIT 213**Co-Requisite:** CIT 221, CIT 222, and CIT 223

This course is designed to allow students to further develop their knowledge and skills as cosmetology instructors. Topics will be assigned based on individual student professional needs.

**CNC - Computerized Numerical Control****CNC 101 - Introduction to CNC****6 Hours: 2T, 8L**

This is an introductory course with emphasis placed on the basic concepts and terminology of numerical control. Topics include Cartesian coordinate system, CNC principles, and machine capabilities. The student will gain an understanding of CNC machine tools and their usage.

**CNC 102 - CNC Turning Operations****6 Hours: 3T, 6L**

This course is a study introducing the student to two-axis part programming. Applications of graphics programming and lathe set-up are also included. Students will learn to write CNC turning programs, set-up, and operate the CNC lathe.

**CNC 103 - Manual Programming****6 Hours: 2T, 8L**

This course emphasizes calculations for CNC machine tools. Topics will include G and M codes, radius programming, and cutter compensations. The student will learn to write a variety of CNC programs which can be used on the job as reference programs.

**CNC 104 - CNC Milling Operations****6 Hours: 3T, 6L**

This is a course in programming and operation of the CNC milling machines. Applications include auxiliary services, safety, and production of machine parts through programming, set-up, and operation. Students will learn to produce finished parts on the CNC milling machines.

**CNC 181 - Special Topics in Computerized Numerical Control****3 Hours: 1T, 4L**

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

**CNC 215 - Quality Control and Assurance****3 Hours: 2T, 2L**

This is an advanced course in parts inspection using geometric dimensioning and tolerancing and familiarization of the coordinate measuring machine. Topics include part set-up, tolerance applications, maximum material and least material conditions, perpendicularity, and point of intersection. Upon completion, the student should be able to inspect machined parts demonstrating an understanding of G.D.T. and C.M.M.

**CNC 216 - Quality Control II****3 Hours: 3T**

This course is a continuation of CNC 215. Topics include set-up and operation of a CNC coordinate measuring machine. Students will learn to program and set up a complex part for inspection.

**CNC 217 - Tooling and Machining Data****3 Hours: 3T**

This course focuses on technical applications in cutting tool technologies. Emphasis is placed on machining data for material removal parameters on turning and milling machines. Students will learn tool selection, tool terminology, and material removal calculations.

**CNC 222 - Computer Numerical Control Graphics: Turning****3 Hours: 1T, 4L**

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, the student should be able to develop a job plan using CAM software, including machine selection, tool selection, operational sequence, speed, feed, and cutting depth.

**CNC 223 - Computer Numerical Control Graphics Programming: Milling** **3 Hours: 1T, 4L**

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, the student 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** **3 Hours: 1T, 4L**

This course is designed to allow the student to work in the lab with limited supervision. The student is to enhance proficiency levels on various CNC machine tools. Upon completion, the student is expected to plan, execute, and present results of advanced CNC products.

**CNC 281 - Special Topics in Computerized Numerical Control** **3 Hours: 1T, 4L**

These courses provide specialized instruction in various areas related to CNC. Emphasis is placed on meeting student's needs.

## **COS - Cosmetology**

**COS 111 - Introduction to Cosmetology** **3 Hours: 3T**

**Co-Requisite:** COS 112, COS 125, and COS 143

This course is designed to provide students with an overview of the history and development of cosmetology and standards of professional behavior. Students receive basic information regarding principles and practices of infection control, diseases, and disorders. Additionally, students receive introductory information regarding hair design. The information presented in this course is enhanced by hands-on applications performed in a controlled lab environment. Upon completion, the student should be able to apply safety rules and regulations and write procedures for skills identified in this course. This is a **CORE** course.

**COS 112 - Introduction to Cosmetology Lab** **3 Hours: 9L**

**Co-Requisite:** COS 111, COS 125, and COS 143

In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, and hairstyling. Emphasis is placed on disinfection, shampooing, hair shaping, and hairstyling for various types of hair for men and women. This course offers opportunities for students to put into practice concepts learned in the theory component from COS 111. This is a **CORE** course.

**COS 113 - Theory of Chemical Services** **3 Hours: 3T**

**Prerequisite:** COS 111, COS 112, COS 125, and COS 143

**Co-Requisite:** COS 114, COS 115, and COS 116

During this course students learn concepts of theory of chemical services related to chemical hair texturing. Specific topics include basics of chemistry and electricity, properties of the hair and scalp, and chemical texture services. Safety considerations are emphasized throughout this course. This course is foundational for other courses providing more detailed instruction on these topics. This is a **CORE** course.

**COS 114 - Chemical Services Lab** **3 Hours: 6L**

**Prerequisite:** COS 111, COS 112, COS 125, and COS 143

**Co-Requisite:** COS 115, COS 116, and COS 113

During this course students perform various chemical texturing activities. Emphasis is placed on cosmetologist and client safety, chemical use and handling, hair and scalp analysis, and client consulting. This is a **CORE** course.

**COS 115 - Hair Coloring Theory** **3 Hours: 3T**

**Prerequisite:** COS 111, COS 112, COS 125, and COS 143

**Co-Requisite:** COS 113, COS 114, and COS 116

In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color, and problem solving. Upon completion, the student will be able to identify all classifications of hair coloring and the effects on the hair. This is a **CORE** course.

**COS 116 - Hair Coloring Lab** **3 Hours: 6L**

**Prerequisite:** COS 111, COS 112, COS 125, and COS 143

**Co-Requisite:** COS 113, COS 114 and COS 115

In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test,

and procedures and applications of all classifications of hair coloring and lightening. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening. This is a **CORE** course.

**COS 117 - Basic Spa Techniques**

**3 Hours: 3T**

**Prerequisite:** COS 111, COS 112, COS 114, COS 115, COS 116, COS 125, COS 113, and COS 143

**Co-Requisite:** COS 118, COS 144, and COS 158

This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, hair removal, and nail care. Upon completion, the student will be able to state procedures for analysis, light therapy, facials, and hair removal and identify structures, functions, and disorders of the skin and nails. This is a **CORE** course.

**COS 118 - Basic Spa Techniques Lab**

**3 Hours: 6L**

**Prerequisite:** COS 111, COS 112, COS 114, COS 115, COS 116, COS 125, COS 113, and COS 143

**Co-Requisite:** COS 117, COS 144, and COS 158

This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial make-up, hair removal, and nail care. Upon completion, the student will be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrate facial massage movement, apply cosmetics, care for nails, and remove hair using safety and sanitary precautions. This is a **CORE** course.

**COS 125 - Career and Personal Development**

**3 Hours: 3T**

**Co-Requisite:** COS 111, COS 112, and COS 143. Esthetics Only: COS 134, COS 135, and COS 168. Nail Technician Only: COS 151 and COS 152

This course provides the study and practice of personal development and career building. Emphasis is placed on building and retaining clientele, communication skills, customer service, continuing education, and goal setting. Upon completion, the student will be able to communicate effectively and practice methods for building and retaining clientele.

**COS 133 - Salon Management Technology**

**3 Hours: 1T, 5L**

**Prerequisite:** COS 111, COS 112, COS 114, COS 115, COS 116, COS 125, COS 117, COS 118, COS 113, COS 143, COS 144, and COS 158

**Co-Requisite:** COS 167, COS 182, and COS 191

This course is designed to 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 will have job-seeking and management skills, and know the technology available for use in the salon.

**COS 134 - Advanced Esthetics**

**3 Hours: 1T, 5L**

**Co-Requisite:** COS 125, COS 135 and COS 168

This course includes an advanced study of anatomy and physiology relating to skin care, cosmetic chemistry, histology of the skin, and massage and facial treatments. Upon completion, the student will be able to discuss the functions of the skin, effects of chemicals on skin, different types of massage and benefits, and key elements of the basic facial treatment.

**COS 135 - Advanced Esthetics Applications**

**3 Hours: 6L**

**Co-Requisite:** COS 125, COS 134 and COS 168

This course provides advanced practical applications related to skin care. Principal topics include massage techniques, various facial treatments, proper product application through skin analysis, and introduction to ingredients and treatments used by the esthetician. Upon completion, the student will be able to perform various massage techniques, prescribe proper types of facial treatments and products, and demonstrate facials using any of the eight functions of the facial machine.

**COS 143 - Specialty Hair Preparation Techniques**

**3 Hours: 1T, 5L**

**Co-Requisite:** COS 111, COS 112, and COS 125

This course focuses on the theory and practice of hair designing. Topics include creating styles using basic and advanced techniques of back combing, up-sweeps, and braiding. Upon completion, the student will be able to demonstrate the techniques and procedures for hair designing.

**COS 144 - Hair Shaping and Design**

**3 Hours: 1T, 5L**

**3 Hrs. Prerequisite:** COS 111, COS 112, COS 114, COS 115, COS 116, COS 125, COS 113 and COS 143

**Co-Requisite:** COS 117, COS 118 and COS 158

In this course, students learn the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping

implements, and elevations used to create design lines. Upon completion, the student will be able to demonstrate the techniques and procedures for creating hair designs.

**COS 151 - Nail Care**

**3 Hours: 1T, 5L**

**Co-Requisite:** COS 125 and COS 152

This course focuses on all aspects of nail care. Topics include salon conduct, professional ethics, sanitation, nail structure, manicuring, pedicuring, nail disorders, and the anatomy and physiology of the arm and hand. Upon completion, the student will demonstrate professional conduct, recognize nail disorders and diseases, and identify the procedures for sanitation and nail care services.

**COS 152 - Nail Care Applications**

**3 Hours: 6L**

**Co-Requisite:** COS 151 and COS 125

This course provides practice in all aspects of nail care. Topics include salon conduct, professional ethics, bacteriology, sanitation and safety, and manicuring and pedicuring. Upon completion, the student will be able to perform nail care procedures.

**COS 153 - Nail Art**

**3 Hours: 1T, 5L**

**Prerequisite:** COS 151, COS 152, and COS 125

**Co-Requisite:** COS 154, COS 162, and COS 191

This course focuses on advanced nail techniques. Topics include acrylic, gel, and fiberglass nails, as well as nail art. Upon completion, the student will identify the different types of sculptured nails and recognize the different techniques of nail art.

**COS 154 - Nail Art Applications**

**3 Hours: 6L**

**Prerequisite:** COS 151, COS 152, and COS 125

**Co-Requisite:** COS 153, COS 162, and COS 191

This course provides practice in advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, the student will be able to perform the procedures for nail sculpturing and nail art.

**COS 158 - Employability Skills**

**3 Hours: 3T**

**Prerequisite:** COS 111, COS 112, COS 114, COS 115, COS 116, COS 125, COS 113, and COS 143

**Co-Requisite:** COS 117, COS 118, and COS 144

This course provides the study of marketable skills to prepare the student to enter the workforce. Emphasis is placed on resumes, interviews, client and business relations, personality, computer literacy, and attitude. Upon completion, the student will be prepared to obtain employment in the field.

**COS 162 - Special Topics in Cosmetology**

**3 Hours: 6L**

**Prerequisite:** COS 151, COS 152, and COS 125

**Co-Requisite:** COS 153, COS 154, and COS 191

This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, the student will have developed new skills in areas of specialization for the cosmetology profession.

**COS 163 - Facial Treatments**

**3 Hours: 1T, 5L**

**Prerequisite:** COS 134, COS 135, COS 168, and COS 125

**Co-Requisite:** COS 164 and COS 169

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, the student will be able to apply facial treatments according to skin type.

**COS 164 - Facial Machine**

**3 Hours: 6L**

**Prerequisite:** COS 125, COS 134, COS 135, and COS 168

**Co-Requisite:** COS 163, COS 164, and COS 169

This is a course designed to provide practical experience using the vapor and facial machine with hydraulic chair. Topics include the uses of electricity and safety practices, machine 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**

**3 Hours: 6L**

**Prerequisite:** COS 125, COS 134, COS 135, COS 163, COS 164, COS 168, and COS 169

**Co-Requisite:** COS 181 and COS 191

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, the student will be able to apply depilatories and practice all safety precautions.

**COS 167 - State Board Review****Hours: 1T, 5L****3 Hrs. Prerequisite:** COS 111, COS 112, COS 114, COS 115, COS 116, COS 125, COS 117, COS 118, COS 113, COS 143, COS 144, and COS 158**Co-Requisite:** COS 133, COS 182, and COS 191

The student is provided a complete review of all procedures and practical skills pertaining to training in the cosmetology program. Upon completion, the student will be able to demonstrate the practical skills necessary to successfully complete the required State Board of Cosmetology examination and entry-level employment.

**COS 168 - Bacteriology and Sanitation****3 Hours: 1T, 5L****3 Hrs. Co-Requisite:** COS 125, COS 134 and COS 135

In this skin care course, emphasis is placed on 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****3 Hours: 6L****Prerequisite:** COS 125, COS 134, COS 135, and COS 168**Co-Requisite:** COS 163 and COS 164

This course introduces skin functions and disorders. Topics include practical application for skin disorder treatments, dermabrasion, and skin refining. Upon completion, the student will be able to demonstrate procedures for acne, facials, and masks for deeper layers and wrinkles.

**COS 181 - Special Topics****3 Hours: 3T****Prerequisite:** COS 125, COS 134, COS 135, COS 163, COS 164, COS 168, and COS 169**Co-Requisite:** COS 165 and COS 191

This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology professions.

**COS 182 - Special Topics****3 Hours: 6L****Prerequisite:** COS 111, COS 112, COS 113, COS 114, COS 115, COS 116, COS 125, COS 117, COS 118, COS 143, COS 144, and COS 158**Co-Requisite:** COS 133, COS 167, and COS 191

This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology professions.

**COS 191 - CO-OP****3 Hours: 6L****Prerequisite:** COS 111, COS 112, COS 113, COS 114, COS 115, COS 116, COS 117, COS 118, COS 125, COS 143, COS 144, and COS 158. Esthetics Only: COS 125, COS 134, COS 135, COS 163, COS 164, COS 168, and COS 169. Nail Tech Only: COS 125, COS 151, and COS 152**Co-Requisite:** Esthetics Only: COS 165 and COS 181. Nail Tech Only: COS 153, COS 154, and COS 162

Cosmetology Only: COS 133, COS 182, and COS 167

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, the student will evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**CRJ - Criminal Justice****CRJ 100 - Introduction to Criminal Justice****3 Hours****Prerequisite:** RDG 085 and ENG 092 or higher placement

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****3 Hours****Prerequisite:** RDG 085 and ENG 092 or higher placement

This course examines the history and philosophy of law enforcement, as well as the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers.

**CRJ 140 - Criminal Law and Procedure****3 Hours****Prerequisite:** RDG 085 and ENG 092 or higher placement

This course examines both substantive and procedural law. The legal elements of various crimes are discussed with emphasis placed on the contents of the Alabama Code. Areas of criminal procedure essential to the criminal justice profession are also covered.

- CRJ 147 - Constitutional Law** **3 Hours**  
**Prerequisite:** RDG 085 and ENG 092 or higher placement  
This course involves constitutional law as it applies to criminal justice. It includes recent Supreme Court decisions affecting criminal justice professionals, such as right to counsel, search and seizure, due process, and civil rights.
- CRJ 150 - Introduction to Corrections** **3 Hours**  
**Prerequisite:** RDG 085 and ENG 092 or higher placement  
This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered.
- CRJ 177 - Criminal and Deviant Behavior** **3 Hours**  
**Prerequisite:** RDG 085 and ENG 092 or higher placement  
This course analyzes criminal and deviant behavior systems. Emphasis is placed on sociological and psychological theories of crime causation.
- CRJ 178 - Narcotics/Dangerous Drugs** **3 Hours**  
**Prerequisite:** RDG 085 and ENG 092 or higher placement  
This course surveys the history and development of drug abuse in society. Theories of drug abuse and the identification and classification of drugs are covered. Strategies for combating drug problems are discussed.
- CRJ 216 - Police Organization and Administration** **3 Hours**  
**Prerequisite:** RDG 085 and ENG 092 or higher placement  
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** **3 Hours**  
**Prerequisite:** RDG 085 and ENG 092 or higher placement  
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 226 - Fingerprint Science** **3 Hours**  
**Prerequisite:** RDG 085 and ENG 092 or higher placement  
This course involves the history, classification, and current procedures of handling latent fingerprints. Latent print examination, filing, and courtroom presentations are considered.
- CRJ 227 - Homicide Investigation** **3 Hours**  
**Prerequisite:** RDG 085 and ENG 092 or higher placement  
This course covers the principles, techniques, and strategies of homicide investigation. Topics emphasized include ballistics, pathology, toxicology immunology, jurisprudence, and psychiatry.
- CRJ 230 - Criminalistics** **3 Hours**  
**Prerequisite:** RDG 085 and ENG 092 or higher placement  
This course surveys the different techniques of scientific investigation. Emphasis is given to ballistics, photography, fingerprints, DNA, trace evidence, body fluids, and casts.
- CRJ 236 - Advanced Criminalistics** **3 Hours**  
**Prerequisite:** RDG 085 and ENG 092 or higher placement  
This course covers the collection, handling, and analysis of evidence from crime scene to laboratory to courtroom. Topics include hair, fibers, body fluids, firearms, glass, paint, drugs, and documents. Laboratory experience may be utilized.
- CRJ 238 - Crime Scene Investigation** **3 Hours**  
**Prerequisite:** RDG 085 and ENG 092 or higher placement  
This course examines the fundamentals of crime scene investigation. Measuring and sketching the scene, photography, evidence collection and preservation, and courtroom procedures are considered.
- CRJ 280 - Internship in Criminal Justice** **1-3 Hours**  
**Prerequisite:** CRJ 230  
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****1-3 Hours****Prerequisite:** RDG 085 and ENG 092 or higher placement

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 from the department head.

**CUA - Culinary Arts/Chef Training****CUA 101 - Orientation to the Hospitality Profession****3 Hours: 3T**

This course introduces various facets and opportunities within the hospitality profession. The intent is for students to gain a broad base of information relative to the hospitality industry. Emphasis is placed on students comprehending their roles as a hospitality industry professionals. Topics include an overview of the hospitality profession, knowledge and skills necessary for successful employment, the impact of the hospitality profession on society, issues that impact various segments of the hospitality profession, and emerging trends. This is a **CORE** course.

**CUA 102 - Catering****3 Hours: 3T**

This course includes the theory and practice of operating a catering business. Topics include food production and management related to catering and other special services. Upon completion, the student will have a working knowledge of the principles involved in operating a catering business.

**CUA 111 - Foundations in Nutrition****3 Hours: 3T**

This course focuses on nutrition and meal planning in relation to the food preparation industry. Topics include the science of food and nutrition, essential nutrients and their relation to growth, auxiliary services, functioning of the body, nutritional requirements of different age levels, and economic and cultural influences on food selection. Upon completion, the student will be able to apply the basic principles of meal planning. This is a **CORE** course.

**CUA 112 - Sanitation, Safety, and Food Service****3 Hours: 2T**

This course introduces the basic principles of sanitation and safety to food service handling including purchasing, storing, preparing, and serving. Specific topics include the dangers of microbial contaminants, food allergens and foodborne illness, safe handling of food, the flow of food, and food safety management systems. At the conclusion of this course, students will be prepared to test for ServSafe© certification. The content of this course is foundational for all culinary arts classes. This is a **CORE** course.

**CUA 113 - Table Service****2 Hours: 2T**

This course is a guide for the modern wait staff. Topics include laying the cover, taking the order, surveying different styles of table service from the casual to the very formal, tabulating and presenting the bill, and busing and turning the table. Upon completion, the student will be able to demonstrate proficiency in the art of table service.

**CUA 114 - Meal Management****3 Hours: 1T, 4L****Prerequisite:** CUA 125

This course covers the principles of meal management. Topics include menu planning, food selection, recipe standardization, food preparation, and meal service for all phases of food service. Upon completion, the student will be able to apply efficient work habits, as well as sanitation and safety in the kitchen.

**CUA 115 - Advanced Food Preparation****3 Hours: 1T, 4L****Prerequisite:** CUA 125

In this course, students apply food preparation and meal management skills in all areas of food service. Emphasis is placed on management and technical skills needed to operate a restaurant. Upon completion, the student will develop advanced skills in food preparation and meal management.

**CUA 122 - Fundamentals of Quantity Cooking****3 Hours: 3T****Prerequisite:** CUA 125

This course covers the principles and methods of quantity cooking. Topics include weights and measures, costs and conversion of recipes, vocabulary and standard abbreviations, health department regulations and inspection, and food production forms and records. Upon completion, the student will have a basic knowledge of the principles of quantity food production.

**CUA 125 - Food Preparation****5 Hours: 3T, 4L**

In this course students acquire fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items. At the conclusion of this course, students will demonstrate basic food preparation skills.

**CUA 130 - Chocolate and Truffles****3 Hours: 1T, 4L****Prerequisite:** CUA 125

This course is a specialty hands-on course in chocolate, focusing on tempering, chocolate candy making, and the use of chocolate as a centerpiece medium. The student will have competency in chocolate to apply in the industry.

**CUA 132 - Food Preparation and the Health Care Industry****3 Hours: 3T**

This course introduces students to food preparation and service in the health care industry. Emphasis will be placed on using medical dictionaries, reading charts for therapeutic diet instruction, and designing and creating menus and diet programs for special client populations. Upon completion, the student will be able to read and interpret medical terms and demonstrate knowledge about food service in the health care industry.

**CUA 141 - Food Production for Special Operations****3 Hours: 1T, 4L**

This course covers menu planning principles, food preparation, food procurement, and food management skills needed to provide appealing and profitable food service in special operations. Topics include fast food cookery, convenience-store food service, supermarkets, delicatessens, and take-out venues. Upon completion, the student will be able to plan, organize, and prepare food service items for special operations.

**CUA 142 - Specialty Breads****3 Hours: 2T, 1L****Prerequisite:** CUA 125

This course will allow the student to have a complete analysis of the different types of flour and leavening agents as well as of the old, original method of making bread with naturally developed yeast present in pieces of previously fermented dough. The student will gain a full understanding of the basic process of making bread: water, kneading, fermentation, temperature, and proofing. The student will also explore the art of fantasy breads, appliques, presentation assemblages, and decorative breads. The student will develop competencies in stockroom, scully, and supervision.

**CUA 165 - Cake Decorating and Design****3 Hours: 2T, 1L**

This course focuses on preparing cakes, tortes, individual Viennese cakes, and piping skills. Emphasis is placed on piping different mediums such as chocolate, buttercream, and royal icing, as well as assembling cakes with different batters or dough such as genoise, Japonaise, Bavarian, mousse, and marzipan. Upon completion the student should be able to plan, execute, and evaluate whole cakes, dessert platters, and a showpiece.

**CUA 181 - Special Topics in Culinary Arts****3 Hours: 4L**

This course provides specialized instruction in various areas related to the culinary arts industry. Emphasis is placed on meeting the student's needs. This course may be repeated for credit.

**CUA 182 - Special Topics in Culinary Arts****3 Hours: 6L**

This course provides specialized instruction in various areas related to the culinary arts industry. Emphasis is placed on meeting the student's needs. This course may be repeated for credit.

**CUA 183 - Culinary Art Sculpture****3 Hours: 1T, 4L**

This course includes the notion of fantasies that accompany the sculpturing motion with food. Work on centerpieces for all occasions will be included. The student will be exposed to a variety of three-dimensional edible mediums from walking cakes to salt dough.

**CUA 201 - Meat Preparation and Processing****3 Hours: 1T, 4L**

This course focuses on meat preparation and processing. Students will be responsible for the preparing of meats including beef, pork, poultry, fish, and seafood for final preparations in other stations of the kitchens. Upon completion, the student should be able to demonstrate an understanding of the principles in meat preparation and processing.

**CUA 202 - Aromatic and Flavoring Combinations****3 Hours: 1T, 4L**

This course focuses on the difference between spices and herbs. The student will learn the categories of herbs and spices enabling them to create the finest dishes. The student should learn the world-renowned spice blends and dry seasonings rubs. A strong emphasis will be placed on the variety of chili peppers.

**CUA 203 - Stocks and Sauces****3 Hours: 1T, 4L**

This course challenges the student to the greatest tests of a chef's skill. Whether classic or contemporary, good sauces demand the highest technical expertise. The student should learn why or why not a particular sauce will go with a particular dish. The student will focus on brown and white stocks, consommés, fumets and essences, glazes, and roux. The student should further develop mother sauces and compound sauces.

**CUA 204 - Foundations of Baking****3 Hours: 1T, 4L**

This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate filling and finishing techniques. Upon completion, the student should be able to prepare and evaluate baked products.

**CUA 205 - Introduction to Garde Manger****3 Hours: 1T, 4L****Prerequisite:** CUA 125

This course is designed to develop skills in the art of garde manger. Topics include pates, terrines, galantines, ice and tallow carving, chaud-froid/aspic work, charcuterie, smoking, canapés, hors d'oeuvres, and related food items. Upon completion, the student should be able to design, set up, and evaluate a catering function to include a classical cold buffet with appropriate show pieces.

**CUA 206 - Advanced Garde Manger****3 Hours: 1T, 1L****Prerequisite:** CUA 205

This course is a continuation of skill development in the art of garde manger. Major topics to be covered include preparation of gourmet foods, application of cold food fabrications and display, sausage making, ice carving, and decorative carving to produce buffets. Upon completion, the student should be able to lay out a basic cold food display and exhibit an understanding of the cold kitchen and its related terminology.

**CUA 208 - Advanced Baking****3 Hours: 1T, 4L****Prerequisite:** CUA 204

This course is a continuation of CUA 204. Topics include specialty breads, pastillage, marzipan, chocolate, pulled-sugar, confections, classic desserts, pastries, and cake decorating. Upon completion, the student should be able to demonstrate pastry preparation and plating, cake decorating, and show-piece production skills.

**CUA 210 - Beverage Management****2 Hours: 2T**

This is a survey course of basic alcoholic and non-alcoholic beverages as they relate to food service. Topics include wine and food appreciation and laws related to alcohol services. Upon completion, the student should be able to determine what beverages compliment various cuisines and particular tastes.

**CUA 213 - Food Purchasing and Cost Control****3 Hours: 3T**

Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and food service ethics. Upon completion, the student should be able to apply effective purchasing techniques based on the end-use of the product.

**CUA 214 - International Cuisine****3 Hours: 1T, 4L****Prerequisite:** CUA 125

This course focuses on various cuisines from countries and regions throughout the world. Students will prepare complete menus reflective of the culture and goods of these countries and regions with emphasis on ingredients and authentic preparation methods. Upon completion, the student should be able to research and execute international menus.

**CUA 215 - Regional Cuisines of The Americas****3 Hours: 1T, 4L****Prerequisite:** CUA 125

This course provides a brief history of the ancient American foods enhancing the world's cuisines. Emphasis is placed on how these foods influenced today's American cuisine. Upon completion, the student should be able to research and execute regional American cuisines.

**CUA 216 - Plated Dessert Design****3 Hours: 2T, 1L****Prerequisite:** CUA 125

This course focuses on plated dessert designs. Emphasis will be placed on complex presentations with two or more main items using decorative garnishes. Upon completion, students should be able to plate and serve attractive presentations of desserts with appropriate sauces and garnishes.

**CUA 220 - Introduction to Patisserie****3 Hours: 1T, 4L**

This is an introductory course to patisserie. Emphasis is placed on individual desserts, blown sugars, pulled sugar, pastillage gum paste, and nougat. Upon completion, the student should be able to plan, execute, and evaluate dessert platters, individual plated desserts, and show pieces.

**CUA 251 - Menu Design****3 Hours: 3T**

This course introduces menu design. Topics include development of standardized recipes, layout, nutritional concerns, product utilization, demographics, and customer needs. Upon completion, the student will be able to write, lay out, and produce effective menus for a variety of hospitality settings.

**CUA 260 - Internship for Culinary Apprentice****3 Hours: 1L****Prerequisite:** CUA Majors

This course is designed to give students practical, on-the-job experiences in all phases of food service operations under the supervision of a qualified chef and coordinated with the College instructor. This course may be repeated for credit.

**CUA 262 - Restaurant Management and Supervision****3 Hours: 3T**

This course introduces restaurant and food service information systems. Topics include planning, cost controls, forecasting, inventory control, recipe control, production control, and nutritional analysis. Upon completion, students should be able to demonstrate competence in utilizing contemporary information application systems in a restaurant setting.

**CUA 271 - Management of Food and Beverage Service****3 Hours: 2T**

This course covers the practical skills and knowledge for effective food and beverage service in a variety of settings. Topics include reservations, greeting and service of guests, styles of service, handling of complaints, and sales and merchandising. Upon completion, the student will be able to demonstrate competence in human relations and technical skills required in the service of foods and beverages.

**DDT - Drafting****DDT 104 - Basic Computer-Aided Drafting****3 Hours: 1T, 4L**

This course provides an introduction to basic Computer-Aided Drafting and Design (CADD) functions and techniques using “hands-on” applications. Topics include terminology, hardware, basic CADD and operating system functions, file manipulation, and basic CADD software applications in producing softcopy and hardcopy.

**DDT 111 - Fundamentals of Drafting and Design Technology****3 Hours: 1T, 4L**

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, the student 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 124 - Basic Technical Drawing****3 Hours: 1T, 4L**

This course covers sections, auxiliary views, and basic space geometry. Emphasis will be placed on the theory as well as the mechanics of applying sections, basic dimensioning, auxiliary views, and basic space geometry. Upon completion, the student should have an understanding of orthographic projection and be able to identify orthographic planes, produce orthographic views of objects, apply various sectioning techniques and methods, and reproduce drawings.

**DDT 127 - Intermediate Computer-Aided Drafting and Design****3 Hours: 1T, 4L****Prerequisite:** DDT 104

This course covers intermediate-level concepts and applications of CADD. Emphasis will be placed on intermediate-level features, commands, and applications of CADD software.

**DDT 128 - Intermediate Technical Drawing****3 Hours: 1T, 4L****Prerequisite:** DDT 104, DDT 111 and DDT 124

This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include dimensioning concepts and pictorial drawings, auxiliary view, basic space geometry, and pictorial drawings. Upon completion, the student should be able to project and develop auxiliary views, as well as develop axonometric, oblique, and perspective drawings.

**DDT 132 - Architectural Drafting****3 Hours: 1T, 4L****Prerequisite:** DDT 104, DDT 111 and DDT 124

This course in architectural design and drafting introduces basic terminology, concepts, and principles of architectural design and drawing. Topics include design considerations, lettering, terminology, site plans, and construction drawings. Upon completion, the student should be able to draw, dimension, and specify basic residential architectural construction drawings.

**DDT 133 - Basic Surveying****3 Hours: 1T, 4L****Prerequisite:** DDT 104, DDT 111 and DDT 124

This course covers the use of surveying instruments, mathematical calculations, and the theory of land surveying. Topics include USGS benchmarks, measurement of horizontal and vertical angles and distances, terms, recording, and field note interpretation. Upon completion, the student should be able to recognize benchmarks as well as measure, specify, and record field notes.

**DDT 134 - Descriptive Geometry****3 Hours: 1T, 4L****Prerequisite:** DDT 104, DDT 111 and DDT 124

This course is designed to teach the fundamental concepts of descriptive geometry through an emphasis on logical reasoning, visualization, and practical applications. Topics include orthographic projection, points and lines in space, auxiliary views, plane representation, intersecting and non-intersecting lines, piercing and intersecting planes, plane development, and calculations. Upon completion, the student should be able to project and intersect points, lines, and planes with their relationships in space, as well as develop surfaces of an object for fabrication purposes.

**DDT 144 – Basic 3D Modeling****3 Hours: T, L****Prerequisite:** DDT 127

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

**DDT 150 - Theory of Residential Drawing and Design****3 Hours: 3T****Prerequisite:** DDT 104, DDT 111 and DDT 124

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 issues.

**DDT 213 - Civil Drafting, Plat Maps****3 Hours: 1T, 4L****Prerequisite:** DDT 104, DDT 111 and DDT 124

This course introduces the drafting practices, symbols, conventions, and standards utilized in civil engineering contract documents. Topics include site planning, land surveying, topographic surveys, as well as civil terminology. Upon completion, the student 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 214 - Pipe Drafting****3 Hours: 1T, 4L****Prerequisite:** DDT 104, DDT 111 and DDT 124

This course covers the theory and practical application needed to understand piping fundamentals used in refineries and petrochemical plants. Topics include process and mechanical flow diagrams, plant equipment, isometric drawings, instrumentation symbols, pipe symbols, flanges, fittings, and applications of basic math and trigonometry. Upon completion, the student should be able to demonstrate pipe drafting techniques and fundamentals in order to prepare working drawings used in refineries and the petrochemical industrial environment.

**DDT 220 - Advance Technical Drawing****3 Hours: 1T, 4L****Prerequisite:** DDT 104, DDT 111 and DDT 124

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 to produce drawings using and specifying common threads and various fasteners, including welding methods.

**DDT 225 - Structural Steel Drafting****3 Hours: 1T, 4L****Prerequisite:** DDT 104, DDT 111 and DDT 124

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, the student 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 - Three Dimensional Modeling****3 Hours: 1T, 4L****Prerequisite:** DDT 144

This course provides instruction in 3-D design modeling utilizing the 3-D capabilities of CAD software. Emphasis is placed on 3-D wire-frame, surface and solids modeling along with the development of 2-D detail drawings from 3-D models. Upon completion, the student should be able to generate 3-D surface and solid models as well as 2-D orthographic production drawings from created solid models.

**DDT 235 – Specialized CAD****3 Hours: 1T, 4L****Prerequisite:** DDT 144 and DDT 233

This course allows the student to plan, execute, and present results of individual projects in specialized CAD topics. Emphasis is placed on enhancing skill attainment in specialized CAD skill sets. The student will be able to demonstrate and apply competencies identified by the instructor.

**DDT 238 - Special Topics in Computer Aided Drafting (CAD)****3 Hours: 1T, 4L****Prerequisite:** Instructor's Permission

This course in special CAD and multimedia topics covers special capabilities possible with CAD software, especially in conjunction with other graphical software, such as virtual "walk-throughs" or multimedia presentations. Topics include, but are not limited to, combining CAD software, imaging editing software, authoring software, and 3-D software into one harmonious relationship to produce multimedia presentations. Upon completion, the student should be aware of and understand how to utilize several software packages to produce multimedia presentations.

**DDT 239 - Independent Studies****3 Hours: 6L**

This course provides practical application of prior-attained skills and experiences as selected by the instructor for the individual student. Emphasis is placed on applying knowledge from prior courses toward the solution of individual drafting and design problems. With completion of this course, the student will demonstrate the application of previously attained skills and knowledge in the solution of typical drafting application and problems.

**DDT 271 – Drafting Internship****3 Hours: 6L****Prerequisite:** Instructor's Permission

This course allows credit for substantial on-the-job experience within the field of drafting and design technology.

**DEM - Diesel Mechanics****DEM 104 - Basic Engines****3 Hours: 1T, 4L**

This course is designed to give the student knowledge of the diesel engine components and auxiliary systems, the proper way to maintain them, and the proper procedures for testing and rebuilding components. Emphasis is placed on safety, theory of operation, inspection, and measuring and rebuilding diesel engines according to factory specifications. Upon completion, the student should be able to measure, diagnose problems, and repair diesel engines. This is a **CORE** course.

**DEM 105 - Preventive Auxiliary Services****3 Hours: 1T, 4L**

This course provides instruction on how to plan, develop, and install equipment surveillance and reliability strategies. Descriptions of various auxiliary services techniques for specialized preventive programs are discussed, and computerized parts and equipment inventories and fleet management systems software are emphasized. Upon completion, the student should be able to set up and follow a preventive auxiliary services schedule as directed by manufacturers.

**DEM 110 - Diesel-Powered Auxiliary Equipment****3 Hours: 1T, 4L**

This course provides instruction in diesel-powered auxiliary equipment. Topics include the application of diesel engines to generators, pumps, refrigeration, drilling, boring machines, and marine power units. Upon completion, the student should be able to test, troubleshoot, diagnose, and repair diesel-powered auxiliary equipment.

**DEM 111 - Equipment Safety/Mechanical Fundamentals****3 Hours: 1T, 4L**

This course provides instruction in the fundamentals of vehicle operation and safety when basic service work is to be performed in the shop. Topics include service manuals, mechanical fundamentals, preventive auxiliary services, and component adjustment. Upon completion, students should be able to demonstrate knowledge of the fundamentals of vehicle operation and safety in the shop.

**DEM 114 - Fluid Power Components****3 Hours: 2T, 2L**

This course is designed to provide the fundamental knowledge of hydraulic and pneumatic components currently in use on mobile as well as stationary equipment. Instruction is provided in the identification and repair of various pumps, motor, valves, heat exchangers, and cylinders. Upon completion, the student should be able to diagnose, service, and repair hydraulic and pneumatic components.

**DEM 116 - Track Vehicle Drive Trains****3 Hours: 1T, 4L**

This course provides instruction in track vehicles and drive trains. Emphasis is placed on track frame roller, rail, steering clutch, axle, and driveline building and repair. Upon completion, the student should be able to identify, research specifications, repair, and adjust drive train components.

**DEM 119 - Bearings and Lubricants****3 Hours: 1T, 4L**

This course focuses on roller, ball, and shell bearing design and application. Topics include vehicle and industrial bearings and lubrication requirements. Upon completion, the student should be able to diagnose related problems and service and replace bearings.

**DEM 122 - Heavy Vehicle Brakes****3 Hours: 1T, 4L**

This course covers the theory and repair of braking systems used in medium and heavy duty vehicles. Topics include air, hydraulic, and ABS system diagnosis and repair. Upon completion, the student should be able to troubleshoot, adjust, and repair braking systems on medium and heavy duty vehicles. This is a **CORE** course.

**DEM 123 - Pneumatics and Hydraulics****3 Hours: 1T, 4L**

This course provides instruction in the identification and repair of components found in hydraulic systems. Topics include schematics, circuits, and symbols used in fluid power transmission and the troubleshooting of components in these systems. Upon completion, the student should be able to diagnose, adjust, and repair hydraulic system components.

**DEM 124 - Electronic Engine Systems****3 Hours: 1T, 4L**

This course introduces the principles of electronically-controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturers' specifications. Upon completion, the student should be able to diagnose, test, and calibrate electronically-controlled diesel engines.

**DEM 125 - Heavy Vehicle Drive Trains****3 Hours: 1T, 4L**

This course introduces the operating principles of mechanical medium and heavy duty truck transmissions. Topics include multiple counter shafts, power take-offs, slider idler clutches, friction clutches, mechanical transmission power components, and hydraulics. Upon completion, the student should be able to diagnose, inspect, and repair mechanical transmissions. This is a **CORE** course.

**DEM 126 - Advanced Engine Analysis****3 Hours: 1T, 4L**

This course provides instruction in the disassembly, inspection, and rebuilding of diesel and heavy-duty gas engines. Emphasis is placed on manufacturer standards and factory-recommended service tools and equipment. Upon completion, the student should be able to disassemble, inspect, and rebuild engines according to manufacturer specifications.

**DEM 127 - Fuel Systems****3 Hours: 1T, 4L**

This course is designed to provide practice in troubleshooting, fault code diagnosis, information retrieval, calibration, repair, and replacement of fuel injectors, nozzles, and pumps. Emphasis is placed on test equipment, component functions, and theory. Upon completion, the student should be able to diagnose, service, and repair fuel systems and governors. This is a **CORE** course.

**DEM 130 - Electrical/Electronic Fundamentals****3 Hours: 1T, 4L**

This course introduces the student to basic electrical / electronic concepts and fundamentals. It provides the principles of electricity, magnetism, and Ohm's Law. Emphasis is placed on batteries; starting, charging, and lighting circuits, including series, parallel, and series-parallel circuits. Troubleshooting and repairing of wiring harnesses, starting motors, charging systems, and accessories are included along with the computerized monitoring of vehicle systems. Upon completion, students should be able to identify components, test systems, and repair minor electrical problems according to manufacturer literature. This is a **CORE** course.

**DEM 134 – Computer-Controlled Engine and Power Train Systems****3 Hours: 3T**

This course introduces the student to the fundamentals of operation of computer-controlled engine and power train systems.

**DEM 135 - Heavy Vehicle Steering and Suspension****3 Hours: 1T, 4L**

This course introduces the theory and principles of medium and heavy duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon completion, the student should be able to troubleshoot, adjust, and repair suspension and steering components on medium and heavy duty vehicles.

**DEM 154 - Vehicle Auxiliary Services and Safe Operating Practices** **3 Hours: 1T, 4L**

This course provides instruction in basic entry level driving skills relating to the auxiliary services and safe operation of a commercial motor vehicle. Topics include preventive auxiliary services and safe vehicle operations. Upon completion, the student should have the skill and knowledge to safely operate a commercial motor vehicle.

**DEM 158 - Pneumatics and Hydraulics II** **3 Hours: 2T, 2L**

This course provides instruction in the identification and repair of components found in hydraulic systems. Topics include schematics, circuits, and symbols used in fluid power transmission as well as the troubleshooting of components in these systems. Upon completion, the student should be able to diagnose, adjust, and repair hydraulic system components.

**DEM 159 - Heavy Vehicle Drive Trains II** **3 Hours: 2T, 1L**

This course introduces the operating principles of mechanical medium and heavy duty truck transmissions. Topics include multiple counter shafts, power take-offs, slider idler clutches, friction clutches, mechanical transmission power components, and hydraulics. Upon completion, the student should be able to diagnose, inspect, and repair mechanical transmissions.

**DEM 170 - Heavy Vehicle Air Brakes** **3 Hours: 1T, 4L**

This course covers the theory and repair of air braking systems used in medium and heavy duty vehicles. Topics include air and ABS system diagnosis and repair. Upon completion, the student should be able to troubleshoot, adjust, and repair air braking systems on medium and heavy duty vehicles.

**DEM 180 - Special Projects in Commercial Vehicles** **3 Hours: 3T**

This course provides specialized instruction in various areas related to the diesel mechanics industry. Emphasis is placed on meeting student need.

**DEM 181 - Special Topics in Diesel Mechanics** **3 Hours: 6L**

This course provides specialized instruction in various areas related to the diesel mechanics industry. Emphasis is placed on meeting student need.

**DEM 182 - Special Topics in Diesel Mechanics** **3 Hours: 9L**

This course provides specialized instruction in various areas related to the diesel mechanics industry. Emphasis is placed on meeting student need.

**DEM 183 - Special Topics in Power Train** **3 Hours: 6L**

This course provides specialized instruction in various areas related to the power train in the diesel mechanics industry. Emphasis is placed on meeting student need.

**DEM 184 - Special Topics in Heavy Duty Brakes, Steering, and Suspension** **3 Hours: 6L**

This course provides specialized instruction in various areas related to heavy duty brakes, steering, and suspension systems in the diesel mechanics industry. Emphasis is placed on meeting student need.

**DEM 185 - Special Topics in Hydraulics** **3 Hours: 6L**

This course provides specialized instruction in various areas related to hydraulic systems in the diesel mechanics industry. Emphasis is placed on meeting student need.

**DEM 186 - Special Projects in Commercial Vehicles** **3 Hours: 1T, 4L**

This course provides specialized instruction in various areas related to the diesel mechanics industry. Emphasis is placed on meeting student need.

**DEM 191 - Special Projects in Diesel Mechanics** **3 Hours: 1T, 4L**

This course provides information on current trends in diesel mechanics as they relate to employment responsibilities. Topics may vary by term to reflect relevant training needs by the industry.

**DEM 192 - CO-OP Elective** **3 Hours: 15i**

This course allows the student to work parallel in a job closely related to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.

**DEM 194 - CO-OP Elective****3 Hours: 6L**

This course allows the student to work parallel in a job closely related to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.

**DEM 195 - CO-OP Elective****3 Hours: 6L**

This course allows the student to work parallel in a job closely related to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.

**DEM 196 - CO-OP Elective****1 Hours: 5i**

This course allows the student to work parallel in a job closely related to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.

**DEM 197 - CO-OP Elective****2 Hours: 10i**

This course allows the student to work parallel in a job closely related to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.

**DNC - Dance****DNC 110 - Introduction to Dance Styles****2 Hours**

This course is an introduction to dance styles.

**DNC 111 - Elementary Modern Dance****2-3 Hours**

This is a studio course in modern dance technique at the elementary level.

**DNC 121 - Elementary Ballet****2 Hours**

This course is a studio course in classical ballet at the elementary level.

**DNC 140 - Fitness Dance I****1-2 Hours**

This course uses dance activity to increase a student's level of physical fitness. Flexibility exercises and body toning/sculpting exercises, specially designed to develop the dancer's body, will be used in class.

**DNC 143 - Ballet I****3 Hours**

**Prerequisite:** Previous dance training is essential before taking this course.

This course offers intensive training in classical ballet for students intending to major in dance. Intermediate level technique is studied, emphasizing posture and placement. The student is evaluated on ability to perform the work to the required standard.

**DNC 144 - Ballet II****3 Hours**

**Prerequisite:** Previous dance training is essential before taking this course.

This course offers intensive training in classical ballet for students intending to major in dance. Intermediate level technique is studied, emphasizing posture and placement. The student is evaluated on ability to perform the work to the required standard.

**DNC 160 - Dance Workshop I****1-2 Hours**

This course provides practical experience in the production and performance of a dance presentation, including sound, lighting, choreography, rehearsal, costuming, and make-up.

**DNC 161 - Dance Workshop II****1-2 Hours**

**Prerequisite:** DNC 160

This course is a continuation of DNC 160.

**DNC 211 - Intermediate Modern Dance****3 Hours**

**Prerequisite:** DNC 111

This is a studio course in modern dance technique at the intermediate level.

**DNC 234 - Choreography I****1-3 Hours**

Students are involved in individual and group choreographic projects in which musical and spatial elements are explored.

**DNC 243 - Ballet III** **3 Hours**  
**Prerequisite:** DNC 144 or permission of instructor  
This course covers ballet technique at an advanced level, emphasizing performance quality, musicality, and classical style.

**DNC 244 - Ballet IV** **3 Hours**  
**Prerequisite:** DNC 144 or permission of instructor  
This course covers ballet technique at an advanced level, emphasizing performance quality, musicality, and classical style.

**DNC 267 - Jazz Dance I** **3 Hours**  
This is the first of a six-course sequence providing the student a study of basic principles and techniques on jazz dance, including an introduction to the varied movement styles and rhythms of this dance form.

**DNC 268 - Jazz Dance II** **3 Hours**  
**Prerequisite:** DNC 267  
This course is a continuation of DNC 267.

## **ECO - Economics**

**ECO 231 - Principles of Macroeconomics** **3 Hours**  
**Prerequisite:** RDG 085 or higher placement  
This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, supply and demand, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade.

**ECO 232 - Principles of Microeconomics** **3 Hours**  
**Prerequisite:** RDG 085 or higher placement  
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.

## **EGR - Engineering**

**EGR 101 - Engineering Foundations** **3 Hours**  
**Prerequisite:** MTH 112 or higher  
**Co-Requisite:** MTH 113 or higher  
This course introduces the student to engineering as a profession, basic engineering skills, and the design process. The course includes components to develop teaming, as well as oral and written communication skills. It also provides an introduction to computer tools used by engineers (spreadsheet, word processing, presentation software, internet access).

**EGR 125 - Modern Graphics for Engineers** **3 Hours**  
This course provides an introduction to manual and computer-assisted techniques of graphic communication employed by professional engineers. Topics include lettering; instrumental and computer-aided drafting; technical sketching; orthographic projection; and pictorial, sectional, and auxiliary views and dimensioning.

**EGR 156 - Computer Methods for Engineers** **3 Hours**  
**Prerequisite:** MTH 125 or higher  
This course consists of engineering applications using the FORTRAN IV computer programming language.

## **ELO - eLearning**

**ELO 100 - eLearning Orientation** **0 hours**  
This course is designed to ensure the student is prepared for the online teaching/learning environment. Emphasis is placed on self-motivation, time management skills, individual learning styles, and technical skills needed in an online environment. This course is a prerequisite to all online classes; there is no charge for this course.

## **ELT - Electrical Technology**

**ELT 100 – Applied Electronic Computation** **3 Hours: 3T**  
**Co-Requisite:** ELT 111 and ELT 112 or ILT 106 and 107  
This course is an applied mathematics and algebra course for students in electronics or similar programs. Topics include decimals, fractions, negative numbers, powers and roots, metric systems, logarithms, applied trigonometry, and algebra. Upon completion of this course, a student will be able to perform applied mathematics calculations needed in electronics.

**ELT 110 - Wiring Methods****3 Hours: 1T, 4L****Prerequisite:** ELT 111 and ELT 112 or ILT 106 and ILT 107

This course is a study of various tasks, wiring methods, materials, and associated NEC requirements needed to work in residential and commercial wiring courses.

**ELT 111 - Concepts of Direct Current****5 Hours: 3T, 4L****Co-Requisite:** ELT 100 or ILT 100

This course provides an advanced study of direct current (DC) concepts and application principles. Specific topics include safety, terms and symbols, electrical theory, Ohm's law, power law, electrical measurement, DC electrical components, series, parallel, and series-parallel circuit construction. Students gain hands-on experience through various laboratory problems. Emphasis is placed on the use of scientific calculators, reading schematics, and the operation of common test equipment used to analyze and troubleshoot DC circuits and to prove the theories taught during classroom instruction.

**ELT 112 - Concepts of Alternating Current****5 Hours: 3T, 4L****Prerequisite:** ELT 111 or ILT 106**Co-Requisite:** ELT 100

This course provides a study of basic concepts and applications of alternating current (AC). Specific topics include, but are not limited to, an introduction to AC electrical theory, AC electrical measurements, and constructing and measuring various types of AC circuits. Students gain hands-on experience through various laboratory problems. Emphasis is placed on the use of scientific calculators and the operation of various test equipment used to analyze and troubleshoot AC circuits.

**ELT 114 - Residential Wiring Methods****3 Hours: 2T, 3L****Prerequisite:** ELT 111 and ELT 112 or ILT 106 and ILT 107

This course is a study of residential wiring practices and methods, the NEC requirements, and residential blueprint interpretations. This is a **CORE** course.

**ELT 115 - Residential Wiring Methods II****3 Hours: 2T, 3L****Prerequisite:** ELT 114

This course is a study of residential wiring practices and methods, the NEC requirements, and residential blueprint interpretations. This is a **CORE** course.

**ELT 117 - AC/DC Machines****3 Hours: 1T, 4L****Prerequisite:** ELT 112 or ILT 107

This course covers the theory and operation of DC motors and single and three phase AC motors; labs will reinforce this knowledge. Emphasis is placed on the various types of single and three phase motors, wiring diagrams, starting devices, and practical application in the lab. This is a **CORE** course.

**ELT 118 - Commercial/Industrial Wiring I****3 Hours: 1T, 4L****Prerequisite:** ELT 110

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

**ELT 122 - Advanced AC/DC Machines****3 Hours: 2T, 3L****Prerequisite:** ELT 117 or ILT 167

This course focuses on single and three-phase motors and also introduces students to DC motors. Emphasis is placed on field wiring, various types of AC and DC motors, troubleshooting procedures, and utilization of test equipment. Upon completion, the student should be able to explain, wire, troubleshoot, and test all types of AC and DC electric motors.

**ELT 181 - Special Topics in Electrical Technology****3 Hours: 0-3T, 0-6L**

This course provides specialized instruction in various areas related to electrical technology. Emphasis is placed on meeting students' needs.

**ELT 194 - Practicum/Intern/CO-OP****3 Hours: 6L****Prerequisite:** Complete at least fifteen (15) hours in electrical classes.

This course provides practical experience in the electrical craft. Work is done as an electrician's helper or at a higher working level on advanced special projects or advanced research/study in a directed area of the field. Emphasis is placed on gaining hands-on experience with tools of the trade as well as a better understanding of NEC directives while studying in the classroom one hour per week. Upon completion, the student should possess a higher state of proficiency in the basic skills and a better knowledge of testing for the Electrical Journeyman's Block Test.

**ELT 200 - Special Projects****3 Hours: 6L****Prerequisite:** Complete at least fifteen (15) hours in electrical classes.

This course provides additional time and/or practice for the electrical technology major on a project which will enhance the student's abilities to perform required tasks. Emphasis is placed on the upgrading of student skill and ability. Upon completion, the student should be able to perform at a higher level within their chosen field of study.

**ELT 206 - OSHA Safety Standards****3 Hours: 3T**

This course provides the student with the knowledge of OSHA safety standards as required by this organization and as it relates 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, the student should be able to understand the requirements of OSHA as it relates to general and specific construction sites.

**ELT 209 - Motor Controls I****3 Hours: 1T, 4L****Prerequisite:** ELT 117 or ILT 167

This course covers the use of motor control symbols, magnetic motor starters, running overload protection, push button stations, sizing of magnetic motor starters and overload protection, and complex ladder diagrams of motor control circuits. Topics include sizing magnetic starters and overload protection, the use of push-button stations, ladder diagrams, and magnetic motor starters in control of electric motors, wye-delta starting, part start winding, resistor starting, and electric starting devices. Upon completion, students should be able to understand the operation of motor starters and overload protection, interpret ladder diagrams using push-button stations, and understand complex motor control diagrams. This is a **CORE** course.

**ELT 212 - Motor Control II****3 Hours: 2T, 3L****Prerequisite:** ELT 209 or ILT 197

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 student 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****3 Hours: 2T, 3L****Prerequisite:** ELT 117

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 221 - Electronics for Electricians****3 Hours: 2T, 1L****Prerequisite:** ELT 112 or ILT 107

This course introduces 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, FETs and MOSFETs as they are used in electrical control circuits. Upon completion, the student should be able to explain the basic operation of these solid state components and perform basic troubleshooting tasks.

**ELT 224 - Security and Alarm Systems****3 Hours: 2T, 1L**

This course introduces the basic operation and installation of home and business security and fire alarm systems as well as low voltage (under 30v) systems such as lighting, door chimes, and intercom systems. Emphasis is placed on installation of home and business security and fire alarm systems. Upon completion, students should be able to install residential and commercial security systems in accordance with code and directives.

**ELT 230 - Programmable Controls****6 Hours: 4T, 4L**

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 will develop programs, load programs into PLCs, and troubleshoot systems.

**ELT 231 - Programmable Controls I****3 Hours: 2T, 3L****Prerequisite:** ELT 209 or ILT 197

This state-of-the art course includes the fundamental principles of programmable logic controls (PLCs) including hardware and programming. Emphasis is placed on, but not limited to, the following: hardwiring associated with the PLC, different options

available with most PLCs, and basic ladder logic programming. Upon completion, the student must demonstrate ability by developing programs, loading programs into real world PLCs, and troubleshooting the system.

**ELT 232 - Programmable Controls II**

**3 Hours: 2T, 3L**

**Prerequisite:** ELT 231 or ILT 194

This state-of-the-art course includes the principals of PLCs, including hardware, programming, and program design. Emphasis is placed on, but not limited to, the following: developing working programs, timers, counters, and special functions, as well as designing programs from existing hardwired systems. Upon completion, the student must demonstrate ability by developing programs, loading programs into real world PLCs, and troubleshooting the system.

**ELT 233 - Applied Programmable Controls**

**3 Hours: 2T, 2L**

**Prerequisite:** ELT 232

This state-of-the-art course covers the more advanced topics of PLCs. Emphasis is placed on, but not limited to the following: high-speed devices, analog programming, designing complete working systems, start-up and troubleshooting techniques, and special projects. Upon completion, the student must demonstrate ability by developing programs, loading programs into PLCs, and troubleshooting the system.

**ELT 241 - National Electric Code**

**3 Hours: 3T**

This course introduces the students to the National Electric Code and text and teaches the student how to find needed information within this manual. Emphasis is placed on locating and interpreting needed information within the NEC code manual. Upon completion, the student should be able to locate the NEC code requirements for a specific electrical installation.

**ELT 242 - Journeyman-Master Prep Exam**

**3 Hours: 3T**

**Prerequisite:** Final semester of AAS or Certificate program or currently practicing in electrical discipline

This course is designed to help prepare a student to take either the Journeyman or Master Certification Exam. Emphasis is placed on review of electrical concepts and/or principles, practice tests, and test-taking procedures. Upon completion, the student should be able to pass the Journeyman/Masters Certifying Exam.

**ELT 243 - Electrical Cost Estimating**

**3 Hours: 3T**

**Prerequisite:** ELT 110 and ELT 114

This course provides an in-depth study of calculating wiring materials required and labor needed by man hours to complete a job. Emphasis is placed on documenting the scope of work required using various take-off sheets and the correct means by which to arrive at total job costs. Upon completion, the student should be able to perform actual calculations of sample jobs including overhead and operating costs.

**ELT 244 - Conduit Bending and Installation**

**3 Hours: 2T, 3L**

This course provides the student the knowledge to properly bend electrical metallic tubing, rigid galvanized and intermediate metal conduit, and PVC conduit. Emphasis is placed on the theory and practical application of conduit bending methods. Upon completion, the student will measure, layout, and successfully bend conduit using hand type, mechanical, and hydraulic benders.

**ENG - English**

**COM 100 - Introductory Technical English I**

**3 Hours**

**Prerequisite:** ENG 092 with C or higher placement and placed into RDG 085 or higher

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, the student should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace.

**ENG 092 - Basic English I**

**4 Hours**

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 written English. The student should demonstrate these skills chiefly through the writing of well-developed, multi-sentence paragraphs.

**ENG 093 - Basic English II**

**4 Hours**

**Prerequisite:** ENG 092 or equivalent placement score

This course is a review of composition skills and grammar. Emphasis is placed on coherence, the use of a variety of sentence structures in the composing process, and on standard written English usage. The student should demonstrate these skills chiefly through the writing of paragraph blocks and short essays.

**ENR 094 – Integrated Reading and Writing****4 Hours**

This course combines traditionally separate reading and writing courses into a single, integrated course. Students will develop skills in both critical reading (organizing, analyzing, and retaining concepts) and writing (developing work appropriate to the audience, purpose, situation, and length of the assignment). By integrating the two skill sets, students will demonstrate their comprehension of reading through their writing.

**ENG 101 - English Composition I****3 Hours**

**Prerequisite:** RDG 085 and ENG 093 or higher placement

English Composition I provides instruction and practice in the writing of at least six (6) extended compositions and a research paper. The development of analytical and critical reading skills as well as basic reference and documentation skills in the composition process are also emphasized. English Composition I includes instruction and practice in library usage.

**ENG 102 - English Composition II****3 Hours**

**Prerequisite:** A letter grade of C or higher in ENG 101

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 includes instruction and practice in library usage.

**ENG 246 - Creative Writing I****3 Hours**

**Prerequisite:** A letter grade of C or higher in ENG 102

This course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. The student will compose a significant body of imaginative literature, which may be read by or to the class.

**ENG 251 - American Literature I****3 Hours**

**Prerequisite:** A letter grade of C or higher in ENG 102

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 shaping these works and reflected in them. Upon completion and in written compositions, the student should be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 252 - American Literature II****3 Hours**

**Prerequisite:** A letter grade of C or higher in ENG 102

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 shaping these works and reflected in them. Upon completion, the student should be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 261 - English Literature I****3 Hours**

**Prerequisite:** A letter grade of C or higher in ENG 102

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 shaping these works and reflected in them. Upon completion and in written compositions, the student should be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 262 - English Literature II****3 Hours**

**Prerequisite:** A letter grade of C or higher in ENG 102

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 shaping these works and reflected in them. Upon completion and in written compositions, the student should be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 271 - World Literature I****3 Hours**

**Prerequisite:** A letter grade of C or higher in ENG 102

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 shaping these works and reflected in them. Upon completion and in written compositions, the student should be able to interpret the aesthetic

and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

### **ENG 272 - World Literature II**

**3 Hours**

**Prerequisite:** A letter grade of C or higher in ENG 102

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 shaping these works and reflected in them. Upon completion and in written compositions, the student should 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.

## **GEO - Geography**

### **GEO 100 - World Regional Geography**

**3 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, and external and internal organizational problems and potentials.

### **GEO 101 - Principles of Physical Geography I**

**4 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

This 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**

**4 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement and GEO 101

This is the second in a two part sequence including topics such as landforms, landscapes, soil, and vegetation of the earth. Laboratory is required.

### **GEO 200 - Geography of North America**

**3 Hours**

**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.

## **HEC - Home Economics**

### **HEC 140 - Principles of Nutrition**

**3 Hours**

**Prerequisite:** RDG 085 or higher placement

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

## **HED - Health Education**

### **HED 199 - Ecological Approach to Health and Fitness**

**3 Hours**

**Prerequisite:** RDG 085 or higher placement

This course examines a myriad of factors influencing health and fitness behavior. Intrapersonal, interpersonal, institutional, community, and public policy factors are examined.

### **HED 221 - Personal Health**

**3 Hours**

**Prerequisite:** RDG 085 or higher placement

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, and death and dying.

### **HED 231 - First Aid**

**3 Hours**

This course provides instruction to the immediate, temporary care which should be given to victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross and/or the American Heart Association. CPR training is also included.

### **HED 232 - Care and Prevention of Athletic Injuries**

**3 Hours**

This course provides a study of specific athletic injuries, their treatment, and preventive measures.

**HED 277 - CPR Recertification****1 Hour****Prerequisite:** Prior certification in CPR

In this course, instruction and review of updated information concerning cardiopulmonary 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.

**HED 299 - Special Topics: Stress Management****2 Hours****Prerequisite:** RDG 085 or higher placement

This course will permit the student to focus on, examine, and address current specific issues and topics in the general area of health and disease. Stress management techniques will be described and evaluated, and the relationship between stress and disease will be discussed.

**HIS - History****HIS 101 - Western Civilization I****3 Hours****Prerequisite:** RDG 085 and ENG 093 or higher placement

This course is a survey of social, intellectual, economic, and political developments which have molded the modern western world. This course covers the ancient and medieval periods and concludes in the era of the Renaissance and Reformation.

**HIS 102 - Western Civilization II****3 Hours****Prerequisite:** RDG 085 and ENG 093 or higher placement

This course is a continuation of HIS 101. It surveys development of the modern western world from the era of the Renaissance and Reformation to the present.

**HIS 201 - United States History I****3 Hours****Prerequisite:** RDG 085 and ENG 093 or higher placement

This course surveys United States history during the Colonial, Revolutionary, Early National, and Antebellum periods. It concludes with the Civil War and Reconstruction.

**HIS 202 - United States History II****3 Hours****Prerequisite:** RDG 085 and ENG 093 or higher placement

This course is a continuation of HIS 201. It surveys United States history from the Reconstruction Era to the present.

**HIS 260 - Alabama History****3 Hours**

This course surveys the development of the state of Alabama from prehistoric times to the present. The course presents material on the discovery and exploration of Alabama, colonization, the territorial period, antebellum Alabama, Reconstruction, and modern history.

**HIT - Health Information Technologies****HIT 110 – Medical Terminology****3 Hours**

This course is an introduction to the language of medicine. Course emphasis is on terminology related to disease and treatment in correlation with anatomy and physiology of all anatomical body systems. Student competencies include word construction, definition, spelling, pronunciation, and use of correct abbreviations for numerous medical terms. This is a CORE course.

**HIT 111 – Diagnostics and Pharmacology****2 Hours****Prerequisite:** Acceptance into HIT Program**Co-Requisite:** HIT 115, HIT 130, HIT 131, and HIT 151

This course is a study of drug classifications and diagnostic procedures. Instruction includes information on common laboratory findings and the significance of abnormal findings in disease processes. At the conclusion of the course, the student should be able to apply knowledge regarding medications and tests used in treatment and diagnosis of abnormal human conditions.

**HIT 113- Anatomy, Physiology, and Medical Terminology****5 Hours**

This course is an introduction to the structure and function of anatomical body systems and the language of medicine. Upon completion, students should be able to demonstrate a basic understanding of human anatomy and physiology and be able to spell, define, pronounce and correctly use a number of medical terms and abbreviations.

**HIT 115 – Pathophysiology and Pharmacology for HIT****4 Hours****Prerequisite:** Acceptance into HIT Program**Co-Requisite:** HIT 111, HIT 130, HIT 131, and HIT 151

This course is a detailed study of common pathological conditions and the drugs of choice used in their treatment. Course focus is on description of conditions and diseases of the organ systems including etiology, signs and symptoms, methods of diagnosis, and treatment. Expected student outcomes include the ability to analyze signs and symptoms in identifying disease entities and the ability to describe appropriate diagnostic and treatment modalities.

**HIT 130 – HIT Classification and Reimbursement**

**3 Hours**

**Prerequisite:** Acceptance into HIT Program

**Co-Requisite:** HIT 111, HIT 115, HIT 131, and HIT 151

This course includes study of the uses of coded data in reimbursement and payment systems appropriate to all health care settings. Course instruction focuses on techniques of coding, elements of prospective payment systems, billing and insurance procedures, third party payers, explanation of benefits, managed care/capitation, and chargemaster description. Student competencies include demonstration of reimbursement and payment system principles, coding skills, and billing applications (manual and/or computer-assisted).

**HIT 131 – Classification Skills Laboratory**

**1 Hour**

**Prerequisite:** Acceptance into HIT Program

**Co-Requisite:** HIT 111, HIT 115, HIT 130, and HIT 151

This course allows the student to develop basic skills in classification and reimbursement methodologies. Emphasis is on coding techniques and billing procedures. Student competency is demonstrated by application of skills acquired in the theory class.

**HIT 134 – HIT Legal and Ethical Issues**

**3 Hours**

**Prerequisite:** Acceptance into HIT Program

**Co-Requisite:** HIT 153, HIT 158, HIT 160, HIT 221, HIT 222, HIT 230, and HIT 231

This course is a review of the legal aspects applicable to health information. The course focuses on the health record as a legal document, legal principles, patient rights/advocacy issues, definition and application of professional ethics, privacy, release of information, and confidentiality of health information. Student outcomes include demonstration of the use of legal vocabulary and application of release of information guidelines. This is a CORE course.

**HIT 151 – Health Data Content and Structure**

**3 Hours**

**Prerequisite:** Acceptance into HIT Program

**Co-Requisite:** HIT 111, HIT 115, HIT 130, and HIT 131

This course is an introduction to the health information technology (HIT) profession and its basic skill requirements. The course includes an introduction to the content, use and structure of health care data and data sets and how these components relate to primary and secondary record systems. Student outcomes include mastery of basic concepts and functions in HIT including storage and retrieval systems, documentation requirements, abstracting, quantitative and qualitative analysis, registries and indexes. This is a CORE course.

**HIT 152 – Skills Development Laboratory**

**1 Hour**

**Prerequisite:** Acceptance into HIT Program

**Co-Requisite:** HIT 111, HIT 115, HIT 130, HIT 131, and HIT 151

This course allows the student to demonstrate basic competencies acquired in course work with laboratory experience. Emphasis is on development of basic HIT competencies. Student competency is demonstrated by application of basic skills covered in theory classes.

**HIT 153 – Health Care Delivery Systems**

**2 Hours**

**Prerequisite:** Acceptance into HIT Program

**Co-Requisite:** HIT 134, HIT 158, HIT 160, HIT 221, HIT 222, HIT 230, and HIT 231

This course includes a review of health care delivery systems. Course focus is on information management practices of agencies providing health services in ambulatory care, home health care, hospice, long term care, mental health, and other alternate care systems. Student competency includes the ability to describe and contrast the structure of health services in relation to operational and accrediting agency standards, as well as the role of the health information practitioner in each of these settings.

**HIT 158 – Introduction to the Clinical Environment for HIT/MCC**

**1 Hour**

**Prerequisite:** Acceptance into HIT Program

**Co-Requisite:** HIT 134, HIT 153, HIT 160, HIT 221, HIT 222, HIT 230, and HIT

This course is an introduction to the expectations and legal requirements of the clinical environment. Emphasis is placed on personal safety, personal integrity and accountability, and universal clinical expectations. Upon completion, the student should be able to demonstrate pre-clinical competency in clinically relevant topics, such as HIPAA regulations, universal precautions, and safety regulations.

**HIT 160 – Professional Practices Experience** **1 Hour**

**Prerequisite:** Acceptance into HIT Program

**Co-Requisite:** HIT 134, HIT 153, HIT 158, HIT 221, HIT 222, HIT 230, and HIT 231

This course allows the student to demonstrate basic competencies acquired in previous course work with on-site, online, and/or on-campus simulations. This course requires student practice in health information technology in a health care facility or simulated online or on campus experience. Student competency is demonstrated by application of basic skills covered in theory and laboratory classes. This is a CORE course.

**HIT 221 – HIT Computer Applications** **2 Hours**

**Prerequisite:** Acceptance into HIT Program

**Co-Requisite:** HIT 230 and HIT 231

This course is a survey of computer usage in health care with emphasis on data security and integrity in health information systems. Course instruction focuses on concepts of computer technology related to health care and the tools and techniques for collecting, storing, retrieving, and transmission of health care data. Upon completion, students should be able to demonstrate knowledge of and competence in the use of various health information-specific software applications. This is a CORE course.

**HIT 222 – HIT Computer Applications Laboratory** **1 Hour**

**Prerequisite:** Acceptance into HIT Program

**Co-Requisite:** HIT 134, HIT 153, HIT 158, HIT 160, HIT 221, HIT 230, and HIT 231

This course is designed to provide the opportunity to apply HIT computer application skills in online or on-campus laboratory. Emphasis includes concentration in the use of computer technology in collecting, storing, retrieving, reporting, and displaying health care data. Upon completion, the student should be able to demonstrate specific computer skills in these areas.

**HIT 230 - Medical Coding Systems I** **3 Hours**

**Prerequisite:** Acceptance into HIT Program

**Co-Requisite:** HIT 221 and HIT 231

This course is intended to develop an understanding of coding and classification systems in order to assign valid medical codes. Instruction includes description of classification and nomenclature system; coding diagnoses and/or procedure; sequencing code; analyzing actual medical records to identify data elements to be coded; and validating coded clinical information. Student competency includes demonstration of coding principles and applications (manual and/or computer-assisted). This is a CORE course.

**HIT 231 – Medical Coding Skills Laboratory** **1 Hour**

**Prerequisite:** Acceptance into HIT Program

**Co-Requisite:** HIT 221 and HIT 230

This course provides laboratory practice in medical coding. The course allows the student to become proficient at skills learned in classification and coding systems theory classes. Student competency is demonstrated by accuracy in medical coding

**HIT 232 - Medical Coding Systems II** **3 Hours**

**Prerequisite:** Acceptance into HIT Program

**Co-Requisite:** HIT 286, HIT 292, and HIT 296

This course is a continuation of Medical Coding Systems I which is intended to develop an understanding of coding and classification systems in order to assign valid medical codes. Instruction includes coding diagnoses and/or procedures, sequencing codes, analyzing actual medical records to identify data elements to be coded, and validating coded clinical information. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted). This is a CORE course.

**HIT 254 Organizational Improvement** **3 Hours**

**Prerequisite:** Acceptance into HIT Program

**Co-Requisite:** HIT 232, HIT 255, HIT 286, HIT 292, and HIT 296

This course is a study of the purpose and principles of improving organizational performance through quality assessment and utilization management. Topics include use of quality improvement tools; data collection, display, analysis, and reporting methods; resource and risk management techniques; healthcare statistics; and application of accreditation and licensing standards. Student outcomes include demonstrated proficiency in the use of quality improvement techniques and application of accrediting agency standards.

**HIT 255 – Principles of Supervision in HIT** **3 Hours**

**Prerequisite:** Acceptance into HIT Program

**Co-Requisite:** HIT 232, HIT 254, HIT 286, HIT 292, and HIT 296

This course is an introduction to principles of organization and supervision in a health information department. The course focuses on specific human resource management functions including communication, motivation, team building, budgeting, staff scheduling, productivity reporting, policy and procedure development, and equipment selection. Student competency includes demonstration of knowledge of human resource functions and application of supervisory skills.

**HIT 286 - Expanded Medical Coding**

**2 Hours**

**Prerequisite:** Acceptance into HIT Program

**Co-Requisite:** HIT 232, HIT 292, and HIT 296

This course is intended to develop an understanding of coding and classification systems in inpatient settings in order to assign valid medical codes. Instruction includes coding inpatient procedures, correct sequencing of codes, analyzing actual physician documentation to identify data elements to be coded, and validating coded clinical information. Student competency includes demonstration of inpatient coding principles and applications (manual and/or computer assisted).

**HIT 292 – HIT Exam Review**

**2 Hours**

**Prerequisite:** Acceptance into HIT Program

**Co-Requisite:** HIT 232, HIT 286, and HIT 296

This course is an extensive review of health information technology skills. Course work includes a review of various aspects of health information technology. Student outcomes include demonstrated understanding of the topics covered in this course.

**HIT 296 – Professional Practices Simulations**

**2 Hours**

**Prerequisite:** Acceptance into HIT Program

**Co-Requisite:** HIT 232, HIT 286, and HIT 292

This course allows students to correlate the experiences of previous courses with on-site, online, and on-campus simulations and learning experience. Emphasis is placed on application of all previous course work and orientation to all aspects of practice in a health information management department of a health care facility. Student competency is demonstrated by application of skills covered in theory and laboratory classes.

**HUM - Humanities**

**HUM 298 - Directed Studies in Humanities**

**1-3 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The specific topics will be determined by the interests of the students and faculty, and the course may be repeated for credit.

**HUM 299-01 - PTK Honors Course I**

**1 Hour**

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The specific topics will be determined by the interests of the students and faculty, and the course may be repeated for credit.

**HUM 299-02 - PTK Honors Course II**

**1 Hour**

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The specific topics will be determined by the interests of the students and faculty, and the course may be repeated for credit.

**HUM 299-03 - PTK Honors Course III**

**1 Hour**

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The specific topics will be determined by the interests of the students and faculty, and the course may be repeated for credit.

**IDS - Interdisciplinary Studies**

**IDS 299 - Directed Studies In Leadership**

**1-2 Hours**

**Prerequisite:** RDG 085 or higher placement

This course provides training and experience in leadership techniques and practice. The student is required to serve in leadership positions on campus or in the community. IDS 299 may be repeated for credit.

## **ILT - Industrial Electronics**

### **ILT 100 - Applied Electronic Computations**

**3 Hours: 3T**

**Co-Requisite:** ILT 106 and ILT 107 or ELT 111 and ELT 112

This course is an applied mathematics and algebra course for students in electronics or similar programs. Topics include decimals, fractions, negative numbers, powers and roots, the metric system, logarithms, applied trigonometry, and algebra. Upon completion, the student should be able to perform applied mathematics calculations needed in electronics.

### **ILT 106 - Concepts of Direct Current**

**5 Hours: 3T, 4L**

**Co-Requisite:** ILT 100 or ELT 100

This course provides an advanced study of direct current (DC) concepts and application principles. Specific topics include safety; terms and symbols; electrical theory; Ohm's law; power law; electrical measurement; DC electrical components; and series, parallel, and series-parallel circuit construction. Students gain hands-on experience through various laboratory problems. Emphasis is placed upon the use of scientific calculators, reading schematics, and the operation of common test equipment used to analyze and troubleshoot DC circuits and the opportunity to prove the theories taught during classroom instruction.

### **ILT 107 - Concepts of Alternating Current**

**5 Hours: 3T, 4L**

**Prerequisite:** ILT 106 or ELT 111

**Co-Requisite:** ILT 100

This course provides an advanced study of alternating current (AC) concepts and application principles. Specific topics include safety, terms and symbols, AC electrical theory, components, circuits, electrical measurement instruments, laws of AC, and methods for constructing and measuring various types of AC circuits. Students gain hands-on experience through laboratory exercises designed to analyze complex circuits, power requirements, faults, phase relationships, and power factors. Emphasis is placed on the use of scientific calculators and the operation of various types of test equipment used to analyze and troubleshoot AC circuits.

### **ILT 111 - Concepts of Solid State Electronics**

**5 Hours: 3T, 4L**

**Prerequisite:** ILT 107 or ELT 112

This course is an introduction to semiconductor fundamentals and applications to electronic devices. The course covers the basic operations and applications to include rectifier circuits, transistors, and thyristors. Coverage is given to safety, use, and care with hazardous materials and personal as well as material and environmental considerations. Upon completion, the student should be able to construct and test for proper operation of various types of solid state devices.

### **ILT 112 - Concepts of Digital Electronics**

**5 Hours: 3T, 4L**

**Prerequisite:** ILT 113

This course provides instruction in digital electronics. Topics include number systems and codes, a review of Boolean algebra, logic elements, digital circuits, programmable logic circuits, and memory and computing circuits. This course provides laboratory exercises to analyze, construct, test, and troubleshoot digital circuits.

### **ILT 113 - Concepts of Electronic Circuits**

**5 Hours: 3T, 4L**

**Prerequisite:** ILT 111

This course covers the commonly utilized circuits found in all areas of electronics. These include various rectifiers, filters, voltage regulating circuits, operational amplifier circuits, ICs, and oscillator circuits. Upon completion, the student should be able to construct and test various types of electronic circuits.

### **ILT 115 - Advanced Industrial Controls**

**3 Hours: 3T**

**Prerequisite:** ILT 167 and ILT 197

**Co-Requisite:** ILT 116

This course emphasizes the fundamentals and applications of solid state motor starters. Topics include DC drives, AC variable frequency drives, thyristers, sequences circuits, and closed loop control, including PID process control. Upon completion, the student should be able to apply principles of solid state motor starters.

### **ILT 116 - Advanced Industrial Controls Lab**

**2 Hours: 4L**

**Prerequisite:** ILT 167 and ILT 197

**Co-Requisite:** ILT 115

This lab emphasis DC drives, AC variable frequency drives, thyristers, sequences circuits, and closed loop control, including PID process control. Upon completion, the student should be able to apply principles of solid state motor starters.

### **ILT 148 - Automatic Controls Systems**

**3 Hours: 3T**

**Prerequisite:** ILT 115, ILT 116, ILT 169, ILT 216, and ILT 217

**Co-Requisite:** ILT 149

This course emphasizes automated control systems and sub-systems. Topics include robotics, programmable hydraulics, pneumatic, microprocessor, variable speed drives, transducers, and related control circuitry with emphasis on troubleshooting the total system. Upon completion, the student should be able to apply principles of automated control systems.

**ILT 149 - Automatic Controls Systems Lab**

**2 Hours: 4L**

**Prerequisite:** ILT 115, ILT 116, ILT 169, ILT 216, and ILT 217

**Co-Requisite:** ILT 148

This lab emphasizes robotics, programmable hydraulics/pneumatic, microprocessors, variable-speed drives, transducers, and related control circuitry with emphasis on troubleshooting the total system. Upon completion, the student should be able to apply principles of automated control systems.

**ILT 164 - Circuit Fabrication**

**1Hour: 1L**

**Prerequisite:** ILT 107

This course provides instruction in fabrication of functional circuits and introduces device construction and fabrication. Utilizing discrete components, students will fabricate functional circuits. Topics include soldering, cable construction, coaxial cable connection and termination, component mounting cases, chassis, printed circuit board design, layout, fabrication, and repair, as well as soldering techniques, care of tools, wire splicing, wire wrapping, connector auxiliary services, and related shop safety. Upon completion of this course, the student should be able to perform basic circuit and project construction.

**ILT 167 - AC/DC Machinery and Controls I**

**3 Hours: 2T, 1L**

**Prerequisite:** ILT 107 or ELT 112

This course provides the student with knowledge in AC/DC machinery and controls. Topics include the characteristics and operating principles of different types of AC/DC generators and motors, manual and automatic starters, and controllers. The lab enables students to test, troubleshoot, and repair AC/DC machinery and controls. Upon completion, the student should be able to apply practical skills in AC/DC machinery.

**ILT 169 - Hydraulics/Pneumatics**

**3 Hours: 2T, 1L**

This course provides an introduction to hydraulics/pneumatics. Topics include hydraulic pumps, pneumatic compressors, and work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. The lab enables students to test, troubleshoot, and repair hydraulic pumps, pneumatic compressors work, and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon completion, students will be able to apply principles of hydraulic/pneumatics.

**ILT 176 - Elements of Industrial Control**

**3 Hours: 3T**

**Prerequisite:** ILT 107

**Co-Requisite:** ILT 177 and ILT 197

This course covers the basics of automatic control of industrial systems using the programmable logic controller. Topics include relay logic, ladder logic, motor controls, and the development of ladder logic using software. Upon completion of this course and the associated lab, a student should be able to configure and program a PLC.

**ILT 177 - Elements of Industrial Control Lab**

**2 Hours: 4L**

**Prerequisite:** ILT 107

**Co-Requisite:** ILT 176 and ILT 197

This course covers the basics of automatic control of industrial systems using the programmable logic controller. Topics include relay logic, ladder logic, motor controls, and the development of ladder logic using software. Upon completion of this course and the associated theory course, a student should be able to configure and program a PLC.

**ILT 180 - Special Topics**

**3 Hours: 3T**

**Permission of instructor required.**

This course is designed to allow students an opportunity to study directly related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, the student should be able to solve job-related problems using technical skills and knowledge.

**ILT 194 - Introduction to Programmable Logic Controllers**

**3 Hours: 2T, 1L**

**Prerequisite:** ILT 197 or ELT 209

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the

following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

**ILT 195 - Troubleshooting Techniques I**

**3 Hours: 2T, 2L**

**Prerequisite:** ILT 107, ILT 169, ILT 194, and ILT 197

This course focuses on the systematic approach to solving problems. Emphasis is placed on instrument failures and their interaction with process downtime. Upon completion, the student should be able to solve problems on a process simulator or in an actual setting.

**ILT 197 - Motor Controls I**

**3 Hours: 1T, 4L**

**Prerequisite:** ILT 167 or ELT 117

This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, and complex motor control diagrams as well as interpret ladder diagrams using pushbutton stations.

**ILT 200 - Survey of Various Manufacturers of Programmable Logic Controllers**

**3 Hours: 2T, 2L**

**Prerequisite:** ILT 276 and ILT 277

This course provides an introduction to various manufacturers of programmable logic controllers. The student will learn how the various manufacturers differ on their approaches to manufacturing and programming their PLCs, and they will learn how they are similar. Upon completion, the student will have been exposed to various PLCs and will be able to confidently enter a PLC work environment and perform Auxiliary Services procedures on the PLCs used there.

**ILT 216 - Industrial Robotics**

**3 Hours: 3T**

**Prerequisite:** ILT 197

**Co-Requisite:** ILT 217

This course covers principles of electro-mechanical devices. Topics include the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion, the student should be able to apply the principles of electro-mechanical devices.

**ILT 217 - Industrial Robotics Lab**

**2 Hours: 2L**

**Prerequisite:** ILT 197

**Co-Requisite:** ILT 216

This lab covers the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion, the student should be able to apply the principles of electro-mechanical devices.

**ILT 227 - National Electrical Code (NEC)**

**2 Hours: 2T**

This course provides in-depth study of safety procedures according to the National Electrical Code. Topics include residential, commercial, and industrial wiring procedures. Upon completion, students should be able to apply principles of the National Electrical Code Manual to specific residential, commercial, and industrial applications.

**ILT 231 - National Electrical Code (NEC)**

**3 Hours: 3T**

This course introduces students to the National Electric Code. Emphasis is placed on locating and interpreting needed information within the NEC manual. Upon completion of this course, the student should be able to locate code requirements for a specific electrical installation.

**ILT 239 - Certification Preparation**

**3 Hours: 3T**

**Prerequisite:** ILT 112

This course includes the review necessary before attempting technician certification examinations given by various non-government certifying organizations and pre-employment tests given by employers. Upon completion of this course, students should understand the preparations necessary to successfully complete the exam process.

**ILT 251 - RF Communications**

**3 Hours: 1T, 4L**

**Prerequisite:** ILT 112

This course provides a study of transmitting and receiving analog communication signals used in radio, television, and radio frequency (RF) communication applications. Emphasis is placed on circuits producing, transmitting, and receiving RF signals

used in radio, television, and RF communication. Upon completion, the student should be able to apply RF communication principles in the transmitting and receiving of radio, television, and RF communication signals.

**ILT 252 - Digital Communications**

**3 Hours: 1T, 4L**

**Prerequisite:** ILT 112

This course provides a study of transmitting and receiving digital communication signals used in radio, television, and digital communication applications. Emphasis is placed on circuits that produce, transmit, and receive digital signals used in radio, television, and digital communication. Upon completion, the student should be able to apply digital communication principles in the transmitting and receiving of radio, television, and digital communication signals.

**ILT 271 - Independent Study**

**2 Hours: 2L**

This course is designed to allow the student to independently study various topics related to instrumentation technology. Emphasis is placed on the refinement or advancement of a particular skill or skills. Upon completion, the student should be able to perform specific job-related functions according to standard operating procedures.

**ILT 276 - Elements of Industrial Control II**

**3 Hours: 3T**

**Prerequisite:** ILT 194 or ELT 231 or ILT 176

**Co-Requisite:** ILT 277

This course includes the advanced principals of PLCs including hardware, programming, variable speed drives, and troubleshooting. Emphasis is placed on developing advanced working programs and troubleshooting hardware and software communication problems. Upon completion, the student should be able to demonstrate an ability in developing programs and troubleshooting the system.

**ILT 277 - Elements of Industrial Control II Lab**

**2 Hours: 2L**

**Prerequisite:** ILT 194 or ELT 231 or ILT 177

**Co-Requisite:** ILT 276

This course includes the advanced principals of PLCs including hardware, programming, variable speed drives, and troubleshooting. Emphasis is placed on developing advanced working programs and troubleshooting hardware and software communication problems. Upon completion, the student should be able to demonstrate an ability in developing programs and troubleshooting the system.

**ILT 280 - Special Topics**

**3 Hours: 3L**

**Permission of instructor required.**

This course is designed to allow students an opportunity to study directly related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, the student should be able to solve job-related problems using technical skills and knowledge.

**ILT 281 - Special Topics for Industrial Electronics I**

**3 Hours: 1T, 4L**

**Permission of instructor required.**

This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job-related problems using technical skills and knowledge.

**ILT 282 - Special Topics for Industrial Electronics II**

**3 Hours: 1T, 4L**

**Permission of instructor required.**

This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job-related problems using technical skills and knowledge.

**ILT 289 - Cooperative Education**

**1 Hour: T, L**

**Permission of instructor required.**

This course provides students work experience with a College-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon completion, the student should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**ILT 290 - Cooperative Education****2 Hours: 4L****Permission of instructor required.**

This course provides the student work experience with a College-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**ILT 291 - Cooperative Education****3 Hours: 6L****Permission of instructor required.**

This course provides students work experience with a College-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon completion, the student should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**INT - Industrial Auxiliary Services Technology****INT 112 - Industrial Auxiliary Services Safety Procedures****3 Hours: 3T**

This course is an in-depth study of the health and safety practices required for auxiliary services 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; the MSDS Right-to-Know law; hazardous materials safety; and use and care of safety equipment. Upon course completion, students will be able to implement health and safety practices in an industrial production setting.

**INT 117 - Principles of Industrial Mechanics****3 Hours: 2T, 1L**

This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, the student should be able to perform basic troubleshooting, repair, and auxiliary services functions on industrial production equipment. This is a CORE course.

**INT 118 – Fundamentals of Industrial Hydraulics and Pneumatics****3 Hours: 2T, 1L**

This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive auxiliary services and the application of these concepts to perform work. Upon completion, the student should be able to service and perform preventive auxiliary services functions on hydraulic and pneumatic systems. This is a CORE course.

**INT 119 - Principles of Mechanical Measurement and Tech Drawing****3 Hours: 1T, 4L**

This course provides instruction in the use of precision measuring tools and the interpretation of technical drawings. Topics include the use of calipers, micrometers, steel rules, dial indicators; identifying types of lines and symbols of technical drawings; and recognition and interpretation of various types of views, tolerances, and dimensions. Upon course completion, students will be able to use precision measuring tools and interpret technical drawings.

**INT 120 – Concepts of Direct Current****5 Hours: 3T, 4L**

This course provides an advanced study of direct current (DC) concepts and application principles. Specific topics include safety; terms and symbols; electrical theory; Ohm's law; power law; electrical measurement; DC electrical components; and series, parallel, and series-parallel circuit construction. Students gain hands-on experience through various laboratory problems. Emphasis is placed on the use of scientific calculators, reading schematics, and the operation of common test equipment used to analyze and troubleshoot DC circuits and to prove the theories taught during classroom instruction. This course may serve as a substitute core for DC Fundamentals.

**INT 122 – Concepts of Alternating Current****5 Hours: 3T, 4L**

This course provides an advanced study of alternating current (AC) concepts and application principles. Specific topics include safety, terms and symbols, AC electrical theory, components, circuits, electrical measurement instruments, laws of AC, and methods for constructing and measuring various types of AC circuits. Students gain hands-on experience through laboratory exercises designed to analyze complex circuits, power requirements, faults, phase relationships, and power factors. Emphasis is placed on the use of scientific calculators and the operation of various types of test equipment used to analyze and troubleshoot AC circuits. This course may serve as a substitute core for AC Fundamentals.

**INT 134 - Principles of Industrial Auxiliary Services Welding and Metal Cutting Techniques****3 Hours: 2T, 1L**

This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the auxiliary services and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper

cutting angles, equipment setup, cutting place and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon completion, the student should demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment. This is a CORE course.

**INT 139 - Introduction to Robotic Programming**

**3 Hours: 1T, 4L**

This course provides an introduction to robotic programming. Emphasis is on, but not limited to, the following: safety, motion programming, creating and editing programs, I/O instructions, macros, program and file storage. Upon completion, the student will be able to safely perform basic functions in the work cell as well as program a robot to perform simple functions.

**INT 153 - Precision Machining Fundamentals**

**3 Hours: 2T, 2L**

**Prerequisite:** INT 119 or MTT 121 and MTT 127

This course focuses on metal cutting machines used to make parts and tools. Topics include lathes, mills, drills, and presses. Upon course completion, students will have the ability to use precision measurement instruments and to read mechanical drawings.

**INT 158 - Industrial Wiring**

**3 Hours: 1T, 4L**

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

**LBS - Library Science**

**LBS 101 - Introduction to Library Use II**

**1 Hour**

**Prerequisite:** RDG 085 or higher placement

This course provides instruction in the use of the library. Emphasis is placed on basic library skills, including use of library catalogs, reference sources, current information sources, and indexes.

**LBS 102 - Introduction to Library Use III**

**1 Hour**

**Prerequisite:** RDG 085 or higher placement

This course builds on basic library skills offered in LBS 101 with particular emphasis on library resources involved in writing the research paper.

**MCM - Mass Communications**

**MCM 100 - Introduction to Mass Communication**

**3 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

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

**MCM 102 - Writing for the Mass Media**

**3 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

This course is an introduction to the technique, form, style, and content of writing for the mass media, with attention to the various formats used in journalism, telecommunications, advertising, public relations, and Internet communications.

**MCM 113 - Student Publications**

**1-2 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

This course offers practical experience in journalism skills through work on student publications.

**MCM 114 - Student Publications**

**1-2 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

This course offers practical experience in journalism skills through work on student publications.

**MCM 115 - Student Publications**

**1-2 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

This course offers practical experience in journalism skills through work on student publications.

**MCM 120 - Introduction to Journalism**

**3 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

A first writing course in journalism, this course features journalistic style, copy reading, story types, headlines, typography, and page make-up.

**MCM 130 - News Reporting**

**3 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

This course includes instruction and practice in news gathering and news writing techniques, including methodology, observation, interviews, and use of sources.

**MCM 200 - News Photography**

**3 Hours**

**Co-Requisite:** ENG 101

This course includes practice in camera techniques, film developing, and print making for newspapers and other publications.

**MCM 213 - Student Publications**

**1-2 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

This course offers practical experience in journalism skills through work on student publications.

**MCM 214 - Student Publications**

**1-2 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

This course offers practical experience in journalism skills through work on student publications.

**MCM 215 - Student Publications**

**1-2 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

This course offers practical experience in journalism skills through work on student publications.

**MCM 230 - Survey of Advertising**

**3 Hours**

**Co-Requisite:** ENG 101.

This course includes instruction in the structure and functions of the advertising agency and the elements of effective advertisement.

**MCM 240 - Introduction to Public Relations**

**3 Hours**

**Co-Requisite:** ENG 101.

This course is an introduction to public relations techniques, including grouping, publication strategies, and preparation of publicity for media.

## **MTH - Mathematics**

**MTH 080 – Mathematics Laboratory**

**2 Hours**

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 student.

**MTH 090 - Basic Mathematics**

**2 Hours**

**Prerequisite:** A letter grade of B or higher in MTH 080 or appropriate mathematics placement score.

This is a developmental course reviewing arithmetical principles and computations designed to help the student's mathematical proficiency for selected curriculum entrance.

**MTH 091 – Developmental Algebra I**

**2 Hours**

**Prerequisite:** A letter grade of B or higher in MTH 090 or appropriate mathematics placement score.

This developmental course provides the student with a review of arithmetic and algebraic skills designed to provide sufficient mathematical proficiency for Developmental Algebra II.

**MTH 092 – Developmental Algebra II**

**2 Hours**

**Prerequisite:** A letter grade of B or higher in MTH 091 or appropriate mathematics placement score.

This developmental course 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 100 - Intermediate College Algebra**

**3 Hours**

**Prerequisite:** A letter grade of B or higher in MTH 092 or MTH 098 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 requirements for mathematics.

**MTH 110 - Finite Mathematics**

**3 Hours**

**Prerequisite:** A letter grade of C or higher in MTH 100 or higher math placement score

This course is intended to give an overview of topics in finite mathematics together with their applications and is taken primarily

by the student not majoring in science, engineering, commerce, or mathematics. This course will draw on and significantly enhance the student's arithmetic and algebraic skills. The course includes sets, counting, permutations, combinations, basic probability (including Baye's Theorem), introduction to statistics (including work with binomial distributions and normal distributions), and 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**

**3 Hours**

**Prerequisite:** A letter grade of C or higher in MTH 100 or higher math placement score

This course emphasizes the algebra and graphs of functions including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, polynomial and rational inequalities, and the use of matrices to solve linear equations. Additional topics may include linear programming, the binomial theorem, and partial fraction decomposition.

**MTH 113 - Precalculus Trigonometry**

**3 Hours**

**Prerequisite:** A letter grade of C or higher in MTH 112 or higher math placement score

This course includes the study of trigonometric (circular functions) and inverse trigonometric functions and includes extensive work with trigonometric identities, trigonometric equations, the law of sines, and the law of cosines. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar coordinates. Additional topics may include conic sections.

**MTH 116 - Mathematical Applications**

**3 Hours**

**Prerequisite:** A letter grade of B or higher in MTH 090 or higher math placement

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 the student seeking an AAS degree and does not meet the general core requirement for mathematics.

**MTH 120 - Calculus and Its Applications**

**3 Hours**

**Prerequisite:** A letter grade of C or higher in MTH 112 or higher math placement

This course is intended to give a broad overview of calculus and is taken primarily by the student 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**

**4 Hours**

**Prerequisite:** A letter grade of C or higher in MTH 113 or higher math placement

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**

**4 Hours**

**Prerequisite:** A letter grade of C or higher in MTH 125

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**

**4 Hours**

**Prerequisite:** A letter grade of C or higher in MTH 126

This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus including Green's Theorem, curl and divergence, surface integrals, and Stokes' Theorem.

**MTH 231 - Math for the Elementary Teacher I**

**3 Hours**

**Prerequisite:** A letter grade of C or higher in MTH 100 or higher math placement or higher math completion

This course is designed to provide appropriate insights into mathematics for the student 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. Upon completion, the student is 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 - Math for the Elementary Teacher II**

**3 Hours**

**Prerequisite:** A letter grade of C or higher in MTH 100 or higher math placement or higher math completion

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. 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, the student will test for mathematical proficiency and the learning of teaching concepts. The student also should demonstrate an appropriate teaching technique by preparing a lesson and teaching it to the class for the final exam grade.

### **MTH 237 – Linear Algebra**

**3 Hours**

**Prerequisite:** A letter grade of C or higher in MTH 126

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**

**3 Hours**

**Prerequisite:** A letter grade of C or higher in MTH 126

**Co-Requisite:** MTH 227

An introduction to numerical methods; qualitative behavior of first order differential equations, techniques for solving separable and linear equations analytically; and applications to various models (e.g. populations, motion, chemical mixtures, etc.); techniques for solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters); with emphasis on interpreting the behavior of the 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**

**3 Hours**

**Prerequisite:** MTH 100 or higher math placement score or higher math completion

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 analysis, estimation, and applications. Probability, permutations, combinations, binomial theorem, random variable, and distributions will be included.

## **MTT - Machine Tool Technology**

### **MTT 100 - Machining Technology I**

**6 Hours: 2T, 8L**

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, the student should be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

### **MTT 103 - Machining Technology II**

**6 Hours: 2T, 8L**

This course provides additional instruction and practice in the use of measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection of work-holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, the student should be able to perform basic procedures of precision grinding and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

### **MTT 107 - Machining Calculations I**

**3 Hours: 3T**

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, the student should be able to perform basic shop calculations.

### **MTT 108 - Machine Handbook Functions I**

**3 Hours: 3T**

This course covers the machinist's handbook. Emphasis is placed on formulas, tables, usage, and related information. Upon completion, the student should be able to use the handbook in the calculation and set-up of machine tools.

### **MTT 121 - Basic Blueprint Reading for Machinists**

**3 Hours: 3T**

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, the student should be able to interpret basic drawings, visualize parts, and make pictorial sketches.

**MTT 127 - Metrology**

**3 Hours: 2T, 2L**

This course introduces the 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 129 - Lathe Operations**

**6 Hours: 2T, 8L**

This course includes more advanced lathe practices such as taper turning, threading, boring, and set-up procedures. Emphasis is placed on safety procedures and the machinist responsibility in the set-up and operation of lathes. Upon completion, the student should be able to apply lathe techniques to produce tool projects.

**MTT 136 - Milling Operations**

**6 Hours: 2T, 8L**

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, the student should be able to apply milling techniques to produce machine tool projects.

**MTT 142 - Advanced Machining Calculations**

**3 Hours: 2T, 2L**

This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems.

**MTT 146 - Precision Grinding Machines I**

**6 Hours: 2T, 8L**

This course is the study of precision grinding machines and their operations. The course will also focus on the different types of grinding machines, different set-up procedures, grinding wheel characteristics and selection, and surface finish requirements and characteristics.

**MTT 154 - Metallurgy**

**3 Hours: 2T, 2L**

This course covers the production, properties, testing, classification, microstructure, and heat treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and processes concerning metallurgical transformations. Upon completion, the student should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.

**MTT 171 - Intermediate Blueprint Reading**

**3 Hours: 3T**

The purpose of this course is for students to further apply knowledge and skills with reading and interpreting blueprints for machining operations. Specific topics include calculating missing dimensions from drawings, drawing different views of an object, knowledge of features and types of threads and fasteners used in mechanical objects, types of surface requirements on blueprints, and blueprint interpretation for casting and weldments.

**MTT 181 - Special Topics in Machine Tool Technology**

**3 Hours: 1T, 4L**

This course is a guided independent study of special projects in machine tool technology. Emphasis is placed on the student's needs. Upon completion, the student should be able to demonstrate skills developed to meet specific needs.

**MTT 182 - Special Topics in Machine Tool Technology**

**3 Hours: 1T, 4L**

This course is a guided independent study of special projects in machine tool technology. Emphasis is placed on the student's needs. Upon completion, the student should be able to demonstrate skills developed to meet specific needs.

**MTT 281 - Special Topics in Machine Tool Technology**

**3 Hours: 1T, 4L**

This course is a guided independent study of special projects in machine tool technology. Emphasis is placed on the student's needs. Upon completion, the student should be able to demonstrate skills developed to meet specific needs.

**MTT 282 - Special Topics in Machine Tool Technology**

**3 Hours: 1T, 4L**

This course is a guided independent study of special projects in machine tool technology. Emphasis is placed on the student's needs. Upon completion, the student should be able to demonstrate skills developed to meet specific needs.

**MTT 291 - Cooperative Education in Machine Tool Technology**

**3 Hours: 15i each**

Students work on a part-time basis in a job directly related to machine tool technology. The employer and supervising instructor evaluate students' progress. Upon completion, the student should be able to apply skills and knowledge in an employment setting.

## **MUL - Music – Ensembles**

### **MUL 101 - Class Piano I**

**1 Hour**

**Prerequisite:** Permission of the instructor.

Group instruction is available in voice, piano, strings, woodwinds, brass, percussion, and fretted instruments for the student 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, the student should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

### **MUL 102 - Class Piano II**

**1 Hour**

**Prerequisite:** MUL 101

Group instruction is available in voice, piano, strings, woodwinds, brass, percussion, and fretted instruments for the student 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, the student should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

### **MUL 111 - Class Voice I**

**1 Hour**

**Prerequisite:** Permission of the instructor

Group instruction is available in voice, piano, strings, woodwinds, brass, percussion, and fretted instruments for the student 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, the student should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

### **MUL 112 - Class Voice II**

**1 Hour**

**Prerequisite:** MUL 111

Group instruction is available in voice, piano, strings, woodwinds, brass, percussion, and fretted instruments for the student 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, the student should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

### **MUL 172 - Musical Theatre Workshop I**

**1-2 Hours**

**Prerequisite:** Permission of the instructor

This course includes the study of musical theatre history, styles, performance, and technical production. Emphasis is placed on the supervised study, preparation, production, and performances of scenes or complete works of musical theatre. Upon completion, the student should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.

### **MUL 173 - Musical Theatre Workshop II**

**1-2 Hours**

**Prerequisite:** Permission of the instructor

This course includes the study of musical theatre history, styles, performance, and technical production. Emphasis is placed on the supervised study, preparation, production, and performances of scenes or complete works of musical theatre. Upon completion, the student should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.

### **MUL 180 - Chorus I**

**1-2 Hours**

**Prerequisite:** Permission of the instructor

This course provides an opportunity for the student 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, the student should be able to effectively participate in performances presented by the ensemble.

### **MUL 181 - Chorus II**

**1-2 Hours**

**Prerequisite:** MUL 180

This course provides an opportunity for the student 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, the student should be able to effectively participate in performances presented by the ensemble.

**MUL 184 - Jazz/Show Choir I****1-2 Hours****Prerequisite:** Permission of the instructor

This course provides an opportunity for the student 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, the student should be able to effectively participate in performances presented by the ensemble.

**MUL 185 - Jazz/Show Choir II****1-2 Hours****Prerequisite:** MUL 184

This course provides an opportunity for the student 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, the student should be able to effectively participate in performances presented by the ensemble.

**MUL 192 - Instrumental Ensemble I****1-2 Hours****Prerequisite:** Permission of the instructor

This course provides an opportunity for the student 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, the student should be able to effectively participate in performances presented by the ensemble.

**MUL 193 - Instrumental Ensemble II****1-2 Hours****Prerequisite:** MUL 192

This course provides an opportunity for the student 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, the student should be able to effectively participate in performances presented by the ensemble.

**MUL 196 - Jazz/Show Band I****1-2 Hours****Prerequisite:** Permission of the instructor

This course provides an opportunity for the student 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, the student should be able to effectively participate in performances presented by the ensemble.

**MUL 197 - Jazz/Show Band II****1-2 Hours****Prerequisite:** MUL 196

This course provides an opportunity for the student 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, the student should be able to effectively participate in performances presented by the ensemble.

**MUL 201 - Class Piano III****1 Hr. Prerequisite:** MUL 102

Group instruction is available in voice, piano, strings, woodwinds, brass, percussion, and fretted instruments for the student 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, the student should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

**MUL 202 - Class Piano IV****1 Hour****Prerequisite:** MUL 201

Group instruction is available in voice, piano, strings, woodwinds, brass, percussion, and fretted instruments for the student 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, the student should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

**MUL 272 - Musical Theatre Workshop III****1-2 Hours****Prerequisite:** Permission of the instructor

This course includes the study of musical theatre history, styles, performance, and technical production. Emphasis is placed on the supervised study, preparation, production, and performances of scenes or complete works of musical theatre. Upon completion, the student should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.

**MUL 273 - Musical Theatre Workshop IV****1-2 Hours****Prerequisite:** Permission of the instructor

This course includes the study of musical theatre history, styles, performance, and technical production. Emphasis is placed on

the supervised study, preparation, production, and performances of scenes or complete works of musical theatre. Upon completion, the student should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.

**MUL 280 - Chorus III**

**1-2 Hours**

**Prerequisite:** MUL 181

This course provides an opportunity for the student 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, the student should be able to effectively participate in performances presented by the ensemble.

**MUL 281 - Chorus IV**

**1-2 Hours**

**Prerequisite:** MUL 280

This course provides an opportunity for the student 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, the student should be able to effectively participate in performances presented by the ensemble.

**MUL 284 - Jazz/Show Choir III**

**1-2 Hours**

**Prerequisite:** MUL 185

This course provides an opportunity for the student 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, the student should be able to effectively participate in performances presented by the ensemble.

**MUL 285 - Jazz/Show Choir IV**

**1-2 Hours**

**Prerequisite:** MUL 284

This course provides an opportunity for the student 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, the student should be able to effectively participate in performances presented by the ensemble.

**MUL 292 - Instrumental Ensemble III**

**1-2 Hours**

**Prerequisite:** MUL 193

This course provides an opportunity for the student 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, the student should be able to effectively participate in performances presented by the ensemble.

**MUL 293 - Instrumental Ensemble IV**

**1-2 Hours**

**Prerequisite:** MUL 292

This course provides an opportunity for the student 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, the student should be able to effectively participate in performances presented by the ensemble.

**MUL 296 - Jazz/Show Band III**

**1-2 Hours**

**Prerequisite:** MUL 197

This course provides an opportunity for the student 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, the student should be able to effectively participate in performances presented by the ensemble.

**MUL 297 - Jazz/Show Band IV**

**1-2 Hours**

**Prerequisite:** MUL 296

This course provides an opportunity for the student 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, the student should be able to effectively participate in performances presented by the ensemble.

**MUP - Music – Performance (MUP)**

**MUP 101 - Private Piano I**

**1-2 Hours**

**Prerequisite:** Permission of the instructor

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills

commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

### **MUP 102 - Private Piano II**

**1-2 Hours**

**Prerequisite:** MUP 101

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

### **MUP 111 - Private Voice I**

**1-2 Hours**

**Prerequisite:** Permission of the instructor

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

### **MUP 112 - Private Voice II**

**1-2 Hours**

**Prerequisite:** MUP 111

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

### **MUP 133 - Private Guitar I**

**1-2 Hours**

**Prerequisite:** Permission of the instructor

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

### **MUP 134 - Private Guitar II**

**1-2 Hours**

**Prerequisite:** MUP 133

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

### **MUP 141 - Private Flute I**

**1-2 Hours**

**Prerequisite:** Permission of the instructor

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 142 - Private Flute II****1-2 Hours****Prerequisite:** MUP 141

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 143 - Private Clarinet I****1-2 Hours****Prerequisite:** Permission of the instructor

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 144 - Private Clarinet II****1-2 Hours****Prerequisite:** MUP 143

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 145 - Private Saxophone I****1-2 Hours****Prerequisite:** Permission of the instructor.

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 146 - Private Saxophone II****1-2 Hours****Prerequisite:** MUP 145

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 151 - Private Oboe I****1-2 Hours****Prerequisite:** Permission of the instructor

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 152 - Private Oboe II****1-2 Hours****Prerequisite:** MUP 151

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for

each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 153 - Private Bassoon I**

**1-2 Hours**

**Prerequisite:** Permission of the instructor

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 154 - Private Bassoon II**

**1-2 Hours**

**Prerequisite:** MUP 153

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 161 - Private Trumpet I**

**1-2 Hours**

**Prerequisite:** Permission of the instructor

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 162 - Private Trumpet II**

**1-2 Hours**

**Prerequisite:** MUP 161

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 163 - Private French Horn I**

**1-2 Hours**

**Prerequisite:** Permission of the instructor

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 164 - Private French Horn II**

**1-2 Hours**

**Prerequisite:** MUP 163

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 165 - Private Mellophone I**

**1-2 Hours**

**Prerequisite:** Permission of the instructor

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be

requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 166 - Private Mellophone II**

**1-2 Hours**

**Prerequisite:** MUP 165

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 171 - Private Trombone I**

**1-2 Hours**

**Prerequisite:** Permission of the instructor

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 172 - Private Trombone II**

**1-2 Hours**

**Prerequisite:** MUP 171

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 173 - Private Euphonium I**

**1-2 Hours**

**Prerequisite:** Permission of the instructor

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 174 - Private Euphonium II**

**1-2 Hours**

**Prerequisite:** MUP 173

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 175 - Private Tuba I**

**1-2 Hours**

**Prerequisite:** Permission of the instructor

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 176 - Private Tuba II****1-2 Hours****Prerequisite:** MUP 175

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 181 - Private Percussion I****1-2 Hours****Prerequisite:** Permission of the instructor

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 182 - Private Percussion II****1-2 Hours****Prerequisite:** MUP 181

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 201 - Private Piano III****1-2 Hours****Prerequisite:** MUP 102

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 202 - Private Piano IV****1-2 Hours****Prerequisite:** MUP 201

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 211 - Private Voice III****1-2 Hours****Prerequisite:** MUP 112

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested of the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 212 - Private Voice IV****1-2 Hours****Prerequisite:** MUP 211.

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills

commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 233 - Private Guitar III**

**1-2 Hours**

**Prerequisite:** MUP 134

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 234 - Private Guitar IV**

**1-2 Hours**

**Prerequisite:** MUP 233

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 241 - Private Flute III**

**1-2 Hours**

**Prerequisite:** MUP 142

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 242 - Private Flute IV**

**1-2 Hours**

**Prerequisite:** MUP 241

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 243 - Private Clarinet III**

**1-2 Hours**

**Prerequisite:** MUP 144

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 244 - Private Clarinet IV**

**1-2 Hours**

**Prerequisite:** MUP 243

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 245 - Private Saxophone III****1-2 Hours****Prerequisite:** MUP 146

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 246 - Private Saxophone IV****1-2 Hours****Prerequisite:** MUP 245

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 251 - Private Oboe III****1-2 Hours****Prerequisite:** MUP 152

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 252 - Private Oboe IV****1-2 Hours****Prerequisite:** MUP 251

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 253 - Private Bassoon III****1-2 Hours****Prerequisite:** MUP 154

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 254 - Private Bassoon IV****1-2 Hours****Prerequisite:** MUP 253

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 261 - Private Trumpet III****1-2 Hours****Prerequisite:** MUP 162

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for

each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 262 - Private Trumpet IV**

**1-2 Hours**

**Prerequisite:** MUP 261

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 263 - Private French Horn III**

**1-2 Hours**

**Prerequisite:** MUP 164

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 264 - Private French Horn IV**

**1-2 Hours**

**Prerequisite:** MUP 263

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 265 - Private Mellophone III**

**1-2 Hours**

**Prerequisite:** MUP 166

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 266 - Private Mellophone IV**

**1-2 Hours**

**Prerequisite:** MUP 265

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 271 - Private Trombone III**

**1-2 Hours**

**Prerequisite:** MUP 172

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 272 - Private Trombone IV**

**1-2 Hours**

**Prerequisite:** MUP 271

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be

requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 273 - Private Euphonium III**

**1-2 Hours**

**Prerequisite:** MUP 174

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 274 - Private Euphonium IV**

**1-2 Hours**

**Prerequisite:** MUP 273

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 275 - Private Tuba III**

**1-2 Hours**

**Prerequisite:** MUP 176

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 276 - Private Tuba IV**

**1-2 Hours**

**Prerequisite:** MUP 275

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 281 - Private Percussion III**

**1-2 Hours**

**Prerequisite:** MUP 182

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**MUP 282 - Private Percussion IV**

**1-2 Hours**

**Prerequisite:** MUP 281

Applied study in voice and instrumental areas is limited to four semesters of study. Additional study for students may be requested by the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

## **MUS - Music**

### **MUS 100 - Convocation**

**1 Hour**

This course, required for music majors and minors each semester, is designed to expose the student to a variety of repertory styles and to give the student an opportunity to practice individual performance skills. Emphasis is placed on exposure to performances and lectures by guest artists, faculty, or students, and on personal performance(s) in class each semester.

### **MUS 101 - Music Appreciation**

**3 Hours**

**Prerequisite:** None

This course is designed for non-music majors and requires no previous musical experience. It is a survey course incorporating several modes of instruction including lecture, guided listening, and experiences involving music. The course will cover a minimum of three stylistic periods, provide a multi-cultural perspective, and include both vocal and instrumental genres. Upon completion, the student 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.

### **MUS 110 - Basic Musicianship**

**3 Hours**

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, as well as basic sight singing and ear training skills. Upon completion, the student should be able to read and understand musical scores and demonstrate basic sight singing and ear training skills for rhythm, melody, and harmony.

### **MUS 111 - Music Theory I**

**3 Hours**

**Prerequisite:** MUS 110 or permission of the instructor

**Co-Requisite:** MUS 113, if ear training lab is a separate course

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, the student should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation, and keyboard skills.

### **MUS 112 - Music Theory II**

**3 Hours**

**Prerequisite:** MUS 111

**Co-Requisite:** MUS 114, if ear training lab is a separate course

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, the student should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation, and keyboard skills.

### **MUS 113 - Music Theory Lab I**

**1 Hour**

**Prerequisite:** MUS 110 or permission of the instructor

**Co-Requisite:** 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, the student 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.

### **MUS 114 - Music Theory Lab II**

**1 Hour**

**Prerequisite:** MUS 113

**Co-Requisite:** 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, the student should be able to write, sing, and play all intervals, rhythmic patterns employing syncopations and beat divisions, diatonic melodies, and four-part diatonic progressions.

### **MUS 115 - Fundamentals of Music**

**3 Hours**

**Prerequisite:** RDG 085 or higher placement

This course is designed to teach the basic fundamentals of music and develop usable musical skills for the classroom teacher. Topics include rhythmic notation, simple and compound meters, pitch notation, correct singing techniques, phrases, keyboard awareness, key signatures, scales, intervals, and harmony using I, IV, and V with a choral instrument. Upon completion, the

student should be able to sing a song, harmonize a simple tune, demonstrate rhythmic patterns, and identify musical concepts through written documentation.

**MUS 116 - Computer Applications in Music**

**2 Hours**

**Prerequisite:** MUS 111 or equivalent

This course introduces the history and use of computer applications in music. Topics include an introduction to computer skills, MIDI and the application of notation, and sequencing software programs (i.e. Finale). Upon completion, the student should be able to demonstrate basic competency in the use of computers in music.

**MUS 161 - Diction For Singers**

**2-3 Hours**

**Prerequisite:** Permission of the instructor

This course introduces the basic rules of diction for singers in Italian, French, and German. Emphasis is placed on the use of the International Phonetic Alphabet. Upon completion, the student should be able to sing with correct diction art songs in Italian, French, and German.

**MUS 170 - Introduction to Church Music**

**2-3 Hours**

**Prerequisite:** RDG 085 or higher placement

This course provides an overview of church music as a career choice and includes the organization and operation of a graded church choir program. Topics include an introduction to conducting, rehearsal techniques, and administrative skills, and may include a supervised practicum field experience. Upon completion, the student should be able to select, prepare, teach, and conduct a simple anthem for a graded church choir and demonstrate a knowledge of church music administration through written documentation.

**MUS 211 - Music Theory III**

**3 Hours**

**Prerequisite:** MUS 112

**Co-Requisite:** MUS 213, if ear training lab is a separate course

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, the student should be able to demonstrate competence using chromatic harmony through analysis, writing, sight singing, dictation, and keyboard skills.

**MUS 213 - Music Theory Lab III**

**1 Hour**

**Prerequisite:** MUS 114

**Co-Requisite:** MUS 211, if ear training lab is a separate course

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, the student should be able to write, sing, and play modulating melodies, rhythmic patterns with beat subdivisions, and four-part chromatic harmony.

**MUS 215 - Composition I**

**1-2 Hours**

**Prerequisite:** MUS 112 or permission of the instructor

This course introduces the basic techniques and applications of musical composition. Emphasis is placed on creativity and original thought processes in music. Upon completion, the student should be able to create an original musical composition.

**MUS 251 - Introduction to Conducting**

**2 Hours**

**Prerequisite:** MUS 110 or permission of the instructor

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, the student 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 Hours**

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, budgets, planning, vocal and instrumental ensembles, and music program scheduling. Upon completion, the student should be able to demonstrate how to plan, coordinate, and administer a comprehensive church music program.

**MUS 271 - Church Music Literature**

**2 Hours**

**Prerequisite:** MUS 170

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, the student should be able to demonstrate a knowledge and understanding of church music literature.

**MUS 272 - The Children's Choir**

**2 Hours**

**Prerequisite:** Permission of the instructor

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, the student should be able to demonstrate how to plan, coordinate, and administer a graded choir program in a church.

**MUS 279 - Church Music Practicum**

**1 Hour**

**Prerequisite:** Permission of the instructor

This course is designed to provide supervised experience in the various areas of church music through directed study, practice, observation, and other supervised experiences. Emphasis is placed on designing, implementing, and documenting a practicum project related to a particular area of church music. Upon completion, the student should be able to produce documentation that demonstrates the scope of the project.

**NAS - Nursing Assistant**

**NAS 111 - Fundamentals of Long-Term Care**

**6 Hours**

**Co-Requisite:** NAS 112, NAS 115, and COM 100 or higher

This course provides the student with necessary theory and laboratory experiences for the development of skills required to qualify as a long-term care nursing assistant. Emphasis is placed on the acquisition of skills in communication, observation, safety, mobility/body mechanics, personal and restorative care, and infection control necessary to care for patients and clients of all ages. Upon completion of this course, the student will be able to apply concepts and skills in areas required by the Omnibus Budget Reconciliation Act (OBRA). (Laboratory Required)

**NAS 112 - Fundamentals of Long-Term Care Clinical**

**2 Hours**

**Co-Requisite:** NAS 111, NAS 115, and COM 100 or higher

This course is designed for students applying knowledge and skills needed to perform basic nursing care safely and efficiently in various supervised health care settings. Emphasis is placed on safety, therapeutic communication, infection control, critical thinking, and proper documentation. Upon completion of the course, the student will demonstrate beginning competency in the delivery of care to patients and clients in various health care settings.

**NAS 113 - Fundamentals of Home Health Care**

**6 Hours**

**Prerequisite:** NAS 111, NAS 112, NAS 115, and COM 100 or higher

**Co-Requisite:** NAS 114

This course provides the student with necessary theory and laboratory experiences for the development of skills required to qualify as a home health aide. Emphasis is placed on the acquisition of skills in communication, observation, mobility, personal care and infection control necessary to care for the home-bound client of all ages. Upon completion of this course, the student will be able to apply concepts and skills in areas required by the Omnibus Budget Reconciliation Act (OBRA) and the National Association of Home Care. (Laboratory Required)

**NAS 114 - Fundamentals of Home Health Care Clinical**

**2 Hours**

**Prerequisite:** NAS 111, NAS 112, NAS 115, and COM 100 or higher

**Co-Requisite:** NAS 113

This course is designed for students applying knowledge and skills needed to perform basic nursing care safely and efficiently in a supervised home health care clinical setting. Emphasis is placed on application of knowledge, attitudes, and skills needed for the home health care aide. (Clinical is required.) Upon completion, the student will demonstrate beginning competency in care of the client in the home care setting.

**NAS 115 - CPR and Basic First Aid**

**2 Hours**

This course is designed to help the student feel more confident and act appropriately in emergency situations. Emphasis is placed on providing the student with theoretical concepts to develop skills in basic first aid and cardiopulmonary resuscitation. Upon completion, which includes specific competencies in basic life support, the student will receive appropriate course completion documentation.

**NUR - Nursing**

**NUR 102 - Fundamentals of Nursing**

**6 Hours**

**Prerequisite:** Acceptance into Practical Nursing or Associate Degree Nursing Program

**Co-Requisite:** NUR 103, NUR 104, BIO 201, and MTH 116 or higher for PN Track and MTH 100 or higher for AD Track

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts and theories basic to the art and science of nursing. The role of the nurse as a member of the health care team is emphasized. Students are introduced to the concepts of client needs, safety, communication, teaching/learning, critical thinking, ethical-legal, cultural diversity, nursing history, and the program's philosophy of nursing. Additionally, this course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions. At the conclusion of this course, the student should demonstrate competency in performing basic nursing skills for individuals with common health alterations.

**NUR 103 - Health Assessment**

**1 Hour**

**Prerequisite:** Acceptance into Practical Nursing or Associate Degree Nursing Program

**Co-Requisite:** NUR 102, NUR 104, BIO 201, and MTH 116 or higher for PN Track and MTH 100 or higher for AD Track

This course is designed to provide students the opportunity to learn and practice history taking and physical examination skills with individuals of all ages, with emphasis on the adult. The focus is on symptom analysis along with physical, psychosocial, and growth and development assessments. Upon completion of this course, the students should be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnoses and documenting findings appropriate to nursing.

**NUR 104 - Introduction to Pharmacology**

**1 Hour**

**Prerequisite:** Acceptance into Practical Nursing or Associate Degree Nursing Program

**Co-Requisite:** NUR 102, NUR 103, BIO 201 and MTH 116 or higher for PN Track and MTH 100 or higher for AD Track

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. This course introduces students to basic principles of pharmacology and the knowledge necessary to safely administer medication. Course content includes legal implications, pharmacokinetics, pharmacodynamics, calculations of drug dosages, medication administration, and an overview of drug classifications. Upon completion of this course, the student should be able to calculate and administer medications.

**NUR 105 - Adult Nursing**

**8 Hours**

**Prerequisite:** BIO 201, NUR 102, NUR 103, NUR 104, and MTH 116 or higher for PN Track and MTH 100 or higher for AD Track

**Co-Requisite:** ENG 101, BIO 202, and NUR 106

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Emphasis is placed on providing care to individuals undergoing surgery; fluid and electrolyte imbalance; and common alterations in respiratory, musculoskeletal, gastrointestinal, cardiovascular, endocrine, and integumentary systems. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

**NUR 106 - Maternal and Child Nursing**

**5 Hours**

**Prerequisite:** BIO 201, NUR 102, NUR 103, NUR 104, and MTH 116 or higher for PN Track and MTH 100 or higher for AD Track

**Co-Requisite:** ENG 101, BIO 202, and NUR 105

This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural, and developmental needs of the maternal and child client. Course content includes antepartal, intrapartal, and postpartal care; complications of pregnancy; newborn care; human growth and development; pediatric care; and selected pediatric alterations. Nutrition, pharmacology, cultural diversity, use of technology, communication, anatomy and physiology review, medical terminology, critical thinking, and application of the nursing process are integrated throughout this course. Upon completion of this course, the student should be able to provide and manage for maternal and pediatric clients in a variety of settings.

**NUR 107 - Adult/Child Nursing**

**8 Hours**

**Prerequisite:** BIO 201, BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, MTH 116 or higher, and ENG 101

**Co-Requisite:** NUR 108 and NUR 109

This course provides students with opportunities to develop competencies necessary to meet the needs of individuals throughout the life span in a safe, legal, and ethical manner using the nursing process in a variety of settings. Emphasis is placed on providing care to individuals experiencing complex alterations in sensory/perceptual reproductive, endocrine, genitourinary, neurological, immune, cardiovascular, and lower gastrointestinal systems. Additional instruction is provided for care for clients experiencing burns, cancer, and emergent conditions. Nutrition, pharmacology, therapeutic communication, community, cultural diversity, health promotion, error prevention, critical thinking, and impacts on maternal and child clients are integrated throughout the course.

**NUR 108 - Psychosocial Nursing**

**3 Hours**

**Prerequisite:** BIO 201, BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, MTH 116 or higher, and ENG 101

**Co-Requisite:** NUR 107 and NUR 109

This course is designed to provide an overview of psychosocial adaptation and coping concepts used when caring for clients with acute and chronic alterations in mental health in a variety of settings. Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities, and developmental needs. Upon completion of this course, the student should demonstrate the ability to assist clients in maintaining psychosocial integrity through the use of the nursing process.

#### **NUR 109 - Role Transition for the Practical Nurse**

**3 Hours**

**Prerequisite:** BIO 201, BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, MTH 116 or higher, and ENG 101

**Co-Requisite:** NUR 107 and NUR 108

This course provides the student with opportunities to gain knowledge and skills necessary to transition from student to practicing nurse. Content includes a discussion of current issues in health care, practical nursing leadership and management, professional practice issues, and transition into the workplace. Emphasis is placed on NCLEX-PN test-taking skills, computer-assisted simulations, and practice tests, development of a prescriptive plan for remediation, and review of selective content, specific to the practice of practical nursing.

#### **NUR 200 – LPN Role Transition to Associate Degree Nurse (RN)**

**5 Hours**

**Prerequisite:** MTH 100 or higher, BIO 201, BIO 202, and ENG 101 and acceptance to the nursing program

This course focuses on application of nursing science to assist the licensed practical nurse (LPN) transitioning into the role of the associate degree nurse (ADN). Emphasis in the course is placed on evidence-based clinical decision-making and nursing care provided in a family and community context for a variety of health alterations across the life span. Upon successful completion of the course, students will be able to progress into the ADN program. Sixteen (16) non-traditional credits will be awarded after successful completion of the course.

#### **NUR 201 - Nursing through the Lifespan I**

**5 Hours**

**Prerequisite:** Two-Year Track: BIO 201, BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, MTH 100 or higher, and ENG 101. Mobility Track: MTH 100 or higher, BIO 201, BIO 202, ENG 101, and NUR 200 (if applicable)

**Co-Requisite:** PSY 200 and BIO 220

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care in a variety of settings to clients who are experiencing selected alterations in gastrointestinal, reproductive, sensory, and endocrine systems. Additional instruction is provided for oncology, mental health, teaching/learning concepts, and advanced dosage calculations. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

#### **NUR 202 - Nursing through the Lifespan II**

**6 Hours**

**Prerequisite:** Two-Year Track: BIO 201, BIO 202, BIO 220, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, NUR 201, MTH 100 or higher, ENG 101, and PSY 200. Mobility Track: MTH 100 or higher, BIO 201, BIO 202, BIO 220, ENG 101, NUR 200 (if applicable), NUR 201, and PSY 200

**Co-Requisite:** SPH 106 or higher and PSY 210

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, hematologic, immune, and genitourinary systems in a variety of settings. Additional instruction is provided for psychiatric disorders and high-risk obstetrics. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

#### **NUR 203 - Nursing through the Lifespan III**

**6 Hours**

**Prerequisite:** Two-Year Track: BIO 201, BIO 202, BIO 220, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, NUR 201, NUR 202, MTH 100 or higher, ENG 101, SPH 106 or higher, PSY 200, and PSY 210. Mobility Track: MTH 100 or higher, BIO 201, BIO 202, BIO 220, ENG 101, NUR 200 (if applicable), NUR 201, NUR 202, SPH 106 or higher, PSY 200, and PSY 210

**Co-Requisite:** NUR 204

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, respiratory, and neurological systems in a variety of settings. Additional instruction is provided to care for selected mental health disorders, selected emergencies, multiple organ dysfunction syndrome, and related disorders. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

#### **NUR 204 - Role Transition for the Registered Nurse**

**4 Hours**

**Prerequisite:** Two-Year Track: BIO 201, BIO 202, BIO 220, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, NUR 201, NUR 202, NUR 203, MTH 100 or higher, ENG 101, SPH 106 or higher, PSY 200, and PSY 210. Mobility Track: MTH 100 or

higher, BIO 201, BIO 202, BIO 220, ENG 101, NUR 200 (if applicable), NUR 201, NUR 202, NUR 203, SPH 106 or higher, PSY 200, and PSY 210

**Co-Requisite:** NUR 203

This course provides the student with the opportunity to gain knowledge and skills necessary to transition from student to registered nurse. Content includes current issues in health care, nursing leadership and management, professional practice issues for registered nurses, and transition into the workplace. Additional instruction is provided to prepare for the NCLEX-RN. Preceptor experience is required.

## **OAD - Office Administration**

### **OAD 101 - Beginning Keyboarding**

**3 Hours: 3T**

**Prerequisite:** RDG 085 or higher placement

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 a 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 memoranda, letters, and reports.

### **OAD 103 - Intermediate Keyboarding**

**3 Hours: 3T**

**Prerequisite:** OAD 101

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines from unarranged rough draft to acceptable format. Upon completion, 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. This is a CORE course.

### **OAD 125 - Word Processing**

**3 Hours: 3T**

**Prerequisite:** OAD 101

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit, and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memoranda, letters, and reports. This is a CORE course.

### **OAD 126 - Advanced Word Processing**

**3 Hours: 3T**

**Prerequisite:** OAD 125/CIS 196A

This course is designed to increase student proficiency using advanced word processing functions. 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 131 - Business English**

**3 Hours: 3T**

**Prerequisite:** RDG 085 or higher placement

This course is designed to develop the student's ability to use proper English. Emphasis is on grammar, spelling, vocabulary, punctuation, word usage, word division, and proofreading. Upon completion, the student should be able to communicate effectively.

### **OAD 133 - Business Communications**

**3 Hours: 3T**

This course is designed to provide the student with skills necessary to communicate effectively. Emphasis is on the application of communication principles to produce clear, correct, logically-organized business communications. Upon completion, the student should be able to demonstrate effective communication techniques in written, oral, and nonverbal communications.

### **OAD 137 - Computerized Financial Record Keeping**

**3 Hours: 3T**

**Prerequisite:** MTH 100 or MTH 116

This course is designed to provide the student with skill in using the microcomputer to enter financial data through classroom instruction and outside lab. Emphasis is on the use of appropriate software in the preparation of journals, financial statements, and selected payroll records. Upon completion, the student will be able to demonstrate the ability to record financial data using a microcomputer system.

### **OAD 138 - Records/Information Management**

**3 Hours: 3T**

**Prerequisite:** RDG 085 or higher placement

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. This is a CORE course.

**OAD 200 - Machine Transcription** **3 Hours: 3T**

**Prerequisite:** OAD 103, BIO 120, and BIO 150

This course is designed to develop marketable skills in transcribing various forms of dictated material through classroom instruction. Emphasis is on the use of microcomputers and a commercial word processing package. Upon completion, the student should be able to accurately transcribe documents from dictated recordings.

**OAD 218 - Office Procedures** **3 Hours: 3T**

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role.

**OAD 219 – Accounting Concepts and Applications** **3 Hours: 3T**

This course is continuing study of OAD 136 Advanced Financial Record Keeping. Emphasis is on accounting procedures in accounts receivable, depreciation on long-term assets, merchandising inventory, partnerships, corporations, and statement analysis. This course also implements accounting principles through business applications.

**OAD 230 - Computerized Desktop Publishing** **3 Hours: 3T**

**Prerequisite:** OAD 101

This course is designed to introduce the student to the elements and techniques of page design, layout, and typography through classroom instruction and lab exercises. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents.

**OAD 231 - Office Applications** **3 Hours: 3T**

**Prerequisite:** OAD 101 or CIS 146

This course is designed to provide the student with a foundation in the use of computerized equipment and application software as tools in the performance of a variety of office tasks through classroom instruction and lab exercises. Emphasis is on the role of the office professional in the selection and application of appropriate technology to the specific task or combination of tasks. Upon completion, the student should be able to demonstrate proficiency in the selection of appropriate computerized tools to complete designated tasks.

**OAD 232 - The Computerized Office** **3 Hours: 3T**

**Prerequisite:** OAD 125/CIS 196A OR OAD 231/CIS 196C OR CIS 146

This course is designed to develop skill in the use of integrated software through classroom instruction and lab exercises. Emphasis is on the use of computerized equipment, software, and communications technology. Upon completion, the student should be able to satisfactorily perform a variety of office tasks using current technology.

**OAD 242 - Office Internship** **3 Hours: 6L**

**Prerequisite:** Permission of instructor, RDG 085 or ENG 093 or higher placement, and 75% of program completion

This course is designed to provide the student with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, the student should be able to demonstrate successful performance of skills required in an office support position.

**OAD 243 - Spreadsheet Applications** **3 Hours: 3T**

**Prerequisite:** MTH 100 or MTH 116 or higher placement

This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and lab exercises. Emphasis is on spreadsheet terminology and design, common formulas, and proper file and disk management procedures. Upon completion, the student should be able to use spreadsheet features to design, format, and graph effective spreadsheets.

**OAD 244 - Database Applications** **3 Hours: 3T**

**Prerequisite:** OAD 101

This course is designed to provide the student with an understanding of the concepts of database management through classroom instruction and lab exercises. Emphasis is on the use of database software for business applications. Upon completion, the student should be able to create and manipulate data files and format output such as documents and reports.

**OAD 246 – Office Graphics and Presentations** **3 Hours: 3T**

This course is designed to provide the student with a foundation in the use of the computer and appropriate application software in the production of business slides and presentations through classroom instruction and lab exercises. Emphasis is on available software tools, presentation options and design, as well as such presentation considerations as the make-up of the target audience. Upon completion, the student should be able to demonstrate the ability to design and produce a business presentation.

## **ORI - Orientation**

### **ORI 101 - Orientation to College**

**1 Hour**

This course aids new students in their transition to the institution, exposes new students to the broad educational opportunities of the institution, and integrates new students into the life of the institution. To encourage success in college, Shelton State requires all full-time students to complete Orientation to College, ORI 101, during the first semester of enrollment; part-time students are required to complete ORI 101 prior to the completion of the first twelve (12) credit hours. Students enrolled in career technical programs must complete ORI 101 prior to completion of the first nineteen (19) credit hours. Exceptions to these guidelines include students who hold an associate degree or higher, who have successfully completed an equivalent course at another institution, who transfer with at least twelve (12) credit hours with a grade point average of 2.0 or higher, who are transient, or who have been admitted to Practical Nursing or Associate Degree Nursing.

## **PED - Physical Education**

### **PED 101 - Slimnastics (Beginning)**

**1 Hour**

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, the student should be able to set up and implement an individualized physical fitness program. Lecture will be provided with this activity.

### **PED 102 - Slimnastics (Intermediate)**

**1 Hour**

This course is an intermediate-level slimnastics class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems, nutrition, and weight control. Upon completion, the student should be able to implement and evaluate an individualized physical fitness program. Lecture will be provided with this activity.

### **PED 103 - Weight Training (Beginning)**

**1 Hour**

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, the student should be able to establish and implement a personal weight training program. Lecture will be provided with this activity.

### **PED 104 - Weight Training (Intermediate)**

**1 Hour**

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, the student should be able to establish and implement an individualized advanced weight training program. Lecture will be provided with this activity.

### **PED 105 - Personal Fitness**

**1 Hour**

This course is designed to provide the student with information allowing the student to participate in a personally developed fitness program. Topics include cardiovascular health, strength, muscular endurance, flexibility, and body composition.

### **PED 106 - Aerobics**

**1 Hour**

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, flexibility, and safety precautions. Upon completion, the student should be able to select and implement a rhythmic aerobic exercise program. Lecture will be provided with this activity.

### **PED 107 - Aerobics Dance (Beginning)**

**1 Hour**

This course introduces the fundamentals of step and dance aerobics. Emphasis is placed on basic stepping up; basic choreographed dance patterns; cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, the student should be able to participate in basic dance aerobics. Lecture will be provided with this activity.

### **PED 108 - Aerobics Dance (Intermediate)**

**1 Hour**

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, the student should be able to participate in and design an aerobics routine. Lecture with this activity.

### **PED 109 - Jogging**

**1 Hour**

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, the student should be able to understand and appreciate the benefits derived from these activities.

**PED 118 - General Conditioning (Beginning)**

**1 Hour**

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, the student should be able to set up and implement an individualized physical fitness and conditioning program. Lecture will be provided with this activity.

**PED 119 - General Conditioning (Intermediate)**

**1 Hour**

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, the student should be able to implement and evaluate an individualized physical fitness and conditioning program. Lecture will be provided with this activity.

**PED 133 - Tennis (Beginning)**

**1 Hour**

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, the student should be able to play recreational tennis.

**PED 134 - Tennis (Intermediate)**

**1 Hour**

**Prerequisite:** PED 133 or permission of instructor.

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals and learning advanced serves, strokes, pace, and strategies in singles and doubles play. Upon completion, the student should be able to play competitive tennis.

**PED 150 - Tai Chi**

**1 Hour**

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 deliberate movements of tai chi, the student will also 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 auxiliary services. Upon completion, the student should be able to demonstrate the procedures of tai chi.

**PED 155 – Self-Defense**

**1 Hour**

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 nonphysical means of self-defense. Upon completion, the student should be able to demonstrate basic self-defense techniques of a physical and non-physical nature.

**PED 157 - Fencing (Beginning)**

**1 Hour**

This course introduces the fundamentals of fencing. Emphasis is placed on grip, stance, and establishment of good techniques for attacks and parries. Upon completion, the student should be able to perform elementary foil techniques and demonstrate the basic skills of fencing.

**PED 158 - Fencing (Intermediate)**

**1 Hour**

**Prerequisite:** PED 157.

This course covers more advanced fencing techniques. Topics include advanced foil techniques and elementary sabre techniques. Upon completion, the student should be able to participate in competitive fencing.

**PED 159 - Kickboxing**

**1 Hour**

This course develops cardiovascular muscular endurance and flexibility through the skill and techniques of kickboxing. The student will learn basic conditioning skills and fundamentals of kickboxing that will enhance total fitness ability.

**PED 171 - Basketball (Beginning)**

**1 Hour**

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, the student should be able to participate in recreational basketball.

**PED 172 - Basketball (Intermediate)**

**1 Hour**

**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, the student should be able to play basketball at a competitive level.

- PED 180 - Flag Football** **1 Hour**  
This course introduces the fundamentals and rules of flag football. Emphasis is placed on proper techniques and strategies for playing in game situations. Upon completion, the student should be able to participate in recreational flag football.
- PED 181 - Baseball (Beginning)** **1 Hour**  
This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, the student should be able to participate in recreational baseball.
- PED 182 - Baseball (Intermediate)** **1 Hour**  
This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, the student should be able to play baseball at a competitive level.
- PED 186 - Softball (Beginning)** **1 Hour**  
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, the student should be able to participate in recreational softball.
- PED 187 - Softball (Intermediate)** **1 Hour**  
**Prerequisite:** PED 186 or permission of instructor  
This course presents advanced skills and competitive practice in softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, the student should be able to participate in competitive softball.
- PED 216 - Sports Officiating** **3 Hours**  
This course surveys the basic rules and mechanics of officiating a variety of sports, including both team and individual sports. In addition to class work, the student will receive at least three hours of practical experience in officiating.
- PED 223 - Methods of Instruction** **3 Hours**  
**Prerequisite:** RDG 085 or ENG 093 or higher placement  
This course provides instruction for the student on specialized teaching techniques in becoming a wellness exercise instructor. The student will learn the basics of instruction in the area of aerobic types of exercise and weight training. This course will enable the student to instruct as well as supervise these types of programs. The student will learn basic anatomy and exercise physiology as it applies to the movement of the body during exercise. This course will address and explain safety and teaching methods for the exercise instructor in the development of a comprehensive fitness program.
- PED 245 - Cycling** **1 Hour**  
This course is designed to promote physical fitness through cycling. Emphasis is placed on selection and auxiliary services of the bicycle, gear shifting, pedaling techniques, safety procedures, and conditioning exercises necessary for cycling. Upon completion, the student should be able to demonstrate safe handling of a bicycle for recreational use.
- PED 248 - Varsity Basketball I** **1 Hour**  
**Prerequisite:** As required by program  
This course offers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive basketball.
- PED 249 - Varsity Basketball II** **1 Hour**  
**Prerequisite:** As required by program  
This course offers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive basketball.
- PED 250 - Varsity Basketball III** **1 Hour**  
**Prerequisite:** As required by program  
This course offers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive basketball.
- PED 251 - Varsity Basketball** **1 Hour**

**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, the student should be able to participate in competitive basketball.

**PED 252 - Varsity Baseball**

**1 Hour**

**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, the student should be able to play baseball at a competitive level.

**PED 254 - Varsity Softball**

**1 Hour**

**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, the student should be able to play competitive softball.

**PED 257 - Varsity Cheerleading**

**1 Hour**

**Prerequisite:** Permission of instructor.

This course covers advanced co-ed cheerleading techniques. Emphasis is placed on refining skills and improving all areas related to co-ed cheerleading including knowledge of safety techniques, partner stunts, tumbling, basket tosses, pyramids, motions, physical conditioning, and mental preparation. Upon completion, the student should be able to participate in a competitive program at the university level.

**PED 258 - Varsity Volleyball**

**1 Hour**

**Prerequisite:** 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, the student should be able to participate in competitive volleyball.

**PED 261 - Varsity Baseball II**

**1 Hour**

**Prerequisite:** As required by program

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play baseball at a competitive level.

**PED 262 - Varsity Baseball III**

**1 Hour**

**Prerequisite:** As required by program

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play baseball at a competitive level.

**PED 263 - Varsity Baseball IV**

**1 Hour**

**Prerequisite:** As required by program

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play baseball at a competitive level.

**PED 271 - Varsity Softball II**

**1 Hour**

**Prerequisite:** As required by program

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play competitive softball.

**PED 272 - Varsity Softball III**

**1 Hour**

**Prerequisite:** As required by program

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play competitive softball.

**PED 273 - Varsity Softball IV**

**1 Hour**

**Prerequisite:** As required by program

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play competitive softball.

**PED 280 - Varsity Cheerleading II**

**1 Hour**

**Prerequisite:** As required by program

This course covers advanced co-ed cheerleading techniques. Emphasis is placed on refining skills and improving all areas related to co-ed cheerleading including knowledge of safety techniques, partner stunts, tumbling, basket tosses, pyramids, motions, physical conditioning, and mental preparation. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion of this program, students should be able to participate in a competitive program at the university level.

**PED 281 - Varsity Cheerleading III**

**1 Hour**

**Prerequisite:** As required by program

This course covers advanced co-ed cheerleading techniques. Emphasis is placed on refining skills and improving all areas related to co-ed cheerleading including knowledge of safety techniques, partner stunts, tumbling, basket tosses, pyramids, motions, physical conditioning, and mental preparation. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion of this program, students should be able to participate in a competitive program at the university level.

**PED 282 - Varsity Cheerleading IV**

**1 Hour**

**Prerequisite:** As required by program

This course covers advanced co-ed cheerleading techniques. Emphasis is placed on refining skills and improving all areas related to co-ed cheerleading including knowledge of safety techniques, partner stunts, tumbling, basket tosses, pyramids, motions, physical conditioning, and mental preparation. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion of this program, students should be able to participate in a competitive program at the university level.

**PED 295 - Practicum in Physical Education**

**1-3 Hours**

**Prerequisite:** PED 223

This course is designed to provide field experience in observation and assistance in the student's area of specialization. The student will work under the supervision of trained physical education teachers.

**PHL - Philosophy**

**PHL 106 - Introduction to Philosophy**

**3 Hours**

**Prerequisite:** RDG 085 or and ENG 093 or higher placement

This course is an introduction to the basic concepts of philosophy. The literary and conceptual approach of the course is balanced with emphasis on approaches to ethical decision-making. The student should have an understanding of major philosophical ideas in an historical survey from the early Greeks to the modern era.

**PHL 206 - Ethics and Society**

**3 Hours**

**Prerequisite:** RDG 085 and ENG 093 or higher placement

This course involves the study of ethical issues confronting individuals in the course of daily living. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues.

**PHS - Physical Science**

**PHS 111 - Physical Science I**

**4 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

This course provides the non-technical student with an introduction to the basic principles of astronomy and geology. Laboratory is required.

**PHS 112 - Physical Science II**

**4 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

This course provides the non-technical student with an introduction to the basic principle of chemistry and physics. Laboratory is required.

## **PHY - Physics**

### **PHY 201 - General Physics I -Trig Based**

**4 Hours**

**Prerequisite:** A letter grade of C or higher in MTH 113 or higher math placement, RDG 085 and ENG 092 or higher placement  
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**

**4 Hours**

**Prerequisite:** A letter grade of C or higher in 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 213 - General Physics with Cal I**

**4 Hours**

**Prerequisite:** A letter grade of C or higher in MTH 125, RDG 085, and ENG 092 or higher placement

This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy, including thermodynamics. Laboratory is required.

### **PHY 214 - General Physics with Cal II**

**4 Hours**

**Prerequisite:** A letter grade of C or higher in 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.

## **POL - Political Science**

### **POL 200 - Introduction to Political Science**

**3 Hours**

**Prerequisite:** RDG 085 or higher placement

This course is an introduction to the field of political science through examination of the fundamental principles, concepts, and methods of the discipline as well as 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, the student should be able to identify, describe, define, analyze, and explain relationships among the basic principles and concepts of political science and political processes and institutions of contemporary political systems.

### **POL 211 - American National Government**

**3 Hours**

**Prerequisite:** RDG 085 or higher placement

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, the student 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 236 - Survey of International Relations**

**3 Hours**

**Prerequisite:** RDG 085 or higher placement

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, the student should be able to identify and discuss relevant terms and concepts, as well as identify, analyze, evaluate, and discuss the primary factors influencing the international relations of selected states.

## **PRL - Paralegal**

### **PRL 101 - Introduction to Paralegal Study**

**3 Hours**

**Prerequisite:** RDG 085 or higher placement

This course introduces the paralegal profession and the legal system. Topics include an overview of major areas of legal practice, ethics, legal analysis and research, professional development including certification and employment, and related topics. This is a CORE course.

### **PRL 102 - Basic Research and Writing**

**3 Hours**

**Prerequisite:** RDG 085 or higher placement

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and validating sources of law. Topics include legal research, legal writing, proper citation, and electronic research. This is a CORE course.

<b>PRL 103 - Advanced Legal Research and Writing</b>	<b>3 Hours</b>
<b>Prerequisite:</b> PRL 102.	
This course requires the student to apply research, analysis, and writing techniques to substantive legal issues. Assignments include preparation of legal memoranda and other documents as well as the more efficient use of electronic research methods.	
<b>PRL 160 - Criminal Law and Procedure</b>	<b>3 Hours</b>
<b>Prerequisite:</b> RDG 085 or higher placement	
This course introduces substantive and procedural criminal law including elements of state and federal crimes, defenses, constitutional issues, pre-trial process, and other related topics. This is a CORE course.	
<b>PRL 220 - Corporate Law</b>	<b>3 Hours</b>
<b>Prerequisite:</b> RDG 085 or higher placement	
This course covers the legal aspects of creating, operating, and maintaining a business and includes a review of commonly used forms of business organization.	
<b>PRL 230 - Domestic Law</b>	<b>3 Hours</b>
<b>Prerequisite:</b> RDG 085 or higher placement	
This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. This is a CORE course.	
<b>PRL 240 - Wills, Trusts, and Estates</b>	<b>3 Hours</b>
<b>Prerequisite:</b> RDG 085 or higher placement	
This course covers wills, trusts, and inheritance. Topics include types of wills, the law of intestacy (inheritance), probating estates, and alternatives to probate. The course also covers trusts, medical directives, and associated litigation. This is a CORE course.	
<b>PRL 250 - Bankruptcy and Collections</b>	<b>3 Hours</b>
<b>Prerequisite:</b> RDG 085 or higher placement	
This course provides an overview of 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.	
<b>PRL 262 - Civil Law and Procedures</b>	<b>3 Hours</b>
<b>Prerequisite:</b> RDG 085 or higher placement	
This course examines the Federal Rules of Civil Procedure, the Alabama Rules of Civil Procedure, and trial procedure. This is a CORE course.	
<b>PSY - Psychology</b>	
<b>PSY 106 - Career Exploration</b>	<b>1 Hour</b>
<b>Prerequisite:</b> RDG 085 and ENG 092 or higher placement	
This course is designed for the student to explore potential career fields. This course includes an assessment through testing of strengths and weaknesses, general information about careers and job skills, value and decision making techniques, and a career research.	
<b>PSY 107 - Study Skills</b>	<b>1 Hour</b>
<b>Prerequisite:</b> RDG 085 and ENG 092 or higher placement	
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.	
<b>PSY 108 - Stress Management</b>	<b>2 Hours</b>
<b>Prerequisite:</b> RDG 085 and ENG 092 or higher placement	
This course is designed to improve the stress management skills of the student. Stress management techniques will be described and evaluated, and the relationship between stress and disease will be discussed.	
<b>PSY 200 - General Psychology</b>	<b>3 Hours</b>
<b>Prerequisite:</b> RDG 085 and ENG 092 or higher placement	
This course is a survey of behavior with emphasis upon psychological processes. This course includes the biological basis for behavior, thinking, emotion, motivation, and the nature and development of personality.	

**PSY 207 - Psychology of Adjustment** **3 Hours**  
**Prerequisite:** RDG 085 and ENG 092 or higher placement  
This course provides an understanding of the basic principles of mental health and an understanding of the individual modes of behavior.

**PSY 210 - Human Growth and Development** **3 Hours**  
**Prerequisite:** RDG 085 and ENG 092 or higher placement  
This course is the study of the psychological, social, and physical factors affecting human behavior from conception to death.

**PSY 220 - Human Sexuality** **3 Hours**  
**Prerequisite:** RDG 085 and ENG 092 or higher placement  
This course is a comprehensive and integrated approach to human sexuality emphasizing biological, psychological, social, and emotional aspects.

**PSY 230 - Abnormal Psychology** **3 Hours**  
**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 260 – Statistics for Social Sciences** **3 hours**  
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 276 – Human Relations** **3 Hours**  
**Prerequisite:** RDG 085 or ENG 093  
This course focuses on readings, inter-and intrapersonal 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.

## **RDG - Reading**

**RDG 085 - Developmental Reading III** **4 Hours**  
**Prerequisite:** RDG 085 placement score  
This course is designed to assist the student whose placement test scores indicate difficulty with decoding skills, comprehension, vocabulary, and study skills.

**RDG 114 - Critical Reading for College** **3 Hours**  
**Prerequisite:** RDG 085 or RDG 114 placement score  
This course is designed to enhance critical reading skills. Topics include vocabulary enrichment, reading flexibility, metacognitive strategies, and advanced comprehension skills, including analysis and evaluation. Upon completion, the student should be able to demonstrate comprehension and analysis and respond effectively to material across disciplines.

## **REC - Recreation**

**REC 231 - Health and Fitness Club Management** **3 Hours**  
**Prerequisite:** RDG 085 or higher placement  
This course is designed to introduce the student to all facets of proper management of a modern fitness facility.

**REC 232 - Health and Fitness Club Internship** **3 Hours**  
**Prerequisite:** REC 231  
This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, the student should be able to demonstrate an understanding of the concepts covered through application.

## **REL - Religious Studies**

**REL 100 - History of World Religions** **3 Hours**  
**Prerequisite:** RDG 085 and ENG 093 or higher placement  
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. Upon completion, the student should have an understanding of the history and origins of the various religions in the world.

**REL 151 - Survey of the Old Testament****3 Hours****Prerequisite:** RDG 085 and ENG 093 or higher placement

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. Upon completion, the student should have an understanding of the significance of the Old Testament writings.

**REL 152 - Survey of the New Testament****3 Hours****Prerequisite:** RDG 085 and ENG 093 or higher placement

This course is a survey of the books of the New Testament with special attention focused on the historical and geographical setting. Upon completion, the student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings.

**RLS - Real Estate****RLS 101 - Real Estate Principles****4 Hours****4 Hrs. Prerequisite:** RDG 085 or higher placement

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. This course is designed to assist those preparing for the real estate salesman's licensing examination in Alabama.

**RPT - Respiratory Therapy****RPT 210 - Clinical Practice I****2 Hours****Prerequisite:** BIO 201, BIO 202, ENG 101, MTH 100, RPT 256, and acceptance into the Respiratory Therapy Program**Co-Requisite:** RPT 211, RPT 212, RPT 213, RPT 214, and CIS 146.

This clinical course provides for initial hospital orientation and development of general patient assessment and communication skills required for safe and effective patient care. Emphasis is placed upon application of classroom and laboratory experiences within the clinical environment. Upon completion, students should demonstrate adequate psychomotor skills and cognitive abilities necessary for initial patient contact and safe and effective performance of basic respiratory care procedures. This is a CORE course.

**RPT 211 - Introduction to Respiratory Care****2 Hours****Prerequisite:** BIO 201, BIO 202, ENG 101, MTH 100, RPT 256, and acceptance into the Respiratory Therapy Program**Co-Requisite:** RPT 210, RPT 212, RPT 213, RPT 214, and CIS 146.

This course is designed to acquaint the student with responsibilities of the Respiratory Care Practitioner (RCP) as a member of the health care team. Areas of emphasis include history of the profession, credentialing mechanism, licensure, medical ethics, communication skills, basic medical terminology, and patient assessment. Upon completion, students should be able to demonstrate effective communication skills, proper use of aseptic technique, deference to appropriate professional ethics and behavior, and be able to perform basic patient assessment. This is a CORE course.

**RPT 212 - Fundamentals of Respiratory Care I****4 Hours****Prerequisite:** BIO 201, BIO 202, ENG 101, MTH 100, RPT 256, and acceptance into the Respiratory Therapy Program**Co-Requisite:** RPT 210, RPT 211, RPT 213, RPT 214, and CIS 146.

This is a fundamental course which presents the scientific basis for respiratory care procedures and application of basic chemistry and physics as related to compressed gases and respiratory care equipment operation. Experimental laboratory is required and emphasis includes design, functional characteristics, and operation of commonly encountered respiratory care equipment; use of medical gases and applied chemistry, physics, and mathematics. Upon completion, the student should be able to demonstrate an adequate knowledge base concerning function and troubleshooting of respiratory care equipment and concepts of applied physics, chemistry, and mathematics. This is a CORE course.

**RPT 213 - Anatomy and Physiology for the RCP****3 Hours****Prerequisite:** BIO 201, BIO 202, ENG 101, MTH 100, RPT 256, and acceptance into the Respiratory Therapy Program**Co-Requisite:** RPT 210, RPT 211, RPT 212, RPT 214, and CIS 146.

This course provides detailed lecture and audio-visual presentations which concentrate on the cardiopulmonary and renal systems. Emphasis is placed on structure, function, and physiology of the cardiopulmonary and renal systems and the role each plays in the auxiliary services of homeostasis. Upon completion, the student should be able to demonstrate adequate knowledge of the structure, function, and physiology of the cardiopulmonary and renal systems. This is a CORE course.

**RPT 214 - Pharmacology for the RCP****2 Hours****Prerequisite:** BIO 201, BIO 202, ENG 101, MTH 100, RPT 256, and acceptance into the Respiratory Therapy Program**Co-Requisite:** RPT 210, RPT 211, RPT 212, RPT 213, and CIS 146.

This course is a detailed study of drugs encountered in respiratory care practice and the function of the automatic nervous system. Areas of emphasis include determination of drug dosage, applied mathematics, clinical pharmacology, indications, hazards, intended actions, and side-effects of agents used in respiratory care. Upon completion, the student should be able to complete a dosage calculation test with 90% proficiency as well as demonstrate an adequate understanding of the clinical pharmacology of respiratory care drugs, and the general principles of pharmacology. This is a CORE course.

**RPT 220 - Clinical Practice II**

**2 Hours**

**Prerequisite:** RPT 210, RPT 211, RPT 212, RPT 213, RPT 214, and RPT 256

**Co-Requisite:** PSY 200, RPT 221, RPT 222, RPT 223, and RPT 234.

This course is a continuation of clinical practice and allows the student to further integrate classroom and laboratory instruction into the practice of respiratory care. Areas of emphasis include bedside patient assessment techniques, airway management; hyperinflation therapy; protocol implementation; development of patient care plans; oxygen, humidity, and aerosol administration; and an introduction to management of the mechanical ventilation of the adult. Upon completion, the student should be able to demonstrate appropriate psychomotor skills and cognitive abilities necessary to successfully function as primary caregiver for routine respiratory care procedures. This is a CORE course.

**RPT 221 - Pathology for the RCP**

**3 Hours**

**Prerequisite:** RPT 210, RPT 211, RPT 212, RPT 213, RPT 214, and RPT 256

**Co-Requisite:** PSY 200, RPT 220, RPT 222, RPT 223, and RPT 234

This course is a survey of commonly encountered diseases and disorders affecting the function of the cardiopulmonary system and the clinical manifestations and treatment rationales as related to respiratory care practice. Practical laboratory is required, and course emphasis is placed upon the application of sound diagnostic techniques in the gathering of data in support of diagnosis of specific disease entities as well as progression of pathological changes in cardiopulmonary function. Upon completion, the student should be able to demonstrate the ability to gather appropriate information from various sources in support of the diagnosis of specific cardiopulmonary diseases as well as an adequate understanding of cardiopulmonary pathology.

**RPT 222 - Fundamentals of Respiratory Care II**

**4 Hours**

**Prerequisite:** RPT 210, RPT 211, RPT 212, RPT 213, RPT 214, and RPT 256

**Co-Requisite:** PSY 200, RPT 220, RPT 221, RPT 222, and RPT 234.

This course continues to present the fundamental scientific basis for selected respiratory care procedures. Experimental laboratory is required, and areas of emphasis include therapeutic techniques utilized in bronchial hygiene, hyperinflation therapy, mechanical ventilation of the adult, manual resuscitation equipment, the equipment utilized in bedside assessment, and mechanical ventilation. Upon completion, the student should be able to demonstrate the cognitive abilities and psychomotor skills required to perform the procedures presented. This is a CORE course.

**RPT 223 - Acid Base Regulation and ABG Analysis**

**2 Hours**

**Prerequisite:** RPT 210, RPT 211, RPT 212, RPT 213, RPT 214 and RPT 256

**Co-Requisite:** PSY 200, RPT 220, RPT 221, RPT 222, and RPT 234.

This course provides the student with lecture and audiovisual presentation of material essential to the understanding of acid/base physiology and arterial blood gas interpretation. Emphasis is placed upon Arterial Blood Gas (ABG) sampling technique, quality assurance, basic chemistry as related to acid/base balance, evaluation of oxygen transport, and the role of the respiratory and renal systems in Auxiliary Services of homeostasis. Upon completion, the student should be able to demonstrate appropriate psychomotor skills and cognitive abilities for the fundamental concepts of acid/base balance and regulation of homeostasis by the respiratory and renal systems. This is a CORE course.

**RPT 230 - Clinical Practice II**

**2 Hours**

**Prerequisite:** RPT 220, RPT 221, RPT 222, RPT 223, RPT 234 and RPT 256

**Co-Requisite:** RPT 232, RPT 233, RPT 242 and SPH 116

This is the third course in the clinical sequence and is designed to allow the student to function in the role of primary caregiver. Emphasis is placed upon mastery of basic respiratory care procedures, administration of aerosol drugs, and care of the patient receiving mechanical ventilation. Upon completion, the student should be able to demonstrate the psychomotor skills and cognitive abilities necessary to function safely and effectively in the role of primary caregiver. This is a CORE course.

**RPT 232 - Diagnostic Procedures for the RCP**

**2 Hours**

**Prerequisite:** RPT 220, RPT 221, RPT 222, RPT 223 and RPT 234

**Co-Requisite:** RPT 230, RPT 233, RPT 242 and SPH 116

This course is designed to present the value of various procedures as aids to diagnosis in cardiopulmonary disease. Course emphasis is placed upon procedures such as complete pulmonary function testing, bronchoscopy, cardiac diagnostic procedures,

and ventilation/perfusion studies. Upon completion, the student should be able to demonstrate the psychomotor and cognitive abilities necessary to perform routine diagnostic procedures. This is a CORE course.

**RPT 233 - Special Procedures for the RCP**

**2 Hours**

**Prerequisite:** RPT 220, RPT 221, RPT 222, RPT 223 and RPT 234

**Co-Requisite:** RPT 230, RPT 232, RPT 242 and SPH 116

This course identifies and presents special procedures and medical specialties for various tasks required of the RCP, while functioning in an assistive role to the physician. Course emphasis is placed upon phlebotomy, bronchoscopy, hemodynamic assessment, and advanced cardiopulmonary monitoring techniques. Upon completion, the student should be able to demonstrate cognitive abilities and understand the psychomotor skills necessary to perform assistive functions during the various procedures presented. This is a CORE course.

**RPT 234 - Mechanical Ventilation for the RCP**

**4 Hours**

**Prerequisite:** RPT 210, RPT 211, RPT 212, RPT 213, RPT 214 and RPT 256

**Co-Requisite:** PSY 200, RPT 220, RPT 221, RPT 222 and RPT 223

This course continues and expands the presentation of material concerning mechanical ventilation as previously introduced including indications, modification, and discontinuance of mechanical ventilation. Laboratory is required, and course emphasis is placed upon the application of scientific principles to the clinical use of various modes of mechanical ventilation. Upon completion the student should be able to demonstrate the cognitive and psychomotor skills required to effectively institute and maintain various methods of mechanical ventilation. This is a CORE course.

**RPT 240 - Clinical Practice IV**

**4 Hours**

**Prerequisite:** RPT 230, RPT 232, RPT 233, RPT 234 and RPT 242

**Co-Requisite:** RPT 241, RPT 243, RPT 244, RPT 266 and RPT 268

This course, the last in the required clinical sequence, provides opportunities for the student to further refine clinical skills. Course emphasis is placed upon critical care, neonatal mechanical ventilation, home care, and discharge planning. Upon completion, the student should be able to demonstrate the cognitive and psychomotor skills required to function in the role of advanced respiratory care practitioner. This is a CORE course.

**RPT 241 - Rehabilitation and Home Care for the RCP**

**2 Hours**

**Prerequisite:** RPT 230, RPT 232, RPT 233, RPT 234 and RPT 242

**Co-Requisite:** RPT 240, RPT 243, RPT 244, RPT 266 and RPT 268

This course presents special considerations which apply to rehabilitation and home care of the patient with cardiopulmonary disorders. Emphasis is placed upon the role of the RCP within the home care medical community and modification of techniques and procedures necessary for effective pulmonary management. Upon completion, the student should be able to demonstrate an understanding of discharge planning and disease management protocols as applied to rehabilitation and the continuation of effective respiratory care outside of an acute care facility. This is a CORE course.

**RPT 242 - Perinatal/Pediatric Respiratory Care**

**3 Hours**

**Prerequisite:** RPT 220, RPT 221, RPT 222, RPT 223 and RPT 234

**Co-Requisite:** RPT 230, RPT 232, RPT 233 and SPH 116

This course presents the unique requirement for appropriate delivery of respiratory care to the neonatal and pediatric patient. Laboratory is required, and course emphasis is placed upon a detailed outline of fetal lung development, fetal circulation, neonatal cardiopulmonary disorders, and specialized equipment and techniques, as well as general considerations of provision of care to neonatal and pediatric patients. Upon completion, the student should be able to demonstrate the cognitive and psychomotor skills required for safe and effective delivery of respiratory care to the neonatal and pediatric patient. This is a CORE course.

**RPT 243 - Computer Applications for the RCP**

**2 Hours**

**Prerequisite:** RPT 230, RPT 232, RPT 233, and RPT 242

**Co-Requisite:** RPT 240, RPT 241, RPT 244, RPT 266 and RPT 268

This course is designed to allow the student practice in utilizing computer-assisted clinical simulation software as well as allow for a general program review in preparation for credentialing examinations. Emphasis is placed on development of critical thinking skills, specific to the discipline, and development of computer literacy. Upon completion, students should be able to demonstrate computer literacy and satisfactory performance on nationally standardized comprehensive self-assessment examinations. This is a CORE course.

**RPT 244 - Critical Care Considerations for the RCP**

**2 Hours**

**Prerequisite:** RPT 230, RPT 232, RPT 233, and RPT 242

**Co-Requisite:** RPT 240, RPT 241, RPT 243, RPT 266 and RPT 268

This course provides for continued discussion concerning the monitoring and Auxiliary Services of patients who are treated in the critical care area of an acute care hospital. Course emphasis is placed upon advanced monitoring and assessment techniques employed in the treatment of the critical care patient. Upon completion, the student should be able to demonstrate increased psychomotor and cognitive abilities as pertaining to critical care. This is a CORE course.

**RPT 256 - Writings and Research for the RCP I**

**1 Hour**

**Prerequisite:** MTH 100 and ENG 101

This course is provided to allow for independent research on a topic of special interest within the field of respiratory care. A written narrative of research activities or a literature-based research paper is required. Upon completion, students should be able to effectively communicate in written narrative form the results of independent study.

**RPT 266 - Seminar in Respiratory Medicine I**

**1 Hour**

**Prerequisite:** RPT 230, RPT 232, RPT 233, and RPT 242

**Co-Requisite:** RPT 240, RPT 241, RPT 243, RPT 244 and RPT 268

This course is a series of physician and/or guest lecturers designed to present topics of special interest to the student or practitioner. Emphasis is placed upon current medical practice within the field of pulmonary medicine and cardiology. Upon completion, the student should be able to demonstrate an increased knowledge base concerning the topics of special interest presented.

**RPT 268 - Writing and Research for the RCP II**

**1 Hour**

**Prerequisite:** RPT 230, RPT 232, RPT 233, and RPT 242

**Co-Requisite:** RPT 240, RPT 241, RPT 243, RPT 244 and RPT 266

This course allows for independent research on a topic of special interest within the field of respiratory care. A written narrative of research activities or a literature-based research paper is required. Upon completion, students should be able to effectively communicate in written narrative form the results of independent study.

## **SOC - Sociology**

**SOC 200 - Introduction to Sociology**

**3 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior.

**SOC 210 - Social Problems**

**3 Hours**

**Prerequisite:** SOC 200

This course examines the social and cultural aspects, influences, incidences, and characteristics of current social problems in light of sociological theory and research.

**SOC 247 - Marriage and the Family**

**3 Hours**

**Prerequisite:** SOC 200

This course is a study of family structures and families in a modern society. It covers preparation for marriage, as well as sociological, psychological, biological, and financial factors relevant to success in marriage and family life.

**SOC 296 - Directed Studies in Sociology**

**1-3 Hours**

**Prerequisite:** SOC 200

This course provides the student with opportunities to have "hands-on" experience with research methods used in the behavioral sciences or to complete directed readings under faculty supervision.

## **SPA - Spanish**

**SPA 101 - Introductory Spanish I**

**4 Hours**

**Prerequisite:** RDG 085 or higher placement

This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

**SPA 102 - Introductory Spanish II**

**4 Hours**

**Prerequisite:** A letter grade of C or higher in SPA 101

This course includes the continuing development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

## **SPH - Speech**

**SPC 100 - Fundamentals of Speech Communication**

**1 Hour**

**Prerequisite:** RDG 085 or higher placement

This performance course includes the study of the principles of human communication: intrapersonal, interpersonal, and public. It surveys communication theory and provides practical application.

**SPH 106 - Fundamentals of Oral Communication**

**3 Hours**

**Prerequisite:** RDG 085 and ENG 092 or higher placement

This is a performance course including the principles of human communication: intrapersonal, interpersonal, and public. This course surveys current communication theory and provides practical application.

**SPH 107 - Fundamentals of Public Speaking**

**3 Hours**

**Prerequisite:** RDG 085 and ENG 093 or higher placement

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 108 - Voice and Diction**

**3 Hours**

**Prerequisite:** RDG 085 or higher placement

This course provides training for improvement in the use of the speaking voice. Attention is focused on range, flexibility, clarity of articulation, and standards of pronunciation with individual help in the correction of faulty speech habits. A study of the International Phonetic Alphabet is included.

**SPH 116 - Introduction to Interpersonal Communication**

**3 Hours**

**Prerequisite:** RDG 085 or higher placement

**Co-Requisite:** ENG 101

This course is an introduction to the basic principles of interpersonal communication.

**SPH 123 - Forensics Workshop I**

**1-3 Hours**

**Prerequisite:** Permission of Instructor

This course offers experience in speech activities such as debate, discussion, oral interpretation, extemporaneous speaking, and original oratory. The student is required to participate in scheduled intercollegiate speech tournaments.

**SPH 124 - Forensics Workshop II**

**1-3 Hours**

**Prerequisite:** Permission of Instructor

This course offers experience in speech activities such as debate, discussion, oral interpretation, extemporaneous speaking, and original oratory. The student is required to participate in scheduled intercollegiate speech tournaments.

**SPH 125 - Forensics Workshop III**

**1-3 Hours**

**Prerequisite:** Permission of Instructor

This course offers experience in speech activities such as debate, discussion, oral interpretation, extemporaneous speaking, and original oratory. The student is required to participate in scheduled intercollegiate speech tournaments.

**SPH 206 - Oral Interpretation**

**3 Hours**

**Prerequisite:** RDG 085 or higher placement

**Co-Requisite:** ENG 101

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.

**SPH 217 - Elements of Persuasion**

**3 Hours**

**Prerequisite:** SPH 107

This course is an advanced study and practice of the elements of persuasive speaking begun in SPH 106 and SPH 107.

**SPH 227 - Argumentation and Debate**

**3 Hours**

**Prerequisite:** SPH 107

This course introduces argumentation and debate and methods of bringing reasoned discourse to bear on personal and social problems. It includes investigations into the various types of debates with emphasis on the use of evidence, logic, responsibility of the advocate, and the composition of language for oral controversy.

**THR - Theatre**

**THR 113 - Theatre Workshop I**

**1 Hour**

This is the first in a six-course sequence providing 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 114 - Theatre Workshop II**

**1 Hour**

**Prerequisite:** THR 113

This course is a continuation of THR 113.

**THR 120 - Theatre Appreciation**

**3 Hours**

**Prerequisite:** None

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

**THR 131 - Acting Techniques I**

**3 Hours**

**Prerequisite:** RDG 085 or higher placement

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.

**THR 132 - Acting Techniques II**

**3 Hours**

**Prerequisite:** THR 131

This course is a continuation of THR 131.

**THR 213 - Theatre Workshop IV**

**2 Hours**

This course is a continuation of THR 113 and THR 114.

**THR 214 - Theatre Workshop V**

**2 Hours**

**Prerequisite:** THR 213

This course is a continuation of THR 113 and THR 114.

**THR 216 - Theatrical Make-Up**

**2 Hours**

This course is a study of the materials and techniques of theatrical make-up.

**THR 236 - Stagecraft**

**3 Hours**

This course is a study of the principles, techniques, and materials in theatrical scenery and lighting.

**THR 241 - Voice and Speech for the Performer**

**3 Hours**

**Prerequisite:** RDG 085 or higher placement

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

**THR 281 - Stage Movement I**

**3 Hours**

This is the first in a two-course sequence offering the student a basic introduction to movement for the stage for those interested in acting or dance. The course also includes consideration of role development through movement.

**THR 282 - Stage Movement II**

**3 Hours**

**Prerequisite:** THR 281

This course is a continuation of THR 281.

**THR 296 - Directed Studies in Theatre**

**2 Hours**

**Prerequisite:** Permission of instructor

This course deals with problems in theater and art management. Problems may be arranged in conjunction with other disciplines in the Fine Arts.

## **WDT - Welding**

### **WDT 102 – Smaw Fillet/OFC**

**6 Hours; 2T, 4L**

This course provides the student with instruction and opportunities to develop skills with Shielded Metal Arc Welding (SMAW) processes. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting.

### **WDT 104 – Smaw Fillet/PAC/CAC**

**6 Hours: 2T, 4L**

This course provides students with instruction and opportunities to develop skills with Shielded Metal Arc Welding (SMAW) processes. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides students with skills and knowledge necessary for the safe operation of carbon arc cutting and plasma arc cutting.

### **WDT 106 – Shielded Metal Arc Welding Groove**

**6 Hours: 2T, 4L**

This course provides students with instruction and opportunities to develop skills on joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up.

### **WDT 110 - Industrial Blueprint Reading**

**3 Hours: 3T**

**Prerequisite:** Students must be enrolled in a basic welding course or have taken a basic welding course at Shelton State or have proof of completion at another institution. Also, it is highly recommended that the students take a technical math (for example: MTH 116) before they take the Industrial Blueprint Reading class.

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, the student should be able to interpret welding symbols and blueprints as they apply to welding and fabrication. This is a CORE course.

### **WDT 126 – Gas Metal Arc/Flux Cored Arc Welding**

**6 Hours: 2T, 4L**

This course introduces the student to the gas metal arc and flux cored arc welding processes and allows them to develop skills. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification.

### **WDT 180 - Special Topics**

**3 Hours: 1T, 6L**

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. Upon completion, the student should be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

### **WDT 181 - Special Topics Lab**

**3 Hours: 6L**

This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs.

### **WDT 218 – Certification**

**3 Hours: 1T, 2L**

This course is designed to provide the student with the knowledge needed to perform welds using the prescribed welding process. Emphasis is placed on the welding test joints in accordance with the prescribed welding code. Upon completion, students should be able to pass an industry standard welding test in accordance with various applicable welding code requirements.

### **WDT 221 - Pipefitting and Fabrication**

**3 Hours: 1T, 4L**

This course provides the student with skills and practices necessary for fabricating pipe plans using butt-welded fittings. Emphasis is placed on butt-welded fittings to include 45 and 90 degree angles, flanges, reducers, and tees. Upon completion, the student should be able to fit butt-welded fittings as well as cut and fabricate tees, laterals, and assorted angles.

### **WDT 232 – Gas Tungsten Arc Welding**

**6 Hours: 2T, 4L**

This course provides students with knowledge and the opportunity to develop skills for gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals.

**WDT 258 - Certification Lab****3 Hours: 6L**

**Prerequisite:** Students must have completed WDT 108, WDT 109, WDT 122 and WDT 123 at Shelton State or have proof of completion at another institution.

This course is designed to provide the student with the skills needed to perform welds using the prescribed welding process. Emphasis is placed on welding test joints in accordance with the prescribed welding code. Upon completion, the student should be able to pass an industry standard welding test in accordance with D1.1 code requirements.

**WDT 260 – Smaw Carbon Pipe****6 Hours: 2T, 4L**

This course introduces students to the practices and allows opportunities to develop skills for welding carbon steel pipe using the shielded metal arc weld(SMAW) process. Emphasis is placed on safety, pipe positions, electrode selection, joint geometry, joint preparation, and fit-up.

**WDT 292 - Cooperative Education****3 Hours: 15i**

This course constitutes a series wherein the student works on a part-time basis in a job directly related to welding. In this course, the employer evaluates the student's productivity, and the student submits a descriptive report of work experiences. Upon completion, the student should demonstrate skills learned in an employment setting.

**WKO – Workplace Skills Preparation****WKO 107 - Workplace Skills Preparation****1 Hour**

This course utilizes computer-based instructional modules designed to access and develop skills necessary for workplace success. The instructional modules in the course include applied mathematics, reading for information, and locating information. Upon completion of this course, the student should be assessed to determine if their knowledge of the subject areas has improved.

## **Personnel**

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GROSSE, Susan	Student Success
B.S., Auburn University	
GUERRERO, Justino	C.A.Fredd Campus
HALL, Calvin	Auxiliary Services
HALL, Cindy	Business Services
A.S., P.N., Shelton State Community College	

HANKS, Wallace	Auxiliary Services
HARBISON, Amanda	Dean of Student Services
A.S., Snead State Community College; B.S., M.A., ABD, The University of Alabama	
HARLESS, Beth	Auxiliary Services
Certificate, Shelton State Community College	
HARPER, Rachael	Enrollment Services
HARRELL, Cindy	Business Services
Certificate, Alabama Institute of Business	
HARRISON, Sherry	Instruction and Workforce Development
HAYWOOD, Martha	Auxiliary Services
HEADLEY, Anita	Academic Services
Diploma, Athens Area Technical Institute	
HEADLEY, April	Student Success
B.S., Troy University	
HENDERSON, Amy	Director of Career Services
B.S., M.S., The University of Alabama	
HENDRIX, Janet	C.A. Fredd Campus
A.A.S., Shelton State Community College; B.A., Stillman College; MPA, Troy State University	
HEWITT, Kathy	Enrollment Services
HILL, Gladys	Assistant Dean of Health Services
B.S., The University of Alabama; M.S.N., Mississippi University for Women	
HINTON, Brian	Auxiliary Services
HINTON, Tim	Auxiliary Services
HUGHES, Beverly	Human Resources
B.S., The University of Alabama	
HUGHES, Darrell	C.A. Fredd Campus
HUGHES, Nancy Retired	C.A. Fredd Campus
HUGHEY, Travis	Information Technology Services
A.S., B.S., Virginia College Birmingham	

JACKSON, Melanie	President's Office
A.A.S., Shelton State Community College	
JACOBS, William	C.A. Fredd Campus
JENKINS, Ulysses	C.A. Fredd Campus
Certificate, Shelton State Community College	
JENNINGS, Wanda L.	Student Success
B.S., University of West Alabama	
JOHNSON, Judy	Director of Auxiliary Support
Diploma, A.S., Shelton State Community College	
JOHNSON, Phillip	Director of Adult Education
B.A., Samford University; M.S., Troy University at Dothan	
JOHNSON, Wayne	Auxiliary Services
JONES, Elizabeth	Library Services
JONES, Joye	Dean of Instruction and Workforce Development
A.A., Capih-Lincoln Community College; B.B.A., Delta State; M.Ed., Mississippi College, Ph.D., Mississippi State University	
KENDRICK, Kim	Advancement
KENNY, James	Media and Communication
B.A., University of Mississippi; M.A., Ph.D., The University of Alabama	
KEY, Martha	Director of Testing and Assessment
A.S., Shelton State Community College; B.S., M.A., The University of Alabama	
KINCAID, Wheeler	Theatre Tuscaloosa
B.A., The University of Alabama	
KINNERSON, Lakesha	Director of Health Information Technology
A.S. Wallace Community College Selma; B.S., M.P.A., The University of Alabama at Birmingham	
KIRBY, Ronald	Auxiliary Services
KIRKLAND, Everton	Auxiliary Services
KNOX, Yvonne	Auxiliary Services
KOH, Jonathan	Director of Grants
B.A., M.P.A, The University of Alabama	

LAKE, Claude	Associate Dean of Information Technology Services
B.S., Lindenwood University; M.S., Troy University	
LANDRUM, Johnfer	Training for Existing Business and Industry
Certificate, Shelton State Community College	
LANDRUM, Rodney	Dean of Business Services
B.S., The University of Alabama	
LAW, Timothy	Student Success
B.S., Centenary College, M.S., University of West Alabama	
LEE, William	Auxiliary Services
LYNCH, Vaughan	Information Technology Services
B.S., Troy University; Microsoft Certified IT Professional; Enterprise Support Technician; Microsoft Certified Technology Specialist	
MACK, Jean	Library Services
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MALONE, Laura	Human Resources
MARKS, Renee'	Student Success
B.A., The University of Alabama	
MARLOWE, Channing	Executive Assistant to the President
B.S., M.A., The University of Alabama	
MARSHALL, Cornelia	Natural Sciences
MARSHALL, Patrick	Auxiliary Services
MASON, James	Auxiliary Services
MCALPINE, Riva	Program Director for Respiratory Therapy
Registered Respiratory Therapist, B.S., M.A., The University of Alabama at Birmingham	
MCCOLLUM, Sarah	Business Services
MCGUFFRIES, Shari	Auxiliary Services
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MCKNIGHT, Lisa	Adult Education
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MCMAHON, Sandi	Student Services
MILLER, Adam	Managing Director of Theatre Tuscaloosa
B.A., M.F.A., The University of Alabama	
MINOR, Michele	Director of Specialized Student Services
B.S., M.A., The University of Alabama	
MOHUN, Barry	Men's Head Basketball Coach
B.S., Belhaven College; M.S., Northeast Louisiana University	
MOORE, Jason	Associate Dean of Corporate Programs
A.A.S., Shelton State Community College, B.S., Athens State College; M.S., Troy University	
MOSS, Larry	Information Technology Services
A.A.S., Shelton State Community College	
MURPHY, Bryan	Auxiliary Services
MURRAY, Ruth	Events Management
MYLES, Tiffany	Enrollment Services
A.S., Wallace State Community College Selma; B.S., M.S., The University of Alabama	
NOLEN, Lisa	Student Services
OKAFOR, Tamara	Library Services
B.S., Florida State University; M.S., The University of Alabama	
OSMORE, Jimmy	Information Technology Services
B.S., M.S., The University of Alabama	
PARKER Andrea	Business Services
Diploma, Fredd State Technical College	
PARKER, LaKenya	Enrollment Services
Certificate, Shelton State Community College	
PARKER, Sharon	C. A. Fredd Campus
PATRICK, Beth	Instruction and Workforce Development
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PIPPEN, Glenn	Respiratory Therapy
B.S., The University of Alabama at Birmingham	

POTTS, Robin	C.A. Fredd Campus
A.S., Certificate, Shelton State Community College	
PREWITT, Eric	Veterans Affairs
A.S., Shelton State Community College	
PRUITT, Betty	President's Office
Diploma, C.A. Fredd State Technical College; Certificate, Shelton State Community College	
RANGE, Ronald	Dean of the C.A. Fredd Campus and Director of Title III
B.A., Stillman College; M.P.A., The University of Alabama at Birmingham	
REESE, Fannie	Director of Admissions/Registrar
Diploma, Fredd State Technical College; A.A.S., Shelton State Community College ; B.A., Stillman College; M.A., The University of Alabama	
RIDDLE, Lisa	Enrollment Services
B.A., The University of Alabama	
RIEVES, NorQuina	Student Success
B.S., M.A., The University of Alabama	
ROBERTSON, Tim	Auxiliary Services
ROBINSON, LaTonya	Student Success
A.S., Wallace State in Hanceville; B.S., The University of Alabama; M.A., University of West Alabama	
ROGERS, Dave	Training for Existing Business and Industry
A.S., Wallace Community College Selma; B.S., The University of Alabama	
ROGERS, Jan	Student Success
B.S., Auburn University	
RYAN, Wyetta	Student Success
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SABBAGH, Ryan	Training for Business and Industry Coordinator
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SAGAN, Pam	Student Success
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SANFORD, Chris	Athletics
B.A., The University of Alabama	
SHEDD, Louis	Director of Institutional Effectiveness and Research
B.A., Mississippi State University; M.Ed., University of Arkansas; ABD, The University of Alabama	
SIMMONS, Williams	Auxiliary Services
SIMON, Shondolyn	Human Resources
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SKELTON, David	Media and Communication
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SMITH, Eliza	Business Services
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SMITH, Forrest	Student Success
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SMITH, Henry	Auxiliary Services
SMITH, Rhonda	Enrollment Services
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SMITH, Sharda	Student Success
A.A.S., ITT Technical Institute	
SMITH, Tennyson	Director of Recruiting
A.S., Shelton State Community College; B.B.A., University of West Alabama; MBA, University of North Alabama	
SNYDER, Bobby	Information Technology Services
B.S., The University of Alabama	
SOLORZNO, Porfirio	Media and Communication
SPENCE, Sharon	Nursing
B.S., Auburn University	
SPROWL, Robert J.	Head Baseball Coach
SPROWL, Teresa	C.A. Fredd Campus
B.S., Troy University	

.SWINDLE, Jill	Director of Media and Communication
A.S., Shelton State Community College; B.S., M.S., The University of Alabama	
TAYLOR, Thomas	Dean of Auxiliary Services
A.A.S., Shelton State Community College; B.A., M.A., Ed.D., The University of Alabama	
TEMPLETON, Debbie	Enrollment Services
THAMES, Tanya	Business Services
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THOMAS, Christopher	Information Technology Services
B.S., Auburn University; B.A., M.S., The University of Alabama	
THOMPSON, Madonna	Head Women's Basketball Coach
B.A., M.S., The University of Alabama	
TRUHETT, Gary	Auxiliary Services
TURLEY, Tina	Executive Producer Theatre Tuscaloosa
B.A., Tarleton State University; M.S., Texas A&M; MFA, The University of Alabama	
TURPIN, Donald	Training for Business and Industry
VAN LUVENDER, Donna	Adult Education
WALDRUP, Lisa	Media and Communication
B.S., M.A., The University of Alabama	
WALDRUP, Rachel	Training for Business and Industry
WALKER, Tina	Business Services
WATERMAN, Jeanette	Theatre Tuscaloosa
WELLS, Tameka	Enrollment Services
WILLIAMS, Farrah	Enrollment Services
WILLIAMS, Rebecca	Enrollment Services
WILLIAMS, Tracy	Library Services
B.A., Stillman College; M.L.I.S., The University of Alabama	
WILSON, Patricia	Dean of Human Resources/Senior Personnel Officer
B.S., Stillman College; MPA, Troy State University; MSHRM Troy University	

WINDHAM, Kevin

Student Success

B.S., University of Montevallo; M.A., Ph.D., The University of Alabama

WOMACK, Stephen

Information Technology Services

A.A., Alabama Southern Community College; B.S., M.A., The University of Alabama

WYATT, Leigh A.

Academic Services

A.A., Shelton State Community College; B.A., The University of Alabama

YOUNGBLOOD, Gary

Adult Education

B.S., The University of Alabama