

# Shelton State Community College

Martin Campus  
9500 Old Greensboro Road  
Tuscaloosa, AL 35405  
205.391.2211  
[www.sheltonstate.edu](http://www.sheltonstate.edu)

C.A. Fredd Campus  
3401 Martin Luther King Boulevard  
Tuscaloosa, AL 35401  
205.391.2611  
[www.sheltonstate.edu](http://www.sheltonstate.edu)

## Catalog Fall 2014 – Summer 2015

### 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, Georgia 30033-4097, or call 404.679.4500 for questions about the accreditation of Shelton State Community College. <http://www.sascoc.org/>. Please do not contact the Commission with other questions unless there is evidence that appears to support Shelton State Community College's significant non-compliance with the Commission's accreditation requirements or standards.

### Alabama State Board of Education

The Practical Nursing Program and the Associate Nursing Program are approved by the Alabama Board of Nursing accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN)

### Memberships

The American Association of Community Colleges  
The Alabama Community College Association  
Council on Higher Education Accreditation  
League for Innovation in the Community College  
National Institute for Staff and Organizational Development  
Public Affairs Research Council of Alabama  
Southern Association of Community, Junior, and Technical Colleges  
Check the College website, [www.sheltonstate.edu](http://www.sheltonstate.edu), for addenda.

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This catalog contains Alabama State Board of Education 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 policy 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 has 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**

Our vision for Shelton State Community College:  
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, Dr. Tom Huebner, 205.391.2217, [thuebner@sheltonstate.edu](mailto:thuebner@sheltonstate.edu). The Dean of Students office is located in the Dean of Student Services suite on the third floor of the Martin Campus of Shelton State, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.
- Allegations of disability discrimination or harassment should be reported to the Dean of Student Services, Dr. Tom Huebner, 205.391.2217, [thuebner@sheltonstate.edu](mailto:thuebner@sheltonstate.edu). The Dean of Students office is located in the Dean of Student Services suite on the third floor of the Martin Campus of Shelton State, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.
- Allegations of age discrimination or harassment should be reported to the Dean of Student Services, Dr. Tom Huebner, 205.391.2217, [thuebner@sheltonstate.edu](mailto:thuebner@sheltonstate.edu). The Dean of Students office is located in the Dean of Student Services suite on the third floor of the Martin Campus of Shelton State, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.
- Allegations of race discrimination or harassment, or national origin discrimination or harassment should be reported to the Dean of Student Services, Dr. Tom Huebner, 205.391.2217, [thuebner@sheltonstate.edu](mailto:thuebner@sheltonstate.edu). The Dean of Students office is located in the Dean of Student Services suite on the third floor of the Martin Campus of Shelton State, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.

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

It is the official policy of the Alabama Department of Postsecondary Education, including all postsecondary institutions under the control of the State Board of Education, 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 the Alabama State Board of Education (ASBE) and the Chancellor, Alabama Community College System, Department of Postsecondary Education, is the chief executive officer of the 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 the 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 Hall Ray Fine Arts Center facilities include the Bean Brown Theatre; the Alabama Power Recital Hall; the Bell South and National Bank of Commerce 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 Sandra Hall Ray 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 all students, regardless of the program in which they are enrolled. 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 the library's catalog 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 and are indicated below. The libraries are not open when the College is closed (as for holidays). 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 applications until the 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 I.D.

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 Web page 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 have 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****SOAR: Student Opportunities for Achievement and Resources**

The SOAR Institute is 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 Student handbook and on the college website.

# Admissions/Records Information

## Admission Application Procedures

The Office of Admissions and Records is responsible for interpreting and implementing Alabama State Board Policy as well as federal, state, and local laws and policies regarding admission of students to the College and the maintenance of academic records.

- I. Students Entering Shelton State Community College for the First Time
  - A. All students must complete the Application for Admission and present either; (1) one primary form of documentation, or (2) two secondary forms of documentation. See Addendum A. Applicants must submit the documentation in person within the Office of Admissions and Records or through a notarized copy by U.S. Mail. All requested information on the application must be provided. Applications may be submitted online at [www.sheltonstate.edu](http://www.sheltonstate.edu), complete with the Application Signature Page.
  - B. Students' Entering Status
    1. High school graduates who have never attended college should request that the high school mail an official transcript with a graduation date posted, official signature, and diploma type directly to the Office of Admissions and Records, Box 190, Shelton State Community College, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.
    2. Applicants who hold the General Educational Development (GED) must have an official GED transcript sent directly to the Office of Admissions and Records from the test site or the Alabama State Department of Education.
    3. Applicants who have received an Alabama Occupational Diploma should request that the high school mail an official transcript directly to the Office of Admissions and Records. Students must also include a copy of the qualifying ACT (16 composite) or SAT (790 overall) score to be eligible to enroll. Students who do not have the appropriate ACT or SAT score should contact the adult education department by calling 205.391.2662.
    4. 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 our adult education program by calling 205.391.2262.
    5. Students who transfer from another college must request that official transcripts from each college previously attended be mailed to Shelton State. 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.
    6. Students who intend to remain at Shelton State for only a single term may enroll as transient (rather than transfer) students (see section on "Admission of Transient Students" under the "Types of Admission" under the Admission Requirements section).
    7. 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.
  - C. First-time freshmen students and some transfer students must have qualifying placement scores for math, English, and reading on file with the Admissions Office prior to admittance. Refer to the Compass Assessment and the 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 these students have attended college elsewhere during this period, official transcripts are to be mailed to the Office of Admissions and Records, 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 website for application deadline information.

## Admission Requirements

### I. Admission Requirements

- A. For admission to Shelton State Community College an applicant must provide:
  - 1. One primary form of documentation such as an unexpired Alabama driver's license; an unexpired Alabama identification card; an unexpired U.S. passport; an unexpired U.S. permanent resident card; OR
  - 2. Two secondary forms of documentation, one of which must be a photo identification card other than those specified in section "a" above, AND one additional form of identification such as a Certificate of Naturalization, a Social Security card, or a certified copy of a U.S. birth certificate. Refer to Addendum A.
- B. For admission to an Alabama Community College System institution, all international applicants must provide a VISA acceptable to the United States and an official translated copy of the student's high school/college transcript; a minimum score on an approved English as a Foreign Language exam as specified in the guidelines; signed, notarized statement verifying adequate financial support; and documentation demonstrating adequate health and life insurance which must be maintained during enrollment.
- C. An applicant who fails to satisfy the requirements of "1" or "2" 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.
- D. Applicants must submit the documentation identified in "1" or "2" above in person or through a notarized copy of U.S. Mail prior to admission.
- E. 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.
- F. All male students between the ages of 18 and 26 must show proof of registration with the U.S. Selective Service System in accordance with § 36-26-15.1 of the Code of Alabama of 1974 (as amended).

### 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 meet at least one of the following criteria:

  - 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 (See Addendum B), and proof of passage of the Alabama Public High School Graduation Examination; or
  - 3. an official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma, as defined by the Alabama State Board of Education, issued by a non-public high school (See Addendum B), and evidence of a minimum ACT® score of 16 or a total score of 790 on the SAT®; or
  - 4. an official transcript showing graduation from high school with a high school diploma equivalent to the Alabama Occupational Diploma, as defined by the Alabama State Board of Education, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school (See Addendum B), and evidence of a minimum ACT score of 16 or a total score of 790 on the SAT; or
  - 5. the Student holds 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 in "1.a"- "1.d" 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 another duly accredited postsecondary institution will be considered a transfer student. Please refer to the section "Unconditional Admission of First-time College Students" under "Types of Admission" for the definition of "duly accredited."

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 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.
- 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 attended another postsecondary institution and who 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, submit an official transient letter from the parent 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 pre-requisites prior to registering. The College will accept official or unofficial transcripts.
  2. Transient letters must be submitted for each semester the student attends Shelton State prior to registering for classes. Any transient student that fails to provide appropriate prerequisite information may be administratively withdrawn and no refund will be provided.
  3. Transient students are not eligible for Federal Financial Aid.
- F. High School Students
- There are two programs in which high school students may be concurrently enrolled at Shelton State Community College to earn academic or career/technical college credit: Accelerated High School Students Program and Dual Enrollment/Dual Credit for High School Students Program.
1. Accelerated High School Students
 

The Accelerated High School program allows high school students the opportunity 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. Admissions criteria:
      - (1) Complete an application for admission and present a photo I.D. as outlined under the section "Admission Application Procedure."
      - (2) The student must have successfully completed the 10th grade.
      - (3) The student must provide certification from the local principal and/or his or her designee certifying that the student has a minimum cumulative "B" average and recommending that the student be admitted 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 equivalent ACT or SAT score. Refer to the assessment section under the Academic Information in this catalog. [For example, students must complete English 12 before enrolling in English Composition (ENG 101), all four math credits, etc.].
    - b. A letter must be submitted each semester that the student attends the College prior to enrollment. 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 "1.a." and "1.d." 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.
    - d. Students who attend a non-accredited high school must meet additional criteria as listed below:
      - (1) comply with items "1.a. - "1.d." as noted above; and
      - (2) provide ACT scores with a composite of at least 16 or a SAT score of 790. Students who are home schooled are not eligible for the Accelerated High School Program unless they are under the auspices of a cover high school and can provide proper documentation of all items noted above.
  2. Dual Enrollment/Dual Credit for High School Students Program
 

Dual enrollment programs allow 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. Enrolled students must pay tuition as required by the institution. Tuition may be provided by alternative resources as described in the guidelines associated with this policy. Dependents of employees of system institutions pay tuition as provided in Policy 612.02.

a. Admission Requirements

A student is eligible for admission if the student meets all of the criteria below.

- (1) Complete an application for admission and present a photo I.D. as outlined under the section "Admission Application Procedures."
- (2) The student meets the entrance requirements established by Shelton State Community College;
- (3) The student has a minimum cumulative 3.0 (B) average in completed high school courses. Transcripts must be provided as documentation of the student's cumulative grade average;
- (4) The student obtains written approval of the appropriate principal and the local superintendent of education;
- (5) The student is in grade 10, 11, or 12.
- (6) The student meets all pre-requisites for all approved courses at the College.

b. Exceptions

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 students be in the 10th, 11th, or 12th grade. The Chancellor may grant other exceptions as requested by the individual college and local school board.

c. Course Eligibility

Courses offered shall be drawn from the respective 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. Students Not Attending Public School

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

- (1) comply with items "1.a." – "1.f." as noted above, and;
- (2) provide ACT scores with a composite of at least 16 or a SAT score of 790. Students who are home schooled are not eligible for the Dual Enrollment Program unless they are under the auspices of a cover high school that has entered into an agreement with Shelton State Community College and can provide proper documentation of all items noted above.

e. Dual Credit Agreement

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 Office of Admissions and Records 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) Six semester hours at the postsecondary level shall equal one credit at the high school level in the same or related subject. Partial credit agreements shall be developed.
- (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

Students entering Shelton State Community College for the first time

1. For admission to an Alabama Community College System institution, an international applicant must provide the items listed below.
  - a. An Application for Admission which includes the student's signature and the presentation of a valid form of identification;
  - b. A VISA recognized and accepted by the United States Government.
  - c. Copy of passport/visa to include:
    - (1) identification page, expiration date page, and visa page of passport.
    - (2) copy of front and back of current Form I-94
    - (3) previous Form I-20, if applicable

- d. Official documentation of secondary school completion and/or college transcripts translated in English and evaluated. The College recommends World Education Services Inc., [www.wes.org](http://www.wes.org), one of the top evaluation agencies used in the United States.
  - e. A minimum score of 5.5 on the IELTS (International English Language Testing System) and an International TOEFL score of at least 500 on the paper-based test, 173 on computer-based, or 61 on internet-based.
  - f. A notarized statement from a financial institution documenting ability to pay costs of attendance for one entire school year. For additional information, please contact the Office of Admissions.
  - g. Documentation demonstrating adequate health and life insurance which must be maintained during enrollment.
  - h. English Language Proficiency Exams may be waived for students from the following countries: Australia, Bahamas, Bermuda, Canada (verify from transcript), 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.
  - i. The College requires that the student has adequate health insurance which is inclusive of a repatriation benefit. Proof of life insurance is waived with documentation of the proper insurance policy. The institution should have a recommended coverage available for international students seeking adequate health coverage. International students who do not have the proper insurance must purchase a health insurance policy through the College. Students are required to pay for one semester of coverage at the time of registration.
  - j. International students in this country with an F-1 visa from another institution may be accepted for full-time study at Shelton State Community College. Students must complete and return the Transfer recommendation of Student's Non-Immigration Status prior to admission.
  - k. Students with F-1 visas may be accepted for transient status for one semester if they present in advance, before enrollment, a Transient Letter from their home institution recommending and approving specific courses for transfer. It is very important that the student maintain at least one hour from their host institution while in transient status.
  - l. F-1 visa holders are required to be enrolled fulltime (12 semester hours or more) and should be progressing satisfactorily toward a degree.
  - m. International students must meet all Immigration and Naturalization Service Requirements and complete forms necessary for attendance at Shelton State Community College.
  - n. International student tuition is two (2) times that of residents of the State of Alabama.
  - o. All international student applicants must secure private housing since Shelton State Community College provides no dormitory facilities.
  - p. The final decision for acceptance of international students who have met the preceding conditions will be made by the International Admissions Office.
  - q. International students must take the designated placement assessment before registering for classes. International students MUST then register for the appropriate English and reading courses during the first and each successive semester until all English and reading requirements are met.
2. Other information for International Students
- a. General Information
    - (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. Basics of Maintaining F-1 Status
- The student must:
- (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, driving while under the influence, etc.
- 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 pre-requisites 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 the Office of Admission and Records 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 the Office of Admission and Records.
3. 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 within 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 2014-2015 calendar year which ends in August 2015.
    - (2) Three Semesters (Fall, Spring, Summer, estimate based on 30 annual hours or 12 months)

|                    |                 |
|--------------------|-----------------|
| Tuition and Fees   | \$5970          |
| Books and Supplies | \$1600          |
| Medical Insurance  | \$1500          |
| Living Expenses    | \$11,820        |
| <b>TOTAL</b>       | <b>\$20,290</b> |

## Estimated Cost of Attendance for International Students

All fees subject to change without notice and may change prior to arrival. Additional fees and expenses may apply based on registration and lifestyle.

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. For more information, refer to the specific program listing in the PROGRAMS OF STUDY/CURRICULUM GUIDES section of this catalog.

- Nursing Programs  
For more information call 205.391.2443.
- Respiratory Care Technology (RPT)  
For more information call 205.391.2654.
- Linkage Programs  
For more information call 205.391.2273.

Admission Requirements: Center for Workforce Development, Wellness Center, Community Education, Lifelong Learning Units, Adult Education

Shelton State Community College offers many noncredit programs and activities through the Center for Workforce Development, the Wellness Center, the Community Education programs, and the Adult Education Program Each of these units establishes admission requirements for their programs and activities. These admission requirements, which vary considerably among programs and activities, are designed to ensure that 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).

## Addendum A

A list of acceptable primary and secondary documentation follows.

1. Primary forms of documentation:
  - Unexpired Alabama Driver's License or instruction permit
  - Unexpired Alabama identification card
  - Unexpired U.S. Passport
  - Unexpired U.S. Permanent Resident Card
  - Resident Alien Card- Pre-1997
  - Unexpired Driver's License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond
  - U.S. Alien Registration Receipt Card (Form 1-151) prior to 1978
  - BIA or tribal identification card with photo
2. If an applicant cannot present primary documentation, he/she must provide two secondary forms of documentation, one of which must be a photo identification card. In addition to the photo identification card, an applicant must present one of the following:
  - U.S. Certificate of Naturalization
  - Social Security Card
  - Certified copy of a U.S. Birth Certificate or a U.S. State Department Certificate of Birth Abroad
  - U.S. Certificate of Citizenship
  - U.S. Military ID Card (active duty, reserve, retired)
  - U.S. armed forces driver's license
  - Legal guardian affidavit
  - Selective service card
  - W-2 form
  - U.S. Department of Veterans Affairs card
  - Concealed weapons permit
  - Medical insurance ID card (including AHCCCS ID card)
  - Professional license
  - Bank card
  - Credit card
  - Employee ID badge (with photo)
  - School ID (with photo)
  - Marriage certificate issued in any U.S. state, territory, or possession
  - Certified letter of identification for a ward of the court, issued by a court or government agency in the U.S.
  - Documents from a court of record (certified copy), Divorce decree, Adoption decree, Name change decree, Bankruptcy decree, Emancipation decree
  - BIA or tribal affidavit of birth or certificate of Indian blood
  - USCIS 194 or I94A form
  - USCIS employment authorization document (I688A, I-688B, 1-766)
  - U.S. military DD-214
  - U.S. travel document (mint green cover) endorsed with Permit to re-enter (Form 1327 or refugee travel document Form 1-571)
  - U.S. application for voluntary departure under the family unity program (Form I-797)
  - U.S. temporary resident card (Form 1-688)
  - U.S. notice of approval to apply for permanent residents (Form I-171 or 1-463)
  - Other documentation issued by U.S. Citizenship and Immigration Services; or, documentation presenting a status permitted under 8U.S. Code § 1621 and 1641
3. An applicant must submit the documentation required under paragraph 1 above in person or through a notarized copy by U.S. mail.

## Addendum B

The Alabama High School Diploma (as defined by the Alabama Department of Education) shall be defined as an award officially entitled “The Alabama High School Diploma” made to a student as the result of successfully completing all requirements for graduation from high school in the state of Alabama.

For purposes of admission under Section B, Types of Admission, the equivalent of The Alabama High School Diploma shall be defined as an award to a student as the result of successfully completing all requirements for graduation from high school including, as a minimum, the following number and distribution of courses and credits:

| Courses  | Credits |
|--|---------|
| English Language Arts.....   | 4       |
| Four credits to include the equivalent of:   |         |
| English 9.....   | 1       |
| English 10.....  | 1       |
| English 11.....  | 1       |
| English 12.....  | 1       |
| Mathematics.....   | 4       |
| Four credits to include the equivalent of:   |         |
| Algebra I.....   | 1       |
| Geometry.....  | 1       |
| Science.....   | 4       |
| Four credits to include the equivalent of:   |         |
| Biology.....   | 1       |
| A Physical Science.....  | 1       |
| Social Studies.....  | 4       |
| Four credits to include the equivalent of:   |         |
| Social Studies.....  | 1       |
| World History.....   | 1       |
| U.S. History.....  | 1       |
| Government.....  | ½       |
| Economics.....   | ½       |
| Any combination of courses in the disciplines of Physical Education, Health Education, and/or Fine Arts..... | 2       |
| Computer Applications*.....  | ½       |
| Electives.....   | 5 ½     |
| TOTAL.....   | 24      |

\*May be waived if competencies have been mastered as a unit of another course. The designated one-half credit will then be added to the electives, making a total of six electives.

## **Addendum C**

Alabama High School Graduation Requirements (Alabama Administrative Code 290-3-1-02(8) (a) (b) and (c))

### **1. COURSE REQUIREMENTS**

The Alabama courses of study shall be followed in determining minimum required content in each discipline. Students seeking the Alabama High School Diploma with Advanced Academic Endorsement shall complete advanced level work in the core curriculum. Students seeking the Alternate Adult High School Diploma shall complete the prescribed credits for the Alabama High School Diploma and pass the test of General Education Development (GED).

- \* All four required credits in Social Studies shall comply with the current Alabama Course of Study.
- \* May be waived if competencies outlined in the computer applications course are demonstrated to qualified staff in the local school system, The designated one-half credit shall then be added to the electives credits, making a total of six electives credits.
- \* Students earning the diploma with the advanced academic endorsement shall successfully complete two credits in the same foreign language.

### **2. ASSESSMENT REQUIREMENTS**

Pass the required statewide assessment for graduation

### **3. ALABAMA HIGH SCHOOL DIPLOMA WITH CREDIT-BASED ENDORSEMENT**

Effective for students in the twelfth grade during the 2007-2008 school year, local boards of education may offer an Alabama High School Diploma with Credit-Based Endorsement. To earn this endorsement, eligible general education students and students with disabilities, as defined by the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973, shall complete the required credits in the core curriculum [general education students-AAC Rule 290-3-1-.02(8) (a); students with disabilities –AAC rule 290-3-1-.02 (8)(a) or AAC Rule 290-3-1-.02 (8) (g)] for an Alabama diploma. Effective for students entering the ninth grade in the 2009-2010 school year, one Career/Technical Education (CTE) credit is required.

Eligible students for the Alabama High School Diploma with Credit-Based Endorsement are those who have taken the Alabama High School Graduation Exam through the 12th grade and have passed three of the five subject-area tests of the exam. Students must pass reading, mathematics, and one of the science, language, or social studies subject-area tests.

| <b>Course Requirements</b>  | <b>Alabama High School Diploma Credits</b> | <b>Alabama High School Diploma with Advanced Academic Endorsement Credits</b> | <b>Alternate Adult High School Diploma Credits</b> |
|---|--|---|--|
| ENGLISH LANGUAGE ARTS   | 4  | 4   | 4  |
| Four credits to include the equivalent of:  |  |   |  |
| English 9   | 1  | 1   | 1  |
| English 10  | 1  | 1   | 1  |
| English 11  | 1  | 1   | 1  |
| English 12  | 1  | 1   | 1  |
| MATHEMATICS   | 4  | 4   | 4  |
| Four credits to include the equivalent of:  |  |   |  |
| Algebra I   | 1  | 1   | 1  |
| Geometry  | 1  | 1   | 1  |
| Algebra II with Trigonometry  |  | 1   |  |
| Mathematics Elective  | 2  | 1   | 2  |
| SCIENCE   | 4  | 4   | 4  |
| Four credits to include the equivalent of:  |  |   |  |
| Biology   | 1  | 1   | 1  |
| A Physical Science  | 1  | 1   | 1  |
| Science Electives   | 2  | 2   | 2  |
| SOCIAL STUDIES  | 4  | 4   | 4  |
| Four credits to include the equivalent of:  |  |   |  |
| Grade 9 Social Studies  | 1  | 1   | 1  |
| Grade 10 Social Studies   | 1  | 1   | 1  |
| Grade 11 Social Studies   | 1  | 1   | 1  |
| Grade 12 Social Studies   | 1  | 1   | 1  |
| PHYSICAL EDUCATION  | 1  | 1   | 1  |
| HEALTH EDUCATION  | ½  | ½   | ½  |
| ARTS EDUCATION  | ½  | ½   | ½  |
| COMPUTER APPLICATIONS   | ½  | ½   | ½  |
| FOREIGN LANGUAGE  |  | 2   |  |
| ELECTIVES*  | 5½   | 3½  | 5½   |
| TOTAL CREDITS   | 24   | 24  | 24   |
| *Local boards shall offer foreign languages, fine arts, physical education, wellness education, career/ technical education, and driver education as electives. |  |   |  |



## 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 \$132.00 per credit hour.

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

Non-resident or out-of-state tuition is \$245.00 per credit hour.

### Tuition and Fee Schedule

(Tuition and fees are subject to change)

| Credit Hours | Resident Tuition | Nonresident Tuition | Bond Surety Fee | Maintenance Fee | Technology Fee | Resident Total | Nonresident Total |
|--------------|------------------|---------------------|-----------------|-----------------|----------------|----------------|-------------------|
| 1            | \$ 113           | \$226               | \$1             | \$9             | \$9            | \$132          | \$245             |
| 2            | \$226            | \$452               | \$2             | \$18            | \$18           | \$264          | \$490             |
| 3            | \$339            | \$678               | \$3             | \$27            | \$27           | \$396          | \$735             |
| 4            | \$452            | \$904               | \$4             | \$36            | \$36           | \$528          | \$980             |
| 5            | \$565            | \$1,130             | \$5             | \$45            | \$45           | \$660          | \$1,225           |
| 6            | \$678            | \$1,356             | \$6             | \$54            | \$54           | \$792          | \$1,470           |
| 7            | \$791            | \$1,582             | \$7             | \$63            | \$63           | \$924          | \$1,715           |
| 8            | \$904            | \$1,808             | \$8             | \$72            | \$72           | \$1,056        | \$1,960           |
| 9            | \$1,017          | \$2,034             | \$9             | \$81            | \$81           | \$1,188        | \$2,205           |
| 10           | \$1,130          | \$2,260             | \$10            | \$90            | \$90           | \$1,320        | \$2,450           |
| 11           | \$1,243          | \$2,486             | \$11            | \$99            | \$99           | \$1,452        | \$2,695           |
| 12           | \$1,356          | \$2,712             | \$12            | \$108           | \$108          | \$1,584        | \$2,940           |
| 13           | \$1,469          | \$2,938             | \$13            | \$117           | \$117          | \$1,716        | \$3,185           |
| 14           | \$1,582          | \$3,164             | \$14            | \$126           | \$126          | \$1,848        | \$3,430           |
| 15           | \$1,695          | \$3,390             | \$15            | \$135           | \$135          | \$1,980        | \$3,675           |

There will be an additional fee for student accident insurance and campus access for all students.

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 appropriate due date published, 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 the fees that are not covered. Students paying by VISA, MasterCard, Discover, or American Express are responsible for verifying that 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 two categories as outlined below:

#### I. Resident Student

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

- A. 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 12 months immediately preceding application for admission, or whose non-estranged spouse has resided and had habitation, home, and permanent abode in the State of Alabama for at least 12 months immediately preceding application for admission. Consequently, an out-of-state student cannot attain Resident Student status simply by attending school for twelve months in the State of Alabama.

- B. In the case of minor dependents seeking admission, the parents, parent, or legal guardian of such minor dependent must have resided in the State of Alabama for at least 12 months preceding application for admission. If the parents are divorced, residence will be determined by the residency of the parent to whom the court has granted custody.

Minor: An individual who, because of age, lacks the capacity to contract under Alabama law. Under current law, this means a single individual under 19 years of age and a married individual under 18 years of age, but excludes an individual whose disabilities of non-age have been removed by a court of competent jurisdiction for a reason other than establishing a legal residence in Alabama. If current law changes, this definition shall change accordingly. Supporting Person: Either or both of the parents of the student, 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 has legal custody, Supporting Person will mean, in the following order: the legal custodian of the student, the guardian, and the conservator.

- C. 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 years of the date of application for admission shall be considered Residential 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 intention to remain at this address indefinitely.
    - c. possession of more substantial connections with 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 a spouse, parents, or children.
    - f. previous periods of residency in the state continuing for one 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. maintenance in the state of checking and savings accounts, safe deposit boxes, or investment accounts.
    - 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.
- D. Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within one full academic year of their most recent previous enrollment unless there is evidence that the student subsequently has abandoned resident status; for example, registering to vote in another state. Students failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.

II. Non-Resident Student (additional persons for resident tuition)

A Non-Resident Student, one who does not meet the standard of having resided in the State of Alabama for at least 12 months immediately preceding application for admission, 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.

- A. The dependent student is one:
1. whose supporting person is a full-time permanent employee of the institution at which the student is registering; or
  2. whose supporting person can verify full-time permanent employment in Alabama and will commence said employment within 90 days of registration; or

3. 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
  4. whose supporting person is an accredited member of a consular staff assigned to duties in Alabama.
- B. The student is not a dependent (as defined by Internal Revenue Codes) who:
1. is a full-time permanent employee of the institution at which the student is registering or is the spouse of such an employee; or
  2. can verify full-time permanent employment within the State of Alabama or is the spouse of such an employee and will commence said employment within 90 days of registration with the institution; or
  3. is a member of or the spouse of a member of the United State military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
  4. 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 that 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.

#### Out-of-State Student

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

### Residency Policy for Veterans, Dependents, and Spouses

- I. 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, has been a member of the Alabama National Guard for a period of at least two years immediately preceding the student qualifying for resident tuition and continues to be a member of the Alabama National guard while enrolled at the public institution of higher education
- III. 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
- IV. The veteran has served on active duty for a continuous period of time, not less than two years, and has received an honorable discharge as verified by a United States Department of Defense Form 214 within five years of enrolling at an Alabama public institution of higher education.
- V. 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.
- VI. The veteran has been assigned a service-connected disability by the United States Department of Veterans Affairs.
- VII. Is an out-of-state veteran who resides within 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.
- VIII. One who, at the time of registration, is a minor and 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.

### Other Fees

- I. A campus access fee of \$5.00 per term.
- II. All students are required to purchase a student accident insurance policy each semester. The charge is \$7.50 for 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 returned item and fees are paid in full. The returned check service fee charge will be based on the current rate set by the District Attorney's Office.
- 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 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: There is no difference in the cost of auditing a course and taking that course for credit.

## **Tuition/Fee Refund Policy**

### **I. Withdrawals**

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 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. 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.

#### **A. Full Term Enrollment**

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

1. students who completely withdraw before the beginning of the term receive a 100% refund.
2. students who completely withdraw within the first five instructional days receive a 75% refund.
3. students who completely withdraw during the sixth through tenth instructional days receive a 50% refund.
4. students who completely withdraw during the eleventh through fifteenth instructional days receive a 25% refund.
5. students who completely withdraw after the 15th instructional day will receive **NO REFUND**.

#### **B. Split Term Enrollment**

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

1. students who completely withdraw before the beginning of the term receive a 100% refund.
2. students who completely withdraw within the first three instructional days receive a 75% refund.
3. students who completely withdraw during the fourth through sixth instructional days receive a 50 % refund.
4. students who completely withdraw during the seventh through ninth instructional days receive a 25 % refund.
5. students who completely withdraw after the tenth instructional day will receive **NO REFUND**.

Only the following tuition/fees can be refunded: Tuition, Facility Renewal (Maintenance) Fees, Technology Fees, and Bond Surety Fees. Other miscellaneous fees will not be refunded. A list of refund dates and refund percentages is printed each semester in The Schedule of Classes.

### **II. Drop/Add**

- A. The Drop/Add Period is a two-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. **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. Short Course Refunds (Continuing Education, Community Education)**

- IV. **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.

## **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 financial aid 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 their educational costs. Financial aid is designed to supplement the family's ability to finance the 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 of the federal student loan programs. Shelton State is approved for deferment of previous loans.

## **Applying For Financial Aid**

Students who apply for financial aid must:

- I. Apply for admission and have on file a copy of the high school transcript, GED scores or academic transcripts from 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. Must meet the standards of academic progress (qualitative and quantitative).
- V. Male students, 18-25 years of age, must be registered with the Selective Service. Register through the internet at [www.sss.gov](http://www.sss.gov).

## **Qualifying For Federal Financial Aid**

Students who apply for Federal Financial Assistance:

- I. Must 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.
- II. A student 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.
- III. Must have financial need. Financial need is determined by subtracting the expected family contribution from the cost of education.
- IV. Must have a high school diploma or a GED. Students holding an occupational diploma are not eligible for financial aid unless they have a 16 or higher on the ACT or the appropriate SAT.
- V. Must be enrolled as a student in an eligible program and making 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. Check the website for the most current information or contact the Financial Aid Office.
- VI. Must not be in default on any previous student loan.
- VII. Before financial aid is awarded, all official transcripts must be on file.  
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.

Any remaining balance from the financial aid award for the current semester will be issued by check for pick up in the cashier's office or mailed to the address on file in the Office of Admissions and Records. Students who completely withdraw from school prior to the disbursement of funds will have their financial aid adjusted based on their withdrawal date. Any funds remaining 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 64 semester hours in length, may attempt a maximum of 96 hours. The life time limit for Pell Grant funding is 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, they must maintain a 58% completion rate.
  - B. If the student has attempted 22 - 32 hours, they must maintain a 62% completion rate.
  - C. If the student has attempted 33 or more hours, they 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.  
GPA requirements for degree seeking students:
  - A. If the student has attempted 0-21 hours, they must maintain a 1.5 GPA.
  - B. If the student has attempted 22-32 hours, they must maintain a 1.75 GPA.
  - C. If the student has attempted 33 or more hours, they must maintain a 2.0 GPA.
 GPA requirements for short-term certificate students:
  - A. If the student has attempted 12 hours, they must maintain a 1.5 GPA.
  - B. If the student has attempted 24 hours, they 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. If the student successfully completes their warning semester, they will be allowed to complete the appeal process to continue to receive financial aid funding. The student must complete the appeal process by the deadline posted each term to be eligible to receive funding. All decisions by the appeal committee will be final.
- 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 APPEAL per student will be allowed. Decisions of the Appeal Committee are final. To be eligible students must successfully complete all courses during the warning semester or have mitigating circumstances.

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 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 the Office of Financial Aid 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. 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. 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. 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 percent 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

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

B. Unofficial Withdrawal

1. A student is considered to have unofficially withdrawn for financial aid purposes only when:
  - a. the student does not complete the official withdrawal process; and
  - b. 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 time frame for midpoint will differ for students enrolled in split term sessions ONLY. 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 percent 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, the Office of Financial Aid performs the Return to Title IV calculations. When it is determined that the student owes a repayment of grants to the U.S. Government, the student will be sent an email of notification of this debt and will be ineligible to receive any future Title IV aid until this 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 of the Office of Financial Aid to inform Federal Grant recipients who completely withdraw from all courses in a given semester to seriously consider the implications of this R2T4 policy. Students who are having difficulty in their classes should seek assistance through their instructors, the Advising Center, and the Soar Institute.

**XIV. Disbursement of Financial Aid Funds**

It is College policy that 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 approximately 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.

**Credit hour breakdown\*\*\***

|                         |                     |
|-------------------------|---------------------|
| 12 or more credit hours | Full-time           |
| 9 to 11                 | Three-fourths time  |
| 6 to 8                  | Half-time           |
| 5 and under             | Less than Half-time |

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

**XV. How does changing Program of Study affects financial aid eligibility?**

Changing your Program of Study may cause you to take additional courses that could cause problems finishing your degree or certificate within the 150% of the standard length of your academic or certificate program. Also, when students change their program of study from degree-seeking to certificate-seeking, the previous classes the student attempted will be counted in the determination of your financial aid eligibility. For example, a certificate program that requires 27 credits for completion must be completed within 41 attempted credit hours.

**XVI. What can affect financial aid eligibility?**

Students who are not achieving satisfactory academic progress (SAP) as measured by the office of financial aid 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. taking courses not applicable to the declared Program of Study.

**XVII. 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 percent 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).

**Procedure for Repaying the U.S. Government**

According to regulations, the Office of Financial Aid performs the Return to Title IV calculations. When it is determined that the student owes a repayment of grants to the U.S. Government, the student will be sent an email of notification of this debt and will be ineligible to receive any future Title IV aid until this 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 of the Office of Financial Aid to inform Federal Grant recipients who completely withdraw from all courses in a given semester to seriously consider the implications of this R2T4 policy. Students who are having difficulty in their classes should seek assistance through their instructors, the Advising Center, and the Soar Institute.

**Definitions**

**Federal Grant Recipient**

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

### **Complete Withdrawal**

The withdrawal date is the date the student submits a completed Complete Withdrawal form (obtained from the Advising Center or SOAR Institute) to withdraw from all classes to the Office of Admissions and Records or the appropriate instructional site. In cases in which a student unofficially withdraws (stops attending without completing the withdrawal process), the withdrawal date is the mid-point (50 Percent) of the term if a withdrawal date cannot be determined.

### **Sixty Percent of Enrollment Period**

The sixty-percent 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 sixty percent date is the date in which 60 percent 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. what the procedures and deadlines for submitting applications for each financial aid program are
- VI. what criteria are 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 the school determines whether a student is making satisfactory progress and what happens if the student is not
- X. what special facilities and services are available to persons with disabilities.

It is the student's responsibility to:

- I. review all information about the College's programs before enrolling
- II. pay special attention to the Application for Student Financial Aid, complete it accurately, and submit it on time to the proper office
- III. know and comply with all deadlines for applying and reapplying for financial aid
- IV. provide all additional documentation, verification, corrections, and/or new information requested by the Office of Financial Aid or the agency to which application was made
- V. read, understand, and keep copies of all forms the student is asked to sign
- VI. repay any student loan obligations and/or request deferment information from the lending agency
- VII. notify the Office of Admissions and Records of any change in the student's name, address, course major, or attendance status;
- VIII. understand the refund policy
- IX. appeal any decision made concerning financial aid status
- X. If no credits can be transferred into the new program, the student will be advised accordingly.

### **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 12 credit hours each semester (unless the program is converted based on Title IV rules). A student who enrolls for less than 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 that require 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 visit the financial aid office.

### **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 12 full-time, life-time semesters of Pell Grant funding. For example, if the student attended college and received Pell funding for two full-time semesters in 2010, that student would have 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 the Office of Financial Aid.

II. Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant is designed to assist students with exceptional financial need. Priority is given to Federal Pell Grant recipients who apply early and have a “0” expected family contribution number. 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 are gift aid which does not have to be repaid. Students should complete the Free Application for Federal Student Aid (FAFSA) to apply. Priority is given to those who receive a Federal Pell Grant and who apply early.

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 which is 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 Assistances (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) online, anytime, anywhere, for classroom and distance learning. It allows soldiers to manage their education records, including college classes, testing, on-duty classes, and Army education counselor support. Soldiers may request TA through [www.GoArmyEd.com](http://www.GoArmyEd.com) prior to the course start date. GoArmyEd will notify the soldier whether the TA is approved or not. If the TA request is not approved, 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 to ensure that they will not be charged. Students have 14 days from the start of the semester to input information into 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 un-married widow(er) of the veteran.

- I. The veteran must have honorably served at least 90 or more days of continuous active federal military service or be honorably discharged by reason of service-connected disability after serving less than 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 year immediately prior to (a) the initial entry into active military service or (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 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, please contact your local Alabama Department of Veterans Affairs representative located at the county courthouse where you reside.

### 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 48 months. An eligible veteran generally has 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 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. You may receive up to 36 months of entitlement under the Post 9/11 GI Bill. Once you elect to receive benefits under the Post 9/11 GI Bill, you will no longer be eligible to receive benefits under the program you elected 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 housing allowance payable 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 books 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 45 months of education 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 85% of all courses in that program. Once a student has missed more than 15% 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 will have to notify the school's VA Certifying Official before they will be allowed to be withdrawn 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.

### **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.

### **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. Students must submit a portfolio; dance, music, and theatre students 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 SSCC students. Applicants must have a 2.5 cumulative grade point average. Selections are based on academic performance, educational goals, and student references.

### **Ambassadors**

Ambassador scholarships are awarded on the basis of leadership potential, community service, and commitment to Shelton State. Members are full-time students, attend scheduled meetings, and perform 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 include leadership and service experience, academic performance, and personal qualities demonstrated through an interview.

### **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 30 or more credit hours at Shelton State Community College.

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

Shelton Summer Studies (S<sup>3</sup>) Scholarships may be granted for the summer following a student's graduation from high school with a Standard or Advanced High School diploma.

### **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 SSCC students. Members are chosen at tryouts held 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 Financial Aid.

**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 Financial Aid.

**Senior Scholarship Program**

The State of Alabama provides a scholarship program that allows senior adults to register for any of the 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 Assistant Director of Financial Aid, Scholarship Office.

**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, [www.sheltonstate.edu](http://www.sheltonstate.edu); and in the office of area high school counselors. For additional information contact the Office of the Shelton State Community College Foundation, 205.391.2298.

# 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 last for 15 weeks plus a final exam week. The full term in the summer lasts for 10 weeks. Split term classes are also offered and those are 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 30 or more semester hours and short-term certificate programs including less than 30 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 Department of Postsecondary Education.

## Certificate Programs

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

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

## Short-Term Certificate General Requirements

Each short-term certificate requires up to 29 credit hours. See the specific programs listed in the next section of the catalog for details on the requirements of 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 60 credit hours. See the specific programs listed in the next section of the catalog for details on the requirements of 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 to come from Humanities and Fine Arts.   |                      |
| AREA III: Natural Science and Mathematics .....   | 6 Credit Hours       |
| 1. One computer science (data processing) course (two are preferred) or demonstrated literacy skills, or the integration of computer proficiencies within a required discipline specific course(s). |                      |
| AREA IV: History, Social Science, and Behavioral Sciences .....   | Not Required         |
| AREA V: Concentration and Electives .....   | 18 - 48 Credit Hours |
| 1. Orientation to College, ORI 101 .....  | 1 Credit Hour        |

## 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. Must 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 next section of the catalog for details on the 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) or a course in which computer proficiencies are integrated or the student must demonstrate computer literacy skills.
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 prerequisites 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, but are not limited to, anthropology, economics, geography, political science, psychology, and sociology.

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

1. Orientation to College, ORI 101 ..... 1 Credit Hour

## 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 6 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, but are not limited to, 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 3 credit hours in mathematics at the pre-calculus algebra or finite mathematics level or higher.
2. Students must complete 8 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 3 credit hours in history.

NOTE: Students must complete a 6 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).

- Students must complete 6 credit hours from among other disciplines in the social and behavioral sciences. Social and behavioral sciences include, but are not limited to: anthropology, economics, geography, political science, psychology, and sociology.

AREA V: Pre-Professional, Pre-Major, and Elective Courses ..... 19 - 23 Credit Hours

- Orientation to College, ORI 101 ..... 1 Credit Hour
- Microcomputer Applications, CIS 146..... 3 Credit Hours
- 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

- ENG 101 and ENG 102

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

- 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 6 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).

- Students must complete three credit hours in the Arts from the following courses: ART 100, ART 203, ART 204, MUS 101, or THR 120.
- Students must complete 3 credit hours in Speech.
- Humanities and Fine Arts disciplines include, but are not limited to, 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

- Students must complete at least 3 credit hours in mathematics
  - MTH 112, pre-calculus algebra, or
  - a 3-4 credit hour course with a prerequisite of MTH 112. (If a four credit hour mathematics course is taken, 1 credit hour counts for Area V.
- Students must complete 8 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, PHY 214.

AREA IV: History, Social and Behavioral Sciences..... 12 Credit Hours

- Students must complete a minimum of 3 credit hours in history.

NOTE: Students must complete a 6 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)

- Students must complete 6 credit hours from among other disciplines in the social and behavioral sciences. Social and behavioral sciences include, but are not limited to: anthropology, economics, geography, political science, psychology, and sociology.

AREA V: Pre-Professional, Pre-Major, and Elective Courses ..... 19 - 23 Credit Hours

- Orientation to College, ORI 101 ..... 1 Credit Hour
- Microcomputer Applications, CIS 146..... 3 Credit Hours
- 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 12 credit hours. Students enrolled in career technical programs must complete ORI 101 prior to the completion of the first 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 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.

## Stars Approved Course List for Shelton State Community College

### Area I: Written Communication

- ENG 101 - English Composition I ..... 3 Hrs.
- ENG 102 - English Composition II ..... 3 Hrs.

### Area II: Humanities and Fine Arts

#### Literature

As part of the General Studies Curriculum, students must complete a six-hour (6) sequence, either in literature or in history.

- ENG 251 - American Literature I ..... 3 Hrs.
- ENG 252 - American Literature II ..... 3 Hrs.
- ENG 261 - English Literature I..... 3 Hrs.
- ENG 262 - English Literature II..... 3 Hrs.
- ENG 271 - World Literature I..... 3 Hrs.
- ENG 272 - World Literature II..... 3 Hrs.

#### Arts (“A” classification)

- ART 100 - Art Appreciation ..... 3 Hrs. (A)
- ART 203 - Art History I ..... 3 Hrs. (A)
- ART 204 - Art History II ..... 3 Hrs. (A)
- MUS 101 - Music Appreciation ..... 3 Hrs. (A)
- THR 120 - Theatre Appreciation ..... 3 Hrs. (A)

#### Additional Humanities

- HUM 299-01 - PTK Honors Course I ..... 1 Hr.
- HUM 299-02 - PTK Honors Course II ..... 1 Hr.
- HUM 299-03 - PTK Honors Course III ..... 1 Hr.
- PHL 106 - Introduction to Philosophy ..... 3 Hrs.
- PHL 206 - Ethics and Society ..... 3 Hrs.
- REL 100 - History of World Religions ..... 3 Hrs.
- REL 151 - Survey of the Old Testament ..... 3 Hrs.
- REL 152 - Survey of the New Testament ..... 3 Hrs.
- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.
- SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.
- SPH 116 - Introduction to Interpersonal Communication ..... 3 Hrs.  
(Counts as a Social Behavioral Science course at the University of Alabama.)
- SPA 101 - Introductory Spanish I ..... 4 Hrs.
- SPA 102 - Introductory Spanish II ..... 4 Hrs.

### Area III: Natural Science and Mathematics

#### Mathematics

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

#### Natural Sciences

- AST 220 - Introduction to Astronomy ..... 4 Hrs.
- BIO 101 - Introduction to Biology I ..... 4 Hrs.
- BIO 102 - Introduction to Biology II ..... 4 Hrs.



|   |        |
|---|--------|
| • BIO 103 - Principles of Biology I .....             | 4 Hrs. |
| • BIO 104 - Principles of Biology II .....            | 4 Hrs. |
| • CHM 104 - Introduction to Inorganic Chemistry ..... | 4 Hrs. |
| • CHM 105 - Introduction to Organic Chemistry .....   | 4 Hrs. |
| • CHM 111 - College Chemistry I .....                 | 4 Hrs. |
| • CHM 112 - College Chemistry II .....                | 4 Hrs. |
| • GEO 101 - Principles of Physical Geography I .....  | 4 Hrs. |
| • GEO 102 - Principles of Physical Geography II ..... | 4 Hrs. |
| • PHS 111 - Physical Science I .....                  | 4 Hrs. |
| • PHS 112 - Physical Science II .....                 | 4 Hrs. |
| • PHY 201 - General Physics I -Trig Based .....       | 4 Hrs. |
| • PHY 202 - General Physics II-Trig Based .....       | 4 Hrs. |
| • PHY 213 - General Physics With Cal I .....          | 4 Hrs. |
| • PHY 214 - General Physics with Cal II .....         | 4 Hrs. |

#### **Area IV: History, Social and Behavioral Sciences**

##### **History**

As part of the General Studies Curriculum, students must complete a six-hour (6) sequence, either in literature or in history.

|  |        |
|--|--------|
| • HIS 101 - Western Civilization I .....   | 3 Hrs. |
| • HIS 102 - Western Civilization II .....  | 3 Hrs. |
| • HIS 201 - United States History I .....  | 3 Hrs. |
| • HIS 202 - United States History II ..... | 3 Hrs. |

##### **Additional Social and Behavioral Sciences**

|   |        |
|---|--------|
| • ANT 200 - Introduction to Anthropology .....      | 3 Hrs. |
| • ANT 210 - Physical Anthropology .....             | 3 Hrs. |
| • ANT 220 - Cultural Anthropology .....             | 3 Hrs. |
| • ECO 231 - Principles of Macroeconomics .....      | 3 Hrs. |
| • ECO 232 - Principles of Microeconomics .....      | 3 Hrs. |
| • GEO 100 - World Regional Geography .....          | 3 Hrs. |
| • POL 200 - Introduction to Political Science ..... | 3 Hrs. |
| • POL 211 - American National Government .....      | 3 Hrs. |
| • PSY 200 - General Psychology .....                | 3 Hrs. |
| • PSY 210 - Human Growth and Development .....      | 3 Hrs. |
| • SOC 200 - Introduction to Sociology .....         | 3 Hrs. |
| • SOC 210 - Social Problems .....                   | 3 Hrs. |

## **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 the Registrar in the Office of Admissions and Records.
- II. Transfer students with a complete admission file will receive a notice that transfer credits have been evaluated and acceptable credits have been awarded based on their declared program of study. The admission file consists of a completed application form and transcripts from all postsecondary institutions attended by the student.
- III. 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.
- IV. A course completed with a passing grade at other duly accredited postsecondary institutions will be accepted for transfer as potentially creditable toward graduation requirements.

- V. 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.
- VI. A transfer student from a collegiate institution not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.
- VII. Only acceptable coursework applying to the student’s declared program of study at the time of admission will be awarded. Students who change their program of study in subsequent terms must notify the Office of Admissions and Records of this change and request that any transfer credit that is applicable to the new program of study be evaluated and added to the student’s transcript. Students who transfer prior to being accepted into a program of study which requires special admission must request that all relevant coursework applying to the student’s new program of study be reevaluated once the student has been accepted.
- VIII. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

#### 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 PONS/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 percent 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 percent 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 the Office of Admissions and Records and submit the completed form to the Dean of Academic or Technical Services.
- III. The Dean of Academic or Technical Services and the Registrar 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 Dean of Academic or 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 Dean of Academic or 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 Dean of Academic or Technical Services for approval.
- 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 Dean of Academic or 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 Noncollegiate 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).

If approved, credit awarded through PLA will be included on the student's transcript. Awarded credit will be designated by PLA.

## **Tech Prep Advanced Credit/Placement**

The West Alabama Tech Prep Consortium, which consists of Shelton State Community College and each of the county school systems (Bibb, Greene, Hale, Pickens, 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 Shelton State Community College's Tech Prep Coordinator, 205.391.2415.

## **Compass Assessment**

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 Admissions and Records 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 the established testing deadline posted on the College website and printed registration publications. 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 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 and/or 480 or above on the mathematics section of the SAT I 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 certain 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 the Assessment Director.

## 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 high school graduation.

**Placement Score Information Guide**

| Course Placement    | Test Type       | COMPASS Score | ACT Score    | SAT Score     |
|---------------------|-----------------|---------------|--------------|---------------|
| ENG 092             | Writing         | 1-37          | *            | *             |
| ENG 093             | Writing         | 38-67         | *            | *             |
| ENG 101*            | Writing         | 68-99         | 20 or higher | 480 or higher |
| RDG 084             | Reading         | 1-33          | *            | *             |
| RDG 085             | Reading         | 34-65         | *            | *             |
| RDG 114*            | Reading         | 66-86         | *            | *             |
| Exempt from reading | Reading         | 87-99         | 20 or higher | 480 or higher |
| MTH 080             | Pre-Algebra     | 1-35          | *            | *             |
| MTH 091/116         | Pre-Algebra     | 36-99         | *            | *             |
| MTH 100             | Algebra         | 28-62         | 20-24        | 480-570       |
| MTH 110/112         | Algebra         | 63-55         | 25-26        | 580-610       |
| MTH 113/120         | College Algebra | 46-99         | 27-28        | 620-640       |
| MTH 125             | Trigonometry    | 46-99         | 29-36        | 650-800       |

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

## Credit for Examination Performance

Credit by examination is available at Shelton State Community College. Not more than 25 percent 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 percent of semester credit hours that must be completed at Shelton State Community College in order to earn a certificate or degree.

## College Preparatory Program

The Alabama State Board of Education (ASBE) has directed that each institution in the Alabama Community College System will 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, RDG 084, RDG 085; Mathematics: MTH 080, MTH 090, MTH 091, 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 or more college preparatory courses is 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 that 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 that must be taken at the same time as another course, or in special circumstances, completed prior to another course.

## eLearning

The purpose of eLearning education at Shelton State Community College is to extend our 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, 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 is the requirement that 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 that 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, [www.sheltonstate.edu](http://www.sheltonstate.edu).

## **Registering for Classes**

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

The student course load for a full-time student is 12 to 19 credit hours per semester. Twenty or more credit hours constitute an overload. A student course overload must be approved by the Dean of Academic or Technical Services. No student will be approved for more than 24 credit hours in any one 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 [www.sheltonstate.edu](http://www.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 occurs approximately 80% of the way through the term for the class (full semester or split term). 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's benefits must speak with a representative from the Office of Financial Aid 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. STUDENTS ARE EXPECTED TO ATTEND CLASS ON TIME AND ARE EXPECTED TO REMAIN IN CLASS UNTIL DISMISSED.

Students attending for less than 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 percent of class meetings, regardless of the reason or circumstance, it is recommended that the student withdraw from that class before excessive absences interfere with the student's ability to successfully complete the course.

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 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 his 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 30 minutes prior to the beginning of the activity or 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, 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 so as to minimize their 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 so that 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 courses. 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 assumed to understand and abide by the expectations, policies, and procedures stated therein. Students who have questions regarding the syllabus should contact the Dean of Academic Services, 205.391.5830, or the Dean of Technical Services, 205.391.2384, or the department or division chairperson.

### **Student Conduct Code**

The publication of this Student Conduct Code documents the standard of conduct by which students and organizations are expected to abide. The full student handbook can be found at [www.sheltonstate.edu](http://www.sheltonstate.edu). Students and organizations will be aware of the College Code and knowledgeable of the fact that they will be held accountable for compliance with its provisions. By enrollment and affiliation with the College, a student or organization neither relinquishes the right nor escapes responsibilities of local, state, or federal laws and regulations. The College is committed to maintaining an environment that contributes to its educational missions and the safety, health, and well-being of all students and other persons on campus. Therefore, students and organizations are obligated to abide by the rules and policies established by the College. It is assumed that students enrolling in the College are mature, have a desire for constructive learning, and are attending with that purpose in mind. Common courtesy and cooperation are expected of all students. Interference, injury, or the intentional attempt to injure or interfere with the personal or property rights of any person, whether a student, visitor, faculty, staff member, or the College itself, is strictly prohibited.

- I. Application  
The Student Conduct Code applies to individual students as well as formal and informal groups either involved in College-related activities or functioning as official representative(s) of the institution. It is applicable to the behavior of students and organizations, both on and off the College campus, which is determined to be incompatible with the educational environment and mission of the College.
- II. Misconduct  
The College expects the conduct of each student and organization to be in conformity with standards of common decency and decorum, with recognition of and respect for personal and property rights of others and the educational mission of the College.  
A student or organization may be disciplined and is in violation of the Student Conduct Code for any of the following:
  - A. academic dishonesty;
  - B. forgery, alteration, or misuse of College documents, records, or identification;
  - C. issuance of worthless checks made payable to the College;
  - D. failure to comply with the authority of college officials acting within the capacity and performance of their positions;
  - E. violation of written College rules, policies, and regulations;
  - F. obstruction or disruption of teaching, research, administration, disciplinary procedures, other College activities, or other activities on College premises by either College or non-College persons or groups;
  - G. destruction, damage, or misuse of College, public, or private property (The student or organization is responsible for any damage done to College property.);
  - H. conduct in violation of federal or state statutes or local ordinances that threatens the health and/or safety of the College community or adversely affects the educational environment of the College;
  - I. conviction of any misdemeanor or felony which adversely affects the educational environment of the College;
  - J. obtaining college services by false pretenses including, but not limited to, misappropriation or conversion of College funds, supplies, equipment, labor, material, space, facilities, or services;

- K. hazing, i.e., any mental or physical requirement or obligation placed upon a person by a member of any organization, or by an individual, or by a group of individuals which could cause discomfort, pain, or injury, or which violates any legal statute or College rule, regulation, or policy.
- L. lewd, obscene, licentious, or indecent conduct or the verbal or written threat of such action against another person;
- M. lewd, obscene, licentious, indecent, or inappropriate dress;
- N. possession, while on College-owned or controlled property, of firearms, ammunition, explosives, fireworks, or other dangerous instrumentalities;
- O. possession, sale, and/or consumption of alcoholic beverages or non-prescribed, controlled drugs on College property or at a student or College-sponsored function;
- P. unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law;
- Q. theft, accessory to theft, and/or possession of stolen property;
- R. filing a false report or knowingly making a false statement about or interfering with the investigation of any situation described in this conduct code and the annual campus safety and security publication;
- S. fighting, physical or verbal abuse, threats of violence, intimidation, and physical or mental harassment;
- T. trespassing or unauthorized entry;
- U. entering false alarms, tampering with fire extinguishers, alarms, or other equipment;
- V. publishing, aiding in publishing, circulating or aiding in circulating anonymous publications or petitions;
- W. disruptive devices such as tape players, radios, beepers, cell phones, or other electronic devices in the student center, hallways, lecture rooms, classrooms, library, or any other place which will interfere with the normal activity of the College;
- X. violations of the Sexual Harassment Policy;
- Y. any form of gambling;
- Z. disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend the College to utilize and enjoy educational facilities.

Violations of the above will render a student subject to disciplinary action under the procedures providing for adequate notice and a fair hearing as outlined in this handbook. Penalties for violations may include reprimand and probation, loss of privileges, suspension, expulsion, and other penalties which may be set forth in College regulations published in the student handbook.

Where there has been a serious violation of College regulations and a student's continued presence will materially threaten the welfare of the College, the President's designated representative, normally the Dean of Student Services or other College official, may immediately suspend the student. The student will be entitled to a hearing according to the regular disciplinary procedures.

### III. Misconduct Disciplinary Policy

Any case involving violation of published policies and regulations in this bulletin will be brought to the immediate attention of the Dean of Student Services, who will discuss the case with the student, attempting to arrive at a mutually satisfactory conclusion of the matter. If a satisfactory conclusion is not reached at this point, the student may appeal the case to the Student Services Action group. The Student Services Action Group, or a similarly functioning group, is authorized to hear the student appeal and may choose to modify, uphold, or reverse the written recommendations of the Office of the Dean of Student Services in this case. It is important to note that in the chronology of events, the student receives a copy of these recommendations first in his/her initial meeting with the Office of the Dean of Student Services. The decision to appeal will be based on disagreement with these recommendations. After appeal to the Student Services Action group, the Office of the Dean of Student Services will ensure that the student is granted due process through the following steps:

- A. Written notice will be provided the student at least three (3) calendar days in advance of the hearing date. Further, the student will be given a list of witnesses and a copy of their statements or complaints, along with other evidence and affidavits which the college intends to submit against the student.
- B. The student is permitted to have counsel present at the hearing to advise him/her. The student may question at the hearing any witness who gives evidence against him/her. Attorneys are present in advising capacity only. The College appeal process will not be bound by Courtroom procedures.
- C. The student is permitted to hear the evidence presented against him/her and will be permitted the opportunity to present his/her own case, his/her version of the incident, and any exhibits, affidavits, or witnesses on his/her behalf.
- D. A full and complete record of the hearing will be made. Unless otherwise specified, a videotaped record will be used.
- E. The Student Services Action Group will provide a written decision to the student and the Dean of Student Services. Final local responsibility for discipline is vested in the President of the College. Any disciplinary probation or suspension will be recorded on the student's permanent record. The College seeks to guarantee that the fundamental principles of fair play are observed and to assure that no disciplinary action is taken on grounds which are not supported by substantial evidence. Conscious effort is made to assure that all of the College's regulations are within the scope of the lawful missions of tax-supported higher education. It is recognized that it is not a lawful mission of the College to prohibit the exercise of a right guaranteed by the Constitution or a law of the

United States. However, the President will take direct and appropriate action in any case involving the integrity of the College and the well-being of the students.

#### IV. Academic Misconduct Policy

This policy applies only to those violations of the Shelton State Community College student conduct regulations relating to academic dishonesty. 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. "Academically-related" includes all instructional facets of the college, i.e., adult basic education, developmental education, transfer education, occupational/technical education, continuing education, and training for business and industry. Academic dishonesty 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:

- A. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College;
  1. cheating – The College defines cheating as knowingly attempting to or actually acquiring or giving information fraudulently in order to influence performance on examinations and assignments. It also includes using or attempting to use during any class assessment unauthorized materials, information, study aids, or computer-related information including, but not limited to, the use of a cell phone or other electronic communication device. The use of a cell phone or other electronic communication device by a student during a class assessment without the express authorization of the course instructor shall constitute *prima facie* evidence of cheating.
  2. plagiarism – representing the words, data, works, ideas, computer program or output, or anything not generated in an authorized fashion as one's own. Plagiarism can be intentional or unintentional. All academic work, written or otherwise, submitted by a student to his or her instructor or other academic supervisor for a particular class, is expected to be the result of his or her own thought, research, or self-expression for that class. In any case in which a student feels unsure about a question of plagiarism involving his/her work, he or she is obligated to consult the instructor on the matter before submitting it.

When a student submits work purporting to be his or her own, but which in any way borrows ideas, organization, wording, or anything else from another source without appropriate acknowledgment of the fact, the student is guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it is a published article, a chapter of a book, a paper from a friend, or some file, etc.

Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his or her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student and the student alone.

"When a student's assignment involves research in outside sources or information, he or she must carefully acknowledge what, where, and how he or she has employed them. If he or she uses works of someone else, he or she must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these rules will apply to those ideas which are so generally and freely circulated as to be part of the public domain." (Student Code of the University of Kentucky, <http://www.uky.edu/Ombud/Plagiarism.pdf>)

3. Misrepresentation - falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, transcripts, and medical or military excuses.
- B. Penalties for academic misconduct can range from a reprimand to expulsion from the College.
- C. A course instructor (or any other person who has reasonable cause to believe a student has engaged in an act of academic misconduct) will report the matter to the appropriate dean (Academic Services or Technical Services). The instructor (or other person) will take no other action in the matter until a decision has been reached by the dean.
- D. The dean will discuss the circumstances involved with the course instructor (and/or other appropriate persons) and review any pertinent materials in order to determine if a reasonable basis exists for believing that academic misconduct may have occurred. (If the case involves misrepresentation, as defined above, the appropriate dean may refer the matter to the Dean of Student Services.)
- E. If the appropriate dean concludes that there is a reasonable basis for believing an act of academic misconduct may have been committed, the dean will arrange a conference with the student. This conference will take place within fourteen working days (or as soon thereafter as may be practical) of the dean being notified of the possible academic misconduct. Prior to arranging this conference, the dean will complete the following:
  1. provide the student with a copy of the Academic Misconduct Policy; and
  2. provide the student with notice in writing that an issue of possible academic misconduct involving the student exists, such notice to contain a description of the academic misconduct which the student has been alleged to have committed; and
  3. call the attention of the student to the following provisions of the Academic Misconduct Policy.
- F. At an academic misconduct conference or hearing:
  1. The student is not required to make any statement at all regarding the matter under investigation.
  2. The student may make a voluntary statement if the student chooses to do so.
  3. The student has a right to present any evidence, supporting witnesses, and other information.



4. The student has a right to be advised by anyone of the student's choice. If the student is to be advised by legal counsel at the conference, however, the student must notify the dean of that fact at least five working days in advance of the conference or hearing so that College legal counsel may also be present at the conference or hearing.
- G. At the conference, the dean may act alone or in conjunction with a standing committee or an ad hoc committee appointed by the dean, but the dean will make the final decision.
- H. At the conclusion of the conference, one of three steps will be taken by the dean:
  1. The matter will be immediately dismissed if in the judgment of the dean the evidence presented is not convincing proof that the student engaged in an act of academic misconduct. The student will be informed in writing that the matter has been dismissed and that no further action will be taken. There is no appeal of a decision of immediate dismissal by the dean; or
  2. If the student makes a voluntary admission that the student committed the alleged academic misconduct, a penalty will be imposed by the appropriate dean. In case of a voluntary admission of academic misconduct, the dean will be able to impose the full range of penalties as described in section B above. The student will be given written notice of the penalty to be imposed within three working days after the conclusion of the conference; or
  3. If the matter is not dismissed and the student does not make an admission of academic misconduct, the dean will, within ten working days, decide if the student is guilty of academic misconduct, determine what penalty for academic misconduct will be imposed, and will notify the student by certified mail of the decision and the penalty to be imposed. The dean will have the right to impose full range of penalties as described in section II above.

In cases both of voluntary admission of academic misconduct and of the dean's decision that academic misconduct has occurred, the dean will seek the advice of the course instructor (if a course instructor is involved) prior to assigning a penalty. The dean, however, is not obligated to follow the instructor's recommendation

- I. The student also will be notified in the same certified mail that the student has fifteen (15) working days from the date of the mailing of the dean's decision to appeal that decision. No penalty will be imposed until
  1. there is a failure to file a timely appeal, or
  2. a decision on the appeal has been reached.
- J. The dean's decision may be appealed to the Office of the President. This appeal must be in writing and addressed to the President.
- K. The appeal to the President must be based on substantive grounds such as gross procedural errors, new evidence, or inconsistencies in the penalty assigned.
- L. When the appeal is received in the Office of the President, the President (or a designated hearing officer) will hold a conference with the student and other concerned parties to discuss the reasons for the appeal. The President has the right to deny the appeal, and if the President denies the appeal, the appeal process will end. The President will notify the student in writing that the appeal has been denied and will give the student an explanation for that action.
- M. If the President decides that the appeal is to be heard, the President (or the designated hearing officer) will convene a panel for that purpose. This panel will hear the appeal within thirty working days of the receipt of the appeal in the Office of the President. The panel will consist of a person designated by the President, a person designated by the Office of the Dean of Student Services, and a member of the faculty designated by the Curriculum Action Group. The faculty member must come from the instructional division in which the academic misconduct occurred. The dean shall not be a member of this appeal panel. If the academic misconduct is such that it is handled by the Office of the Dean of Student Services as described in Section D above, the Office of the Dean of Student Services will not appoint a member of the appeal panel, and the President will instead ask the appropriate instructional dean to make said appointment.
- N. The hearing by the appeal panel is an administrative hearing and the proceedings will be informal rather than those used in courts of law. The panel may hear such evidence and witnesses as it deems appropriate. The rights of the student before the appeal panel are the same as those in the conference with the dean, including the right to be advised by whomever the student wishes.
- O. The findings of the appeal panel will be reviewed by the President of the College. The purpose of the review by the President is to ensure that proper policy and procedure has been followed. The President may order further proceedings in the case. The decision of the President in the matter is final and will conclude the process insofar as the College is concerned.
- P. The President will give written notice of the final decision in the case to the student and to the appropriate members of the staff of the College.

## Earning Grades

### Grading System

Letter grades are assigned according to the following system for all courses 100 level and above.

|    |                      |
|----|----------------------|
| 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 and withdrawal policies 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 Academic Services.

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 letter grade of 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 that an I 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 I 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 I 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

Grades for courses that are 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. However, 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 Period of each semester within the Office of Admissions and Records. 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 institutional credit 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 Dean of Academic or 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 Process**

General Policies Regarding Grade Appeals:

- I. Appeals are accepted only when a student believes the instructor did not assign the grade correctly based on the syllabus guidelines.
- II. The student may appeal only the final grade in a class.
- III. Grades received during the term can be discussed with the instructor during scheduled student hours or at another appointment with the instructor but cannot be formally appealed during the term.
- IV. Questions about grades should be handled informally if possible. If informal conversations between the instructor and student do not resolve an issue, a formal grade appeal can be filed.
- V. The burden of proof is on the student in a grade appeal.
- VI. A student who receives a failing grade because he/she was unaware of the procedure for withdrawing from a course does not have the right to appeal the grade.

Grade Appeal Steps:

- I. Initiation:
  - A. To initiate a grade appeal, the student must prepare a written statement describing why he/she believes that the grading procedures outlined in the class syllabus were not appropriately followed, and attach all relevant evidence to the letter.
  - B. That letter must be submitted to the secretary to the Dean of Academic or Technical Services, as appropriate, within 14 calendar days of the beginning of the following term.
  - C. The secretary will log the appeal into the database and give a copy of the student's letter to the instructor.
- II. Instructor Response:
  - A. The instructor will prepare a written response within 7 calendar days of the receipt of the grade appeal, and submit the response to the secretary.
  - B. The secretary will notify the student that the response from the instructor has been received via the college email system and/or the phone number supplied by the student at the time the appeal was filed.
  - C. The student may pick up a copy of the instructor's response from the secretary.
  - D. The division chair will be notified an appeal has been filed.
- III. 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 secretary within 7 calendar days of notification by the secretary of the instructor's response.
  - B. The secretary will deliver copies of all documents to the division chair who will analyze the appeal and provide a written response to the secretary within 7 calendar days.
  - C. The secretary will again deliver that response to the student in the same manner indicated above.
- IV. Dean's Decision:
  - A. If the student still believes there is a problem, he/she has 7 more calendar days from notification of the chair's response to request in writing a review by the dean is desired.
  - B. The student has the choice for appeal to be considered either by the dean or by a 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 dean. If it is not included, the decision of whether to use a committee will be made by the dean.
  - C. The secretary will give a copy of all materials submitted by the student, instructor, or chair by the appropriate deadline to either the dean or to the appointed committee.
  - D. If chosen, the committee will review documents and make a recommendation to the dean.
  - E. The dean's written decision is final and cannot be appealed.

Grade Appeal Decision: Subsequent Terms

- I. If the grade being appealed was earned in a full term class during the fall, spring, or summer, the succeeding semester will be considered to be the spring, summer, or fall, respectively. If the grade being appealed is for a first split-term course, the succeeding semester will be considered to be the second split-term of that semester. If the grade being appealed is for a second split-term course, the succeeding semester will be considered to be the same as if it were a full-term course.

- II. If the grade appeal is in a course which is a prerequisite to a follow-up course for which the student is enrolled in the succeeding semester, the student will be allowed to enroll in the follow-up course if the student signs a statement that says:
  - A. I acknowledge that I am being allowed to enroll in <name of follow-up course(s)> pending the outcome of my grade appeal for <appealed course>. I understand, that if my grade appeal for <appealed course> does not result in a change of grade that would qualify me to take <name of follow-up course(s)>, I will be administratively withdrawn from the follow-up course(s) with full refund of tuition and fees. I acknowledge that the return of any books and supplies associated with the follow-up course(s) is entirely my responsibility, and that if those books were paid through financial aid, I must return that aid money. I also acknowledge that I am fully responsible for returning any financial aid refunds if withdrawal from courses results in a reduction in my aid amount.
- III. If an unsuccessful grade appeal would result in the student being placed on academic suspension, the student will be allowed to enroll in the succeeding semester if the student signs a statement stating the following:
  - A. I acknowledge that I am being allowed to enroll in <term> pending the outcome of my grade appeal for <name of course>. If the grade appeal does not result in a change of grade that would preclude suspension, I will be administratively withdrawn from the college with full refund of tuition and fees. I acknowledge that the return of any books and supplies associated with the courses I was enrolled in for <term> is entirely my responsibility, and that if those books were paid through financial aid, I must return that aid money. I also acknowledge that I am fully responsible for returning any financial aid refund associated with <term>.

#### **Dean's List**

A Dean's List will be compiled at the end of each semester and published on the College's website and local print media.

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**

A President's List will be compiled at the end of each semester and published on the College's website and local print media.

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.

## **Progress Towards the Academic Credential**

#### **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 cumulative GPA.
- II. Students who have attempted 22-32 semester credit hours at the institution must maintain a 1.75 cumulative GPA.
- III. Students who have attempted 33 or more semester credit hours at the institution must maintain a 2.0 cumulative GPA.

When a student is placed on Academic Probation, One Term Academic Suspension, or One Calendar Year Academic Suspension, College officials may provide intervention for the student 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.

### **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 not included in GPA calculation.
- II. A transfer student who is admitted on Academic Probation retains that status until the student has attempted at least 12 semester credit hours at the institution. If, at the conclusion of the semester in which the student has attempted a total of 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 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 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, reasonableness, and consistency should be the standards by which such decisions are measured. NOTE: Students readmitted on suspension are not eligible for financial aid.

Exceptions to the above standards are as follows:

- 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 4 point scale
- II. Cumulative GPA - the grade point average based on all hours attempted at the institution based on a 4 point grade scale
- III. 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
- IV. 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
- V. 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
- VI. 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
- VII. 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 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 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 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 bankrupt 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 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 Policy**

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.

This Course Forgiveness Policy 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 in the Office of Admissions and Records. Hours forgiven when a student declares academic course forgiveness will still be included for determining financial aid eligibility.

### **Scholastic Amnesty**

The College has a Scholastic Amnesty policy by which a student who has not attended any college for a five-year period may request that all college work prior to this five-year period not be considered in computing the student's grade point average. Implementation of scholastic amnesty at an institution does not guarantee other institutions will approve such action. This determination will be made by the respective transfer institutions. All attempted hours including hours forgiven when a student declares scholastic amnesty, will be counted for determining the quantitative standards of progress for financial aid eligibility. It is the student's responsibility to complete the form to request scholastic amnesty. This form is available in the Office of Admissions and Records. A student may only declare scholastic amnesty once.

### **Classification of Students**

Students who have earned 31 semester hours or less are classified as freshmen. Those who have earned 32 hours or more are classified as sophomores. Students who enroll for less than 12 hours are classified as part-time students. Part-time students' programs of study should conform to the general curriculum requirements for all students. Students who are registered for 12 hours or more are classified as full-time students by the College.

## **Completion of the Academic Credential**

### **Graduating**

Upon satisfactory completion of the requirements described in the section entitled 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 in the Office of Admission and Records.
- 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, 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 32 semester credit hours at Shelton State Community College.

### **Request for Transcripts**

The transcript policy of 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 written request, official transcripts are sent to institutions, companies, and agencies. Official transcripts in a sealed envelope may be picked up by the student in The Office of Admissions and Records. 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 mailed to The Office of Admissions and Records, 9500 Old Greensboro Road, Box 190, Shelton State Community College, Tuscaloosa, AL 35405; faxed to 205.391.3910; taken to the Office of Admissions and Records, Martin Campus; or requested electronically through the student's MyShelton account.
- IV. Transcript requests are processed as they are received. Requests should be made at least two weeks prior to need. There is no fee for transcripts.
- V. The Office of Admissions and Records does not issue official transcripts from other institutions. Requests for transcripts from other institutions must be directed to the institution concerned.
- 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), the following 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 six 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.

### **Students' Access to Their 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 Office of Admissions and Records, present a valid photo identification card, and ask to review the record. If it is an inappropriate time to retrieve the record on short notice, students may be requested to complete a "Request to Review Education Records" form in the Office of Admissions and Records. Because of various circumstances, the College may delay to a maximum of 45 days release of the records for review. The college is not required to provide access to records of applicants for admission who are denied acceptance or, if accepted, do not attend.

#### **Challenge of the Contents of Education 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. The Records Office will correct or amend the education 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 education 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 education 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 Education 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 Office of Admissions and Records during the first two weeks of the semester. **THIS FORM MUST BE RESUBMITTED ANNUALLY.** (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 education 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 Office of Admissions and Records 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 education records.
- II. access to inspect and request a hearing to amend an education record.
- III. have their education 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 25 years following the death of a student, the release of education 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

## Allied Health Linkage Programs

Shelton State Community College has linkage programs in cooperation with Jefferson State Community College and Wallace State Community College—Hanceville for various healthcare programs not offered at Shelton State Community College. Students complete academic coursework at Shelton State Community College and then apply to transfer to the professional phase of the program at Jefferson State Community College or Wallace State Community College. Acceptance into the professional phase is on a competitive basis as students throughout the state compete for available positions. Further information can be obtained by emailing [advising@sheltonstate.edu](mailto:advising@sheltonstate.edu) or calling the advising office at 391.2242.

## 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. Our 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 that best represent the expectations of professional health care providers. After reviewing this section of suggested healthcare programs, students should discuss their choices with a health advisor in the campus advising center that will assist in selection of courses. 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 our students to choose the nursing career path that is best suited to their current needs.

- 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. A third track is 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 program prepares graduates to sit for the NCLEX-RN or NCLEX-PN licensure exams. The program is 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). Some students 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
    1. Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location, and other physical characteristics.
  - D. Olfactory
    1. Detect body odors and odors in the environment.
- II. Communication/Interpersonal Relationships
  - A. Verbally and in writing, engage in a two-way communication and interact effectively with others from a variety of social, emotional, cultural, and intellectual backgrounds.
  - B. Work effectively in groups.
  - C. Work effectively independently.
  - D. Discern and interpret nonverbal communication.
  - E. Express one's ideas and feelings clearly.
  - F. Communicate with others accurately in a timely manner.
  - G. 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 12 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.

## V. Professional Behavior

- A. Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others.
- B. Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client.
- C. Handle multiple tasks concurrently.
- D. Perform safe, effective nursing care for clients in a caring context.
- E. Understand and follow the policies and procedures of the College and clinical agencies.
- F. Understand the consequences of violating the student code of conduct.
- G. Understand that posing a direct threat to others is unacceptable and subjects one to discipline.
- H. Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing.
- I. Must not pose a threat to self or others.
- J. Function effectively in situations of uncertainty and stress inherent in providing nursing care.
- K. Adapt to changing environments and situations.
- L. Remain free of chemical dependency.
- M. Report promptly to clinicals, and remain for six to 12 hours on the clinical unit.
- N. Provide nursing care in an appropriate time frame.
- O. Accept responsibility, accountability, and ownership of one's actions.
- P. Seek supervision/consultation in a timely manner.
- Q. 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 Specialized Student 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 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 which include Hepatitis B Series or evidence of immunity, MMR (German Measles, Mumps, Rubella) if born after 1957 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 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

The Nursing Program uses 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 is graded as follows: Satisfactory (S) / unsatisfactory (U)

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

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

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

Preceptorship – 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. 3:1

### 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 acceptable 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.

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 program 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 program 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. Meets 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 program.
- II. Provide evidence that all required general education and nursing courses were completed with A letter 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.

Alabama College System Standardized Nursing Curriculum courses will be transferred without review of the course syllabus.

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.

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 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 via the Web or in the Office of Admissions and Records. 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 12-16 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 21 months, or five 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 to 15 months or three to four 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 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 may be completed online.
- II. Submit copies of official transcripts of all colleges and universities attended to the Office of Admissions. All transcripts must be evaluated by the Office of Admissions 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 1st
- III. Minimum of 2.50 GPA on last 24 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 is acceptable in lieu of a high school transcript.)
- 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 pre-requisite 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 Skills V (TEAS) score taken prior to application and taken within the last 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)

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



**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 1st
- III. Minimum of 2.50 GPA on last 24 hours of credit (undergraduate or graduate) for students with previous college credit. (Official college transcripts must be on file in the nursing admissions office.)
- 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 - Nursing Career and Mobility Assessment is required for students who did not graduate from an approved Alabama College System PN program using the standard state curriculum within the last 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 Skills V (TEAS) score taken within the last 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 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 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)

| <u>Points</u> | <u>Criteria</u>   |
|---------------|---|
| 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 these selection criteria.

**Associate Degree Nursing Two-Year Track Curriculum**

| <b>Course Name &amp; Number</b>                             | <b>Total Credit</b> | <b>Theory/<br/>Lecture*</b><br><b>Hours</b> | <b>Lab<br/>Hours</b> | <b>Clinical<br/>Hours</b> | <b>Total<br/>Contact<br/>Hours</b> |
|---|---------------------|---|----------------------|---------------------------|------------------------------------|
| <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.

\*\*\*Humanities elective must be chosen from Art and Art History, Foreign Language, Literature, Music, Music History, Philosophy, Ethics, Religion, Theater, and Dance.

## Two-Year Nursing Track Associate in Applied Science

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

### Area I - Written Composition: 3 Semester Hours

- ENG 101 - English Composition I ..... 3 Hrs.

### Area II - Humanities and Fine Arts: 3 Semester Hours

- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.  
or
- SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.  
or
- SPH 116 - Introduction to Interpersonal Communication ..... 3 Hrs.

### Area III - Natural Science or Mathematics: 11 Semester Hours

- MTH 100 - Intermediate College Algebra ..... 3 Hrs.
- \*\* BIO 201 - Human Anatomy and Physiology I ..... 4 Hrs.
- BIO 202 - Human Anatomy and Physiology II ..... 4 Hrs.

### Area IV - History, Social, and Behavioral Sciences: 6 Semester Hours

- PSY 200 - General Psychology ..... 3 Hrs.
- PSY 210 - Human Growth and Development ..... 3 Hrs.

### Area V - Technical Concentration and Electives: 49 Semester Hours

- BIO 220 - General Microbiology ..... 4 Hrs.
- \*Humanities Elective ..... 3 Hrs.
- NUR 102 - Fundamentals of Nursing ..... 6 Hrs.
- NUR 103 - Health Assessment ..... 1 Hr.
- NUR 104 - Introduction to Pharmacology ..... 1 Hr.
- NUR 105 - Adult Nursing ..... 8 Hrs.
- NUR 106 - Maternal and Child Nursing ..... 5 Hrs.
- NUR 201 - Nursing Through the Lifespan I ..... 5 Hrs.
- NUR 202 - Nursing Through the Lifespan II ..... 6 Hrs.
- NUR 203 - Nursing Through the Lifespan III ..... 6 Hrs.
- NUR 204 - Role Transition for the Registered Nurse ..... 4 Hrs.

### Total Hours Required for Degree: 72

\*Humanities elective must be chosen from Art and Art History, Foreign Language, Literature, Music, Music History, Philosophy, Ethics, Religion, Theater, and Dance. \*\*BIO 103 is a prerequisite to BIO 201.

## 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

## Mobility/LPN to RN Track Curriculum

| Course Name & Number   | Total Credit | Theory/ Lecture* Hours | 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              | 15                  |
| Semester Total   | 12           | 9                      | 0         | 9              | 21                  |
| <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.

\*\*\* 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 years. Only those students who did not graduate from our standardized curriculum will be given 15 non-traditional credit hours after completion of NUR 200 and the LPN Mobility Curriculum. These 15 credit hours are added to the 56-60 hours to make a total of 72-76 hours as required by the curriculum.

## Mobility LPN Track to Associate in Applied Science

### Area I - Written Composition: 3 Semester Hours

- ENG 101 - English Composition I ..... 3 Hrs.

### Area II - Humanities and Fine Arts: 3 Semester Hours

- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.  
or
- SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.  
or
- SPH 116 - Introduction to Interpersonal Communication ..... 3 Hrs.

### Area III - Natural Science or Mathematics: 11 Semester Hours

- MTH 100 - Intermediate College Algebra ..... 3 Hrs.
- \*BIO 201 - Human Anatomy and Physiology I ..... 4 Hrs.
- BIO 202 - Human Anatomy and Physiology II ..... 4 Hrs.

### Area IV - History, Social, and Behavioral Sciences: 6 Semester Hours

- PSY 200 - General Psychology ..... 3 Hrs.
- PSY 210 - Human Growth and Development ..... 3 Hrs.

### Area V - Technical Concentration and Electives: 49 Semester Hours

- BIO 220 - General Microbiology ..... 4 Hrs.
- \*\*Humanities Elective ..... 3 Hrs.
- NUR 200 - Nursing Career and Mobility Assessment ..... 6 Hrs.
- NUR 201 - Nursing Through the Lifespan I ..... 5 Hrs.
- NUR 202 - Nursing Through the Lifespan II ..... 6 Hrs.

- NUR 203 - Nursing Through the Lifespan III ..... **6 Hrs.**
- NUR 204 - Role Transition for the Registered Nurse ..... **4 Hrs.**
- \*\*\* NUR 200 - Nursing Career and Mobility Assessment (Course Credit) ..... **15 Hrs.**

### **Total Hours Required for Degree: 72**

\* BIO 103 is a prerequisite to BIO 201.

\*\*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 years. Only those students who did not graduate from our standardized curriculum will be given 15 non-traditional credit hours after completion of NUR 200 and the LPN Mobility Curriculum. These 15 credit hours are added to the 58 hours to make a total of 72 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 months or three 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. To that end, Practical Nursing students should plan to spend 16 hours per week in clinical experience and three 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 3-11 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. Visit their website at [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. Make application and be accepted to Shelton State Community College. Application may be completed online.
- II. Submit copies of official transcripts of all colleges and universities attended to the Office of Admissions. All transcripts must be evaluated by the Office of Admissions 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 1st for fall admission and October 1st for spring admission
- III. Minimum of 2.50 GPA on last 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 on file in the Nursing Admissions Office)
- 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 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 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 18 hours at Shelton State Community College  |
| 3      | Completed Medical Profession Program in high school<br>Completed or enrolled in Emergency Medical Technician Program (EMT)<br>Completed or enrolled in Nursing Assistant Program OR<br>volunteer/work in healthcare field (six consecutive months or more) |
| 6      | Completed all required academic courses for Practical Nursing (PN)<br>Track (BIO 201, BIO 202, ENG 101, and MTH 116 or higher math.  |

A total of 221 points is possible with these selection criteria.

## Practical Nursing Curriculum

| Course Name & 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 |

### Total Credit Hours 49 to 53 Hours

\* Refer to Clock-Hour to Credit-Hour Ratio guide.

\*\*BIO 103 is a prerequisite for BIO 201.

## Practical Nursing Certificate

### Area I - Written Composition: 3 Semester Hours

- ENG 101 - English Composition I .....3 Hrs.

### Area II - Humanities and Fine Arts: 0 Semester Hours

### Area III - Natural Science or Mathematics: 11 Semester Hours

- \* BIO 201 - Human Anatomy and Physiology I .....4 Hrs.
- BIO 202 - Human Anatomy and Physiology II .....4 Hrs.
- MTH 116 - Mathematical Applications or higher math ..... 3 Hrs.

#### Area IV - History, Social, and Behavior Sciences: 0 Semester Hours

#### Area V - Technical Concentration and Electives: 35 Semester Hours

|   |        |
|---|--------|
| • NUR 202 - Nursing Through the Lifespan II .....         | 6 Hrs. |
| • NUR 103 - Health Assessment .....                       | 1 Hr.  |
| • NUR 104 - Introduction to Pharmacology .....            | 1 Hr.  |
| • NUR 105 - Adult Nursing .....                           | 8 Hrs. |
| • NUR 106 - Maternal and Child Nursing .....              | 5 Hrs. |
| • NUR 107 - Adult/Child Nursing .....                     | 8 Hrs. |
| • NUR 108 - Psychosocial Nursing .....                    | 3 Hrs. |
| • NUR 109 - Role Transition for the Practical Nurse ..... | 3 Hrs. |

#### Total Hours Required for Certificate: 49

\*BIO 103 is a prerequisite to BIO 201.

### 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.
- Placement testing is scheduled online at [www.sheltonstate.edu](http://www.sheltonstate.edu) > Quick Links > Scheduling Compass.

#### 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 is graded as follows: Satisfactory (S)/Unsatisfactory (U)

Clinical/Laboratory must be satisfactory 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 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 calendar year.

### Certificate Completion/Graduation

To participate in SSCC graduation and/or receive a certificate from 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

- 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) if born after 1957 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 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 assistant 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.

### 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 hours in 24 months. If not, the nurse aide must retrain and retest.

The examination process consists of two 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), 1.877.889.0939. A candidate may also download a Candidate Handbook and view the Nurse Aide Practice Written Examination at [www.pearsonvue.com](http://www.pearsonvue.com).

### Nursing Assistant/Home Health Aide Curriculum

| Course Name & Number                                | Credits   | Theory<br>Hrs./Week | Lab<br>Hrs./Week | Clinical<br>Hrs./Week | Total<br>Contact<br>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                             |
| MAH 101 - Introductory Mathematics I                | 3         | 3                   | 0                | 0                     | 3                             |
| <b>Semester Total</b>                               | <b>11</b> | <b>7</b>            | <b>6</b>         | <b>6</b>              | <b>19</b>                     |

# Nursing Assistant Certificate

## Area I-Written Composition: 3 Semester Hours

- COM 100 - Introductory Technical English I or higher English .....3 Hrs.

## Area II - Humanities and Fine Arts: 0 Semester Hours

## Area III - Natural Science or Mathematics: 3 Semester Hours

- MAH 101 - Introductory Mathematics I or higher math .....3 Hrs.

## Area IV - History, Social, and Behavior Sciences: 0 Semester Hours

## Area V - Technical Concentration and Electives: 19 Semester Hours

- ORI 101 - Orientation To College .....1 Hr.
- NAS 111 - Fundamentals of Long Term Care .....6 Hrs.
- NAS 112 - Fundamentals of Long Term Care Clinical .....2 Hrs.
- NAS 113 - Fundamentals of Home Health Care .....6 Hrs.
- NAS 114 - Fundamentals of Home Health Care Clinical .....2 Hrs.
- NAS 115 - CPR and Basic First Aid .....2 Hrs.

**Total Hours Required for Certificate: 25**

## 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) 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. Make application and be accepted to Shelton State Community College. Application may be completed online.
- II. Submit copies of official transcripts of all colleges and universities attended to the Office of Admissions. All transcripts must be evaluated by the Office of Admissions 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:

- I. June 1 application deadline with selection of students in July each year
- II. An official transcript of all college work
- III. A copy of current class schedule, if enrolled
- IV. A cumulative 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.
- VII. Only those students who have met all the criteria and submitted all required paperwork by the deadline will be considered for admission.

NOTE: Selection of students is made in July of each year for admission in the fall semester. Application does not ensure acceptance to the Program.



## Curriculum Sequence for Respiratory Therapy Program

| Course Name & 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 and psychomotor skills in clinical areas, and ethical and affective 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 3 years and start the program from the beginning.
- VII. A student absent from the respiratory course sequence for more than three semesters must apply as a new student.
- VIII. A student will not be readmitted to the program more than once.

### Health & 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 which include 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 that is 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 strongly encouraged 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. Ability to make a movement response quickly and accurately. Ability to move the fingers and manipulate small objects with the fingers rapidly and/or accurately. 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, ramps and the like, using the feet and legs and/or 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 & 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 NBRC's passing score requirement.

Each student will have three 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 RRT credential). After successfully earning eligibility to sit for the passing the NBRC CRT exam, the student will be eligible for the NBRC RRT exam, then the registration fees for the Clinical Simulation Examination (CSE), the registration fees for the NBRC 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, and the NBRC examinations are subject to change. Students will be informed of any increase as soon as information becomes available.

## Associate in Applied Science

### Area I - Written Composition: 3 Semester Hours

- ENG 101 - English Composition I ..... 3 Hrs.

### Area II - Humanities and Fine Arts: 3 Semester Hours

- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.  
or
- SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.  
or
- SPH 116 - Introduction to Interpersonal Communication ..... 3 Hrs.

### Area III - Natural Science or Mathematics: 11 Semester Hours

- MTH 100 - Intermediate College Algebra ..... 3 Hrs.
- \*BIO 201 - Human Anatomy and Physiology I ..... 4 Hrs.
- BIO 202 - Human Anatomy and Physiology II ..... 4 Hrs.

### Area IV - History, Social, and Behavioral Sciences: 3 Semester Hours

- PSY 200 - General Psychology ..... 3 Hrs.

### Total Area I, II, III, IV: 20 Semester Hours

### Area V - Technical Concentration and Electives: 54 Semester Hours

- ORI 101 - Orientation To College ..... 1 Hr.
- CIS 146 - Microcomputer Applications ..... 3 Hrs.
- RPT 210 - Clinical Practice I ..... 2 Hrs.
- RPT 211 - Introduction to Respiratory Care ..... 2 Hrs.
- RPT 212 - Fundamentals of Respiratory Care I ..... 4 Hrs.

- RPT 213 - Anatomy and Physiology for the RCP ..... 3 Hrs.
- RPT 214 - Pharmacology for the RCP ..... 2 Hrs.
- RPT 220 - Clinical Practice II ..... 2 Hrs.
- RPT 221 - Pathology for the RCP ..... 3 Hrs.
- RPT 222 - Fundamentals of Respiratory Care II ..... 4 Hrs.
- RPT 223 - Acid Base Regulation and ABG Analysis ..... 2 Hrs.
- RPT 230 - Clinical Practice II ..... 2 Hrs.
- RPT 232 - Diagnostic Procedures for the RCP ..... 2 Hrs.
- RPT 233 - Special Procedures for the RCP ..... 2 Hrs.
- RPT 234 - Mechanical Ventilation for the RCP ..... 4 Hrs.
- RPT 240 - Clinical Practice IV ..... 4 Hrs.
- RPT 241 - Rehabilitation and Home Care for the RCP ..... 2 Hrs.
- RPT 242 - Perinatal/Pediatric Respiratory Care ..... 3 Hrs.
- RPT 243 - Computer Applications for the RCP ..... 2 Hrs.
- RPT 244 - Critical Care Considerations for the RCP ..... 2 Hrs.
- RPT 256 - Writings and Research for the RCP I ..... 1 Hr.
- RPT 266 - Seminar in Respiratory Medicine I ..... 1 Hr.
- RPT 268 - Writing and Research for the RCP II ..... 1 Hr.

**Total Hours Required for Degree: 74**

\*BIO 103 is a pre-requisite for BIO 201 or satisfactory score on approved ACS placement exam.

## 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 60 to 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 can be obtained from this catalog or the specific technical advisor who is available to assist students in the advising and registration process.

Long-term certificates are awarded in most programs where 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 30 to 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 that are 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 to 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 IN APPLIED SCIENCE

##### Area I - Written Composition: 3 Semester Hours

- ENG 101 - English Composition I ..... 3 Hrs.

##### Area II - Humanities and Fine Arts: 6 Semester Hours

- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.  
or  
SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.

##### Fine Arts or Humanities Electives: 3 Semester Hours

Choose from: Art and Art History, Dance, Foreign Languages, Humanities, American and English Literature, Music and Music History, Philosophy, Religious Studies, Theater

##### Area III - Natural Science or Mathematics: 9-10 Semester Hours

- MTH 100 - Intermediate College Algebra ... .. 3 Hrs.  
or  
MTH 116 - Mathematical Applications ..... 3 Hrs.
- CIS 146 - Microcomputer Applications ..... 3 Hrs.
- Computer Science, Math or Natural Science Elective: ..... 3-4 Hrs.

##### Area IV - History, Social, and Behavior Sciences: 3 Semester Hours

Choose from: Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology

##### Area V - Technical Concentration: 49-52 Semester Hours

- ORI 101 - Orientation To College ..... 1 Hr.
- ACR 111 - Principles of Refrigeration ..... 3 Hrs.
- ACR 112 - HVACR Service Procedures ..... 3 Hrs.
- ACR 113 - Refrigeration Piping Practices ..... 3 Hrs.
- ACR 121 - Principles of Electricity for HVACR ..... 3 Hrs.
- ACR 122 - HVACR Electric Circuits ..... 3 Hrs.

|  |        |
|--|--------|
| • ACR 123 - HVACR Electrical Components .....                        | 3 Hrs. |
| • ACR 125 - Fundamentals of Gas and Electrical Heating Systems ..... | 6 Hrs. |
| • ACR 127 - HVACR Electric Motors and Components .....               | 3 Hrs. |
| • ACR 128 – Heat Load Calculations .....                             | 3 Hrs. |
| • ACR 132 - Residential Air Conditioning .....                       | 3 Hrs. |
| • ACR 147 - Refrigeration Transition and Recovery .....              | 3 Hrs. |
| • ACR 148 - Heat Pump Systems I .....                                | 3 Hrs. |
| • ACR 149 - Heat Pump Systems II .....                               | 3 Hrs. |
| • ACR 205 - System Sizing and Air Distribution .....                 | 3 Hrs. |
| • ACR 210 – Troubleshooting HVACR Systems .....                      | 3 Hrs. |

#### **Technical Electives: 0-3 Semester Hours**

##### Recommended Electives

|  |        |
|--|--------|
| • ACR 135 – Mechanical/Gas/Safety Codes .....    | 3 Hrs. |
| • ACR 192 - HVAC Apprenticeship/Internship ..... | 3 Hrs. |

**Total Hours Required for Degree: 70-73**

#### **CERTIFICATE**

##### **General Education (Areas I-IV): 12 Semester Hours**

|  |        |
|--|--------|
| • COM 100 - Introductory Technical English I ..      | 3 Hrs. |
| or   |        |
| ENG 101 - English Composition I .....                | 3 Hrs. |
| • SPH 106 - Fundamentals of Oral Communication ..... | 3 Hrs. |
| or   |        |
| SPH 107 - Fundamentals of Public Speaking .....      | 3 Hrs. |
| • MTH 100 - Intermediate College Algebra .....       | 3 Hrs. |
| or   |        |
| MTH 116 - Mathematical Applications .....            | 3 Hrs. |
| • CIS 146 - Microcomputer Applications .....         | 3 Hrs. |

##### **Technical Concentration: 46 Semester Hours**

|  |        |
|--|--------|
| • ORI 101 - Orientation To College .....                             | 1 Hr.  |
| • ACR 111 - Principles of Refrigeration .....                        | 3 Hrs. |
| • ACR 112 - HVACR Service Procedures .....                           | 3 Hrs. |
| • ACR 113 - Refrigeration Piping Practices .....                     | 3 Hrs. |
| • ACR 121 - Principles of Electricity for HVACR .....                | 3 Hrs. |
| • ACR 122 - HVACR Electric Circuits .....                            | 3 Hrs. |
| • ACR 123 - HVACR Electrical Components .....                        | 3 Hrs. |
| • ACR 125 - Fundamentals of Gas and Electrical Heating Systems ..... | 6 Hrs. |
| • ACR 127 - HVACR Electric Motors and Components .....               | 3 Hrs. |
| • ACR 132 - Residential Air Conditioning .....                       | 3 Hrs. |
| • ACR 147 - Refrigeration Transition and Recovery .....              | 3 Hrs. |
| • ACR 148 - Heat Pump Systems I .....                                | 3 Hrs. |
| • ACR 149 - Heat Pump Systems II .....                               | 3 Hrs. |
| • ACR 205 - System Sizing and Air Distribution .....                 | 3 Hrs. |
| • ACR 210 - Troubleshooting HVACR Systems .....                      | 3 Hrs. |

**Total Hours Required for Certificate: 58**

## 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 also know how to straighten, file, grind, and sand repaired surfaces using power tools and hand tools, as well as refinish repaired surfaces after performing body repairs.

### SHORT-TERM CERTIFICATE

#### Technical Concentration: 24 Semester Hours

- ABR 111 - Non-structural Repair ..... 3 Hrs.
- ABR 114 - Non-structural Panel Replacement ..... 3 Hrs.
- ABR 122 - Surface Preparation ..... 3 Hrs.
- ABR 123 - Paint Application and Equipment ..... 3 Hrs.
- ABR 151 - Safety and Environmental Practices ..... 3 Hrs.
- ABR 154 - Auto Glass and Trim ..... 3 Hrs.
- ABR 156 - Automotive Cutting and Welding ..... 3 Hrs.
- ABR 157 - Automotive Plastic Repairs ..... 3 Hrs.

#### Technical Electives: 3 Semester Hours

- ABR 182 - Special Topics in Auto Body ..... 2 Hrs.
- ABR 213 - Automotive Structural Analysis ..... 3 Hrs.
- ABR 214 - Automotive Structural Repair ..... 3 Hrs.
- ABR 223 - Automotive Mechanical Components ..... 3 Hrs.
- ABR 265 - Paint Defects and Final Repair ..... 3 Hrs.
- ABR 281 - Special Topics in Auto Body ..... 3 Hrs.
- ABR 293 - Auto Body Repair CO-OP ..... 3 Hrs.

**Total Hours Required for Short-Term Certificate: 27**

## 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

#### General Education (Areas I-IV): 12 Semester Hours

- COM 100 - Introductory Technical English I ..... 3 Hrs.  
or  
ENG 101 - English Composition I ..... 3 Hrs.
- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.  
or  
SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.
- MTH 100 - Intermediate College Algebra ..... 3 Hrs.  
or  
MTH 116 - Mathematical Applications ..... 3 Hrs.
- CIS 146 - Microcomputer Applications ..... 3 Hrs.

#### Technical Concentration: 31 Semester Hours

- ORI 101 - Orientation To College ..... 1 Hr.
- AUM 101 - Fundamentals of Automotive Technology ..... 3 Hrs.



|  |        |
|--|--------|
| • AUM 110 - Electrical and Electronic Systems I .....  | 3 Hrs. |
| • AUM 121 - Braking Systems .....                      | 3 Hrs. |
| • AUM 122 - Steering and Suspension .....              | 3 Hrs. |
| • AUM 124 - Engine Repair I .....                      | 3 Hrs. |
| • AUM 130 - Drive Train and Axles .....                | 3 Hrs. |
| • AUM 210 - Electrical and Electronic Systems II ..... | 3 Hrs. |
| • AUM 230 - Auto Transmission and Transaxle .....      | 3 Hrs. |
| • AUM 239 - Engine Performance I .....                 | 3 Hrs. |
| • AUM 244 - Engine Performance II .....                | 3 Hrs. |

#### **Electives: 17 Semester Hours**

Choose from:

|   |        |
|---|--------|
| • AUM 133 - Motor Vehicle Air Conditioning .....    | 3 Hrs. |
| • AUM 181 - Special Topics 1- .....                 | 3 Hrs. |
| • AUM 182 - Special Topics 1- .....                 | 3 Hrs. |
| • AUM 191 - CO-OP 2-.....                           | 3 Hrs. |
| • AUM 220 - Engine Repair II .....                  | 3 Hrs. |
| • AUM 224 - Manual Transmission and Transaxle ..... | 3 Hrs. |
| • AUM 246 - Automotive Emissions .....              | 3 Hrs. |
| • AUM 281 - Special Topics 1- .....                 | 3 Hrs. |
| • AUM 291 - CO-OP 2-.....                           | 3 Hrs. |

**Total Hours Required for Certificate: 60**

#### **SHORT-TERM CERTIFICATE**

##### **Technical Concentration: 15 Semester Hours**

|   |        |
|---|--------|
| • AUM 101 – Fundamentals of Automotive Technology ..... | 3 Hrs. |
| • AUM 121 – Braking Systems.....                        | 3 Hrs. |
| • AUM 122 – Steering and Suspension.....                | 3 Hrs. |
| • AUM 124 – Engine Repair.....                          | 3 Hrs. |
| • AUM 130 – Drive Train and Axles.....                  | 3 Hrs. |

##### **Electives: 9 Semester Hours**

|  |        |
|--|--------|
| • AUM 110 – Electrical and Electronic Systems.....     | 3 Hrs. |
| • AUM 133 – Motor Vehicle Air Conditioning.....        | 3 Hrs. |
| • AUM 210 – Electrical and Electronic Systems II ..... | 3 Hrs. |
| • AUM 220 – Engine Repair II.....                      | 3 Hrs. |
| • AUM 230 – Auto Transmission and Transaxle.....       | 3 Hrs. |
| • AUM 239 – Engine Performance I.....                  | 3 Hrs. |
| • AUM 244 – Engine Performance II.....                 | 3 Hrs. |
| • AUM 246 – Automotive Emissions.....                  | 3 Hrs. |
| • INT 117 – Principles of Industrial Mechanics.....    | 3 Hrs. |

**Total Hours Required for Certificate: 24**

#### **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 IN APPLIED SCIENCE**

##### **Area I - Written Composition: 6 Semester Hours**

|  |        |
|--|--------|
| • ENG 101 - English Composition I .....  | 3 Hrs. |
| • ENG 102 - English Composition II ..... | 3 Hrs. |

**Area II - Humanities and Fine Arts: 6 Semester Hours**

- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.  
or  
SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.

**Fine Arts or Humanities Electives: 3 Semester Hours**

Choose from: Art and Art History, Dance, Foreign Languages, Humanities, American and English Literature, Music and Music History, Philosophy, Religious Studies, Theater

**Area III - Natural Science or Mathematics: 10 Semester Hours**

- MTH 100 - Intermediate College Algebra ..... 3 Hrs.  
or  
MTH 116 - Mathematical Applications ..... 3 Hrs.  
or higher level Math or Lab Science Elective..... 4 Hrs.
- BIO 101 - Introduction to Biology I ..... 4 Hrs.

**Area IV - History, Social, and Behavioral Sciences: 3 Semester Hours**

- PSY 200 - General Psychology ..... 3 Hrs.

**Area V - Technical Concentration: 34 Semester Hours**

- ORI 101 - Orientation To College ..... 1 Hr.
- CHD 201 - Child Growth and Development Principles ..... 3 Hrs.
- CHD 202 - Children's Creative Experiences ..... 3 Hrs.
- CHD 203 - Children's Literature and Language Development ..... 3 Hrs.
- CHD 204 - Methods and Materials for Teaching Children ..... 3 Hrs.
- CHD 205 - Program Planning for Educating Young Children ..... 3 Hrs.
- CHD 206 - Children's Health and Safety ..... 3 Hrs.
- CHD 208 - Administration of Child Development Programs ..... 3 Hrs.
- CHD 209 - Infant and Toddler Education Programs ..... 3 Hrs.
- CHD 210 - Educating Exceptional Young Children ..... 3 Hrs.
- CHD 214 - Families and Communities ..... 3 Hrs.
- CHD 215 - Supervised Practical Experience in Childhood Development ..... 3 Hrs.

**Electives: 6-7 Semester Hours**

Choose from:

- BIO 102 - Introduction to Biology II ..... 4 Hrs.
- CHD 100 - Introduction to Early Care and Education of Children ..... 3 Hrs.
- HED 199 - Ecological Approach to Health and Fitness ..... 3 Hrs.
- HED 221 - Personal Health ..... 3 Hrs.
- PSY 210 - Human Growth and Development ..... 3 Hrs.
- HED 231 - First Aid ..... 3 Hrs.
- HED 232 - Care and Prevention of Athletic Injuries ..... 3 Hrs.
- Other elective upon approval of the division chair or dean: ..... 3-4 Semester Hours

**Total Hours Required for Degree: 65 - 66**

**CERTIFICATE****General Education (Areas I-IV): 12 Semester Hours**

- ENG 101 - English Composition I ..... 3 Hrs.
- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.  
or  
SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.
- MTH 100 - Intermediate College Algebra ..... 3 Hrs.  
or more advanced mathematics

- CIS 146 - Microcomputer Applications ..... 3 Hrs.

#### Technical Concentration: 28 Semester Hours

- ORI 101 - Orientation To College ..... 1 Hr.
- CHD 201 - Child Growth and Development Principles ..... 3 Hrs.
- CHD 202 - Children's Creative Experiences ..... 3 Hrs.
- CHD 203 - Children's Literature and Language Development ..... 3 Hrs.
- CHD 204 - Methods and Materials for Teaching Children ..... 3 Hrs.
- CHD 205 - Program Planning for Educating Young Children ..... 3 Hrs.
- CHD 206 - Children's Health and Safety ..... 3 Hrs.
- CHD 210 - Educating Exceptional Young Children ..... 3 Hrs.
- CHD 215 - Supervised Practical Experience in Childhood Development ..... 3 Hrs.

#### Electives: 3 Semester Hours

Choose from:

- CHD 100 - Introduction to Early Care and Education of Children ..... 3 Hrs.
- CHD 208 - Administration of Child Development Programs ..... 3 Hrs.
- CHD 209 - Infant and Toddler Education Programs ..... 3 Hrs.

#### Total Hours Required for Certificate: 40

#### 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

The Short-Term Certificate in Church Music provides students with foundational knowledge to assist them 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

#### Technical Concentration: 26 Semester Hours

- MUL 101 – Class Piano ..... 1 Hr.\*
- MUP 111 – Private Voice I ..... 1-2 Hrs.\*
- MUP 112 – Private Voice II ..... 1-2 Hrs.\*
- MUS 110 – Basic Musicianship ..... 3 Hrs.\*
- MUS 111 – Music Theory I and Lab ..... 4 Hrs.\*
- MUS 116 – Computer Applications in Music ..... 2 Hrs.
- MUS 170 – Introduction to Church Music ..... 2 Hrs.
- MUS 251 – Introduction to Conducting ..... 3 Hrs.
- MUS 270 – Organization of the Church Music Program ..... 2 Hrs.
- MUS 271 - Church Music Literature ..... 3 Hrs.
- MUS 272 - The Children's Choir ..... 2 Hrs.
- MUS 279 – Church Music Practicum ..... 1 Hr.

\*Indicates classes already being taught in the curriculum  
 Courses not marked with an asterisk are in ACCS Common Course Guide

**Total Hours Required for Short-Term Certificate: 26**

## **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; and students learn how to read blueprints, determine sequence of operations, make their own set-ups, choose the correct machine for the job, and produce a quality product efficiently. 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 IN APPLIED SCIENCE**

#### **Area I - Written Composition: 3 Semester Hours**

- ENG 101 - English Composition I ..... **3 Hrs.**

#### **Area II - Humanities and Fine Arts: 6 Semester Hours**

- SPH 106 - Fundamentals of Oral Communication ..... **3 Hrs.**  
 or  
 SPH 107 - Fundamentals of Public Speaking ..... **3 Hrs.**

#### **Fine Arts or Humanities Electives: 3 Semester Hours**

Choose from: Art and Art History, Dance, Foreign Languages, Humanities, American and English Literature, Music and Music History, Philosophy, Religious Studies, Theater

#### **Area III - Natural Science or Mathematics: 9-10 Semester Hours**

- MTH 100 - Intermediate College Algebra ..... **3 Hrs.**  
 or Computer Science  
 MTH 116 - Mathematical Applications ..... **3 Hrs.**
- CIS 146 - Microcomputer Applications ..... **3 Hrs.**
- Computer Science, Math or Natural Science Elective: ..... **3-4 Hrs.**

#### **Area IV - History, Social, and Behavior Sciences: 3 Semester Hours**

Choose from: Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology

#### **Area V - Technical Concentration: 46 Semester Hours**

- ORI 101 - Orientation To College ..... **1 Hr.**
- CNC 101 - Introduction to CNC ..... **6 Hrs.**
- CNC 102 - CNC Turning Operations ..... **6 Hrs.**
- CNC 103 - Manual Programming ..... **6 Hrs.**
- CNC 104 - CNC Milling Operations ..... **6 Hrs.**
- CNC 215 - Quality Control and Assurance ..... **3 Hrs.**
- CNC 216 - Quality Control II ..... **3 Hrs.**
- CNC 217 - Tooling and Machining Data ..... **3 Hrs.**
- CNC 222 - Computer Numerical Control Graphics: Turning ..... **3 Hrs.**
- CNC 223 - Computer Numerical Control Graphics Programming: Milling ..... **3 Hrs.**
- CNC 230 - Computer Numerical Control Special Projects ..... **3 Hrs.**
- CNC 281 - Special Topics in Computerized Numerical Control ..... **3 Hrs.**

**Total Hours Required for Degree: 67-68**

## CERTIFICATE

### General Education (Areas I-IV): 12 Semester Hours

- COM 100 - Introductory Technical English I ..... 3 Hrs.  
or  
ENG 101 - English Composition I ..... 3 Hrs.
- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.  
or  
SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.
- MTH 100 - Intermediate College Algebra ..... 3 Hrs.  
or  
MTH 116 - Mathematical Applications ..... 3 Hrs.
- CIS 146 - Microcomputer Applications ..... 3 Hrs.

### Technical Concentration: 43 Semester Hours

- ORI 101 - Orientation To College ..... 1 Hr.
- CNC 101 - Introduction to CNC ..... 6 Hrs.
- CNC 102 - CNC Turning Operations ..... 6 Hrs.
- CNC 103 - Manual Programming ..... 6 Hrs.
- CNC 104 - CNC Milling Operations ..... 6 Hrs.
- CNC 215 - Quality Control and Assurance ..... 3 Hrs.
- CNC 216 - Quality Control II ..... 3 Hrs.
- CNC 217 - Tooling and Machining Data ..... 3 Hrs.
- CNC 222 - Computer Numerical Control Graphics: Turning ..... 3 Hrs.
- CNC 223 - Computer Numerical Control Graphics Programming: Milling ..... 3 Hrs.
- CNC 281 - Special Topics in Computerized Numerical Control ..... 3 Hrs.

**Total Hours Required for Certificate: 55**

## 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

### General Education (Areas I-IV): 12 Semester Hours

- COM 100 - Introductory Technical English I ..... 3 Hrs.  
or  
ENG 101 - English Composition I ..... 3 Hrs.
- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.  
or  
SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.
- MTH 100 - Intermediate College Algebra ..... 3 Hrs.  
or  
MTH 116 - Mathematical Applications ..... 3 Hrs.
- CIS 146 - Microcomputer Applications ..... 3 Hrs.

### Technical Concentration: 49 Semester Hours

- ORI 101 - Orientation To College ..... 1 Hr.
- COS 111 - Introduction to Cosmetology ..... 3 Hrs.
- COS 112 - Introduction to Cosmetology Lab ..... 3 Hrs.
- COS 113 - Theory of Chemical Services ..... 3 Hrs.

|   |        |
|---|--------|
| • COS 114 - Chemical Services Lab .....                 | 3 Hrs. |
| • COS 115 - Hair Coloring Theory .....                  | 3 Hrs. |
| • COS 116 - Hair Coloring Lab .....                     | 3 Hrs. |
| • COS 117 - Basic Spa Techniques .....                  | 3 Hrs. |
| • COS 118 - Basic Spa Techniques Lab .....              | 3 Hrs. |
| • COS 125 - Career and Personal Development .....       | 3 Hrs. |
| • COS 133 - Salon Management Technology .....           | 3 Hrs. |
| • COS 143 - Specialty Hair Preparation Techniques ..... | 3 Hrs. |
| • COS 144 - Hair Shaping and Design .....               | 3 Hrs. |
| • COS 158 - Employability Skills .....                  | 3 Hrs. |
| • COS 167 - State Board Review .....                    | 3 Hrs. |
| • COS 182 - Special Topics .....                        | 3 Hrs. |
| • COS 191 - CO-OP .....                                 | 3 Hrs. |

**Total Hours Required for Certificate: 61**

## **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**

#### **General Education (Areas I-IV): 12 Semester Hours**

|  |        |
|--|--------|
| • COM 100 - Introductory Technical English I .....   | 3 Hrs. |
| or   |        |
| ENG 101 - English Composition I .....                | 3 Hrs. |
| • SPH 106 - Fundamentals of Oral Communication ..... | 3 Hrs. |
| or   |        |
| SPH 107 - Fundamentals of Public Speaking .....      | 3 Hrs. |
| • MTH 100 - Intermediate College Algebra .....       | 3 Hrs. |
| or   |        |
| MTH 116 - Mathematical Applications .....            | 3 Hrs. |
| • CIS 146 - Microcomputer Applications .....         | 3 Hrs. |

#### **Technical Concentration: 31 Semester Hours**

|   |        |
|---|--------|
| • ORI 101 - Orientation To College .....          | 1 Hr.  |
| • COS 125 - Career and Personal Development ..... | 3 Hrs. |
| • COS 134 - Advanced Esthetics .....              | 3 Hrs. |
| • COS 135 - Advanced Esthetics Applications ..... | 3 Hrs. |
| • COS 163 - Facial Treatments .....               | 3 Hrs. |
| • COS 164 - Facial Machine .....                  | 3 Hrs. |
| • COS 165 - Related Subjects Estheticians .....   | 3 Hrs. |
| • COS 168 - Bacteriology and Sanitation .....     | 3 Hrs. |
| • COS 169 - Skin Functions .....                  | 3 Hrs. |
| • COS 181 - Special Topics .....                  | 3 Hrs. |
| • COS 191 - CO-OP .....                           | 3 Hrs. |

**Total Hours Required for Certificate: 43**

## Cosmetology - Instructor Training

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

### SHORT TERM CERTIFICATE

#### General Education (Areas I-IV): 6 Semester Hours

- ENG 101 - English Composition I ..... 3 Hrs.
- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.
- or
- SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.

#### Technical Concentration: 21 Semester Hours

- CIT 211 - Teaching and Curriculum Development ..... 3 Hrs.
- CIT 212 - Teacher Mentorship ..... 3 Hrs.
- CIT 213 - Cosmetology Instructor CO-OP ..... 3 Hrs.
- CIT 221 - Lesson Plan Implementation ..... 3 Hrs.
- CIT 222 - Audio Visual Materials and Methods ..... 3 Hrs.
- CIT 223 - Audio Visual Materials/Methods Applications ..... 3 Hrs.
- CIT 225 - Special Topics in Cosmetology Instruction ..... 3 Hrs.

**Total Hours Required for Short-Term Certificate: 27**

## 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 Nail Technician 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

#### Technical Concentration: 21 Semester Hours

- COS 125 - Career and Personal Development ..... 3 Hrs.
- COS 151 - Nail Care ..... 3 Hrs.
- COS 152 - Nail Care Applications ..... 3 Hrs.
- COS 153 - Nail Art ..... 3 Hrs.
- COS 154 - Nail Art Applications ..... 3 Hrs.
- COS 162 - Special Topics in Cosmetology ..... 3 Hrs.
- COS 191 - CO-OP ..... 3 Hrs.

**Total Hours Required for Short-Term Certificate: 21**

## 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 IN APPLIED SCIENCE

#### Area I - Written Composition: 3 Semester Hours

- ENG 101 - English Composition I ..... 3 Hrs.
- or
- COM 100 - Introductory Technical English I ..... 3 Hrs.

**Area II - Humanities and Fine Arts: 6 Semester Hours**

- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.  
or  
SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.

**Fine Arts or Humanities Electives: 3 Semester Hours**

Choose from: Art and Art History, Dance, Foreign Languages, Humanities, American and English Literature, Music and Music History, Philosophy, Religious Studies, Theater

**Area III - Natural Science or Mathematics: 9-10 Semester Hours**

- MTH 100 - Intermediate College Algebra ..... 3 Hrs.  
or  
MTH 116 - Mathematical Applications ..... 3 Hrs.
- CIS 146 - Microcomputer Applications ..... 3 Hrs.
- Computer Science, Math or Natural Science Elective: ..... 3-4 Hrs.

**Area IV - History, Social, and Behavior Sciences: 3 Semester Hours**

Choose from: Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology

**Area V - Technical Concentration: 54-55 Semester Hours**

- ORI 101 - Orientation To College ..... 1 Hr.
- CUA 101 - Orientation to the Hospitality Profession ..... 3 Hrs.
- CUA 111 - Foundations in Nutrition ..... 3 Hrs.
- CUA 112 - Sanitation, Safety, and Food Service ..... 3 Hrs.
- CUA 114 - Meal Management ..... 3 Hrs.
- CUA 115 - Advanced Food Preparation ..... 3 Hrs.
- CUA 122 - Fundamentals of Quantity Cooking ..... 3 Hrs.
- CUA 125 - Food Preparation ..... 5 Hrs.
- CUA 201 - Meat Preparation and Processing ..... 3 Hrs.
- CUA 202 - Aromatic and Flavoring Combinations ..... 3 Hrs.
- CUA 203 - Stocks and Sauces ..... 3 Hrs.
- CUA 204 - Foundations of Baking ..... 3 Hrs.
- CUA 205 - Introduction to Garde-Manger ..... 3 Hrs.
- CUA 213 - Food Purchasing and Cost Control ..... 3 Hrs.
- CUA 251 - Menu Design ..... 3 Hrs.
- CUA 260 - Internship for Culinary Apprentice ..... 3 Hrs.

**Electives 6 Semester Hours**

Recommended Electives

- CUA 102 - Catering ..... 3 Hrs.
- CUA 113 - Table Service ..... 2 Hrs.
- CUA 130 - Chocolate and Truffles ..... 3 Hrs.
- CUA 134 - Culinary French ..... 2 Hrs.
- CUA 141 - Food Production for Special Operations ..... 3 Hrs.
- CUA 142 - Specialty Breads ..... 3 Hrs.
- CUA 181 - Special Topics in Culinary Arts ..... 3 Hrs.
- CUA 182 - Special Topics in Culinary Arts ..... 3 Hrs.
- CUA 183 - Culinary Art Sculpture ..... 3 Hrs.
- CUA 206 - Advanced Garde-Manger ..... 1-3 Hrs.
- CUA 208 - Advanced Baking ..... 3 Hrs.
- CUA 210 - Beverage Management ..... 2 Hrs.
- CUA 214 - International Cuisine ..... 3 Hrs.
- CUA 215 - Regional Cuisines of the Americas ..... 3 Hrs.



- CUA 216 - Plated Dessert Design ..... 3 Hrs.
- CUA 220 - Introduction to Patisserie ..... 3 Hrs.
- CUA 262 - Restaurant Management and Supervision ..... 3 Hrs.
- CUA 271 - Management of Food and Beverage Service ..... 3 Hrs.
- Additional CUA 260 - Internship for Culinary Apprentice ..... 3 Hrs.

**Total Hours Required for Degree: 75**

## **CERTIFICATE IN BAKING**

### **Technical Concentration: 29 Semester Hours**

Required Courses:

- CUA 112 - Sanitation, Safety, and Food Service ..... 3 Hrs.
- CUA 125 - Food Preparation ..... 5 Hrs.
- CUA 130 - Chocolate and Truffles ..... 3 Hrs.
- CUA 142 - Specialty Breads ..... 3 Hrs.
- CUA 165 - Cake Decorating and Design ..... 3 Hrs.
- CUA 204 - Foundations of Baking ..... 3 Hrs.
- CUA 208 - Advanced Baking ..... 3 Hrs.
- CUA 216 - Plated Dessert Design ..... 3 Hrs.
- CUA 220 - Introduction to Patisserie ..... 3 Hrs.

**Total Hours Required for Certificate: 29**

## **Diesel Mechanics**

The Diesel Mechanics program trains students to remove, repair, install, and maintain diesel engines that power 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**

### **General Education (Areas I-IV): 12 Semester Hours**

- COM 100 - Introductory Technical English I ..... 3 Hrs.  
or  
ENG 101 - English Composition I ..... 3 Hrs.
- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.  
or  
SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.
- MTH 100 - Intermediate College Algebra ..... 3 Hrs.  
or  
MTH 116 - Mathematical Applications ..... 3 Hrs.
- CIS 146 - Microcomputer Applications ..... 3 Hrs.

### **Technical Concentration: 43 Semester Hours**

- ORI 101 - Orientation To College ..... 1 Hr.
- DEM 104 - Basic Engines ..... 3 Hrs.
- DEM 111 - Equipment Safety/Mechanical Fundamentals ..... 3 Hrs.
- DEM 119 - Bearings and Lubricants ..... 3 Hrs.
- DEM 122 - Heavy Vehicle Brakes..... 3 Hrs.
- DEM 123 - Pneumatics and Hydraulics ..... 3 Hrs.
- DEM 124 - Electronic Engine Systems ..... 3 Hrs.
- DEM 125 - Heavy Vehicle Drive Trains ..... 3 Hrs.
- DEM 126 - Advanced Engine Analysis ..... 3 Hrs.

- DEM 127 - Fuel Systems ..... 3 Hrs.
- DEM 130 - Electrical/Electronic Fundamentals ..... 3 Hrs.
- DEM 135 - Heavy Vehicle Steering and Suspension ..... 3 Hrs.

#### **Electives (Selected from any technical program): 9 Semester Hours**

##### **Recommended Electives**

- DEM 158 - Pneumatics and Hydraulics II ..... 3 Hrs.
- DEM 181 - Special Topics in Diesel Mechanics ..... 3 Hrs.
- DEM 182 - Special Topics in Diesel Mechanics ..... 3 Hrs.
- DEM 186 - Special Projects in Commercial Vehicles ..... 3 Hrs.
- DEM 191 - Special Projects in Diesel Mechanics ..... 3 Hrs.
- DEM 192 - CO-OP Elective ..... 3 Hrs.

**Total Hours Required for Certificate: 55**

### **Drafting Technology**

The Drafting program prepares students for careers as draftsmen in engineering related trades or as technicians who link 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 and others.

#### **ASSOCIATE IN APPLIED SCIENCE**

##### **Area I - Written Composition: 3 Semester Hours**

- ENG 101 - English Composition I ..... 3 Hrs.

##### **Area II- Humanities and Fine Arts: 6 Semester Hours**

- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.  
or  
SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.

##### **Fine Arts or Humanities Electives: 3 Semester Hours**

Choose from: Art and Art History, Dance, Foreign Languages, Humanities, American and English Literature, Music and Music History, Philosophy, Religious Studies, Theater

##### **Area III - Natural Science or Mathematics: 9-10 Semester Hours**

- MTH 100 - Intermediate College Algebra ..... 3 Hrs.  
or  
MTH 116 - Mathematical Applications ..... 3 Hrs.
- CIS 146 - Microcomputer Applications ..... 3 Hrs.
- Computer Science, Math or Natural Science Elective ..... 3-4 Hrs.

##### **Area IV - History, Social, and Behavioral Sciences: 3 Semester Hours**

Choose from: Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology

##### **Area V - Technical Concentration: 52 Semester Hours**

- ORI 101 - Orientation To College ..... 1 Hr.
- DDT 104 - Basic Computer-Aided Drafting ..... 3 Hrs.
- DDT 111 - Fundamentals of Drafting and Design Technology ..... 3 Hrs.
- DDT 124 - Basic Technical Drawing ..... 3 Hrs.
- DDT 127 - Intermediate Computer Aided Drafting and Design ..... 3 Hrs.
- DDT 128 - Intermediate Technical Drawing ..... 3 Hrs.
- DDT 132 - Architectural Drafting ..... 3 Hrs.

- DDT 133 – Basic Surveying.....3 Hrs.
- DDT 134 - Descriptive Geometry .....3 Hrs.
- DDT 144 – Basic 3D Modeling.....3 Hrs.
- DDT 150 – Theory of Residential Drawing and Design.....3 Hrs.
- DDT 213 - Civil Drafting, Plat Maps .....3 Hrs.
- DDT 214 - Pipe Drafting .....3 Hrs.
- DDT 220 - Advance Technical Drawing .....3 Hrs.
- DDT 225 - Structural Steel Drafting .....3 Hrs.
- DDT 233 – Intermediate 3D Modeling.....3 Hrs.
- DDT 235 – Specialized CAD.....3 Hrs.
- DDT 238 – Special Topics in CAD.....3 Hrs.
- or
- DDT 271 – Drafting Internship.....3 Hrs.

**Total Hours Required for Degree: 73-74**

## **CERTIFICATE**

### **General Education (Areas I-IV): 12 Semester Hours**

- COM 100 - Introductory Technical English I .....3 Hrs.
- or
- ENG 101 - English Composition I .....3 Hrs.
- SPH 106 - Fundamentals of Oral Communication .....3 Hrs.
- or
- SPH 107 - Fundamentals of Public Speaking .....3 Hrs.
- MTH 100 - Intermediate College Algebra .....3 Hrs.
- or
- MTH 116 - Mathematical Applications .....3 Hrs.
- CIS 146 - Microcomputer Applications .....3 Hrs.

### **Technical Concentration: 46 Semester Hours**

- ORI 101 - Orientation To College .....1 Hr.
- DDT 104 - Basic Computer-Aided Drafting .....3 Hrs.
- DDT 111 - Fundamentals of Drafting and Design Technology .....3 Hrs.
- DDT 124 - Basic Technical Drawing .....3 Hrs.
- DDT 127 - Intermediate Computer Aided Drafting and Design .....3 Hrs.
- DDT 128 - Intermediate Technical Drawing .....3 Hrs.
- DDT 132 - Architectural Drafting .....3 Hrs.
- DDT 133 – Basic Surveying.....3 Hrs.
- DDT 134 - Descriptive Geometry .....3 Hrs.
- DDT 144 – Basic 3D Modeling.....3 Hrs.
- DDT 150 – Theory of Residential Drawing and Design.....3 Hrs.
- DDT 213 - Civil Drafting, Plat Maps .....3 Hrs.
- DDT 214 - Pipe Drafting .....3 Hrs.
- DDT 220 - Advance Technical Drawing .....3 Hrs.
- DDT 225 - Structural Steel Drafting .....3 Hrs.
- DDT 233 – Intermediate 3D Modeling.....3 Hrs.

**Total Hours Required for Certificate: 58**

## Electrical Technology

The Electrical Technology program teaches the theories and principles of the operation of electrical appliances, equipment, and machines; the installation and maintenance of motors, transformers, industrial controls, and programmable logic controllers; and preparation for journeyman electrician examination. A variety of related laboratory projects allow 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 IN APPLIED SCIENCE

#### Area I - Written Composition: 3 Semester Hours

- ENG 101 - English Composition I ..... 3 Hrs.

#### Area II- Humanities and Fine Arts: 6 Semester Hours

- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.  
or  
SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.

#### Fine Arts or Humanities Electives: 3 Semester Hours

Choose from: Art and Art History, Dance, Foreign Languages, Humanities, American and English Literature, Music and Music History, Philosophy, Religious Studies, Theater

#### Area III - Natural Science or Mathematics: 9-10 Semester Hours

- MTH 100 - Intermediate College Algebra ..... 3 Hrs.  
or  
MTH 116 - Mathematical Applications ..... 3 Hrs.
- CIS 146 - Microcomputer Applications ..... 3 Hrs.
- Computer Science, Math or Natural Science Elective ..... 3-4 Hrs.

#### Area IV - History, Social, and Behavioral Sciences: 3 Semester Hours

Choose from: Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology

#### Area V - Technical Concentration: 53 Semester Hours

Required Courses:

- ELT 111 - Concepts of Direct Current ..... 5 Hrs.  
or  
ILT 106 - Concepts of Direct Current..... 5 Hrs.
- ELT 112 - Concepts of Alternating Current ..... 5 Hrs.  
or  
ILT 107 - Concepts of Alternating Current ..... 5 Hrs.
- ELT 114 - Residential Wiring Methods ..... 3 Hrs.
- ELT 115 - Residential Wiring Methods II ..... 3 Hrs.
- ELT 110 - Wiring Methods ..... 3 Hrs.
- ELT 118 - Commercial/Industrial Wiring I ..... 3 Hrs.
- ELT 117 - AC/DC Machines ..... 3 Hrs.  
or  
ILT 167 - AC/DC Machinery and Controls I ..... 3 Hrs.
- ELT 209 - Motor Controls I ..... 3 Hrs.  
or  
ILT 197 - Motor Controls I ..... 3 Hrs.
- ORI 101 - Orientation To College ..... 1 Hr.
- ELT 122 - Advanced AC/DC Machines ..... 3 Hrs.
- ELT 206 - OSHA Safety Standards ..... 3 Hrs.
- ELT 212 - Motor Control II ..... 3 Hrs.
- ELT 221 - Electronics for Electricians ..... 3 Hrs.
- ELT 231 - Programmable Controls I ..... 3 Hrs.

- or  
ILT 194 - Introduction to Programmable Logic Controllers ..... 3 Hrs.
- ELT 232 - Programmable Controls II ..... 3 Hrs.
- or  
ILT 196 - Advanced Programmable Logic Controllers ..... 3 Hrs.
- ELT 241 - National Electric Code ..... 3 Hrs.
- or  
ILT 231 - National Electrical Code ..... 3 Hrs.
- ELT 244 – Conduit Bending and Installation ..... 3 Hrs.

**Total Hours Required for Degree: 74-75**

## **CERTIFICATE**

### **General Education (Areas I-IV): 12 Semester Hours**

- COM 100 - Introductory Technical English I ..... 3 Hrs.
- or  
ENG 101 - English Composition I ..... 3 Hrs.
- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.
- or  
SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.
- MTH 100 - Intermediate College Algebra ..... 3 Hrs.
- or  
MTH 116 - Mathematical Applications ..... 3 Hrs.
- CIS 146 - Microcomputer Applications ..... 3 Hrs.

### **Technical Concentration: 47 Semester Hours**

Required Courses:

- ELT 111 - Concepts of Direct Current ..... 5 Hrs.
- or  
ILT 106 - Concepts of Direct Current ..... 5 Hrs.
- ELT 112 - Concepts of Alternating Current ..... 5 Hrs.
- or  
ILT 107 - Concepts of Alternating Current ..... 5 Hrs.
- ELT 114 - Residential Wiring Methods ..... 3 Hrs.
- ELT 115 - Residential Wiring Methods II ..... 3 Hrs.
- ELT 110 - Wiring Methods ..... 3 Hrs.
- ELT 118 - Commercial/Industrial Wiring I ..... 3 Hrs.
- ELT 117 - AC/DC Machines ..... 3 Hrs.
- or  
ILT 167 - AC/DC Machinery and Controls I ..... 3 Hrs.
- ELT 122 – Advanced AC/DC Machines ..... 3 Hrs.
- ELT 206 – OSHA Safety Standards ..... 3 Hrs.
- ELT 209 - Motor Controls I ..... 3 Hrs.
- or  
ILT 197 - Motor Controls I ..... 3 Hrs.
- ORI 101 - Orientation To College ..... 1 Hr.
- ELT 212 - Motor Control II ..... 3 Hrs.
- ELT 221 - Electronics for Electricians ..... 3 Hrs.
- ELT 241 - National Electric Code ..... 3 Hrs.
- or  
ILT 231 - National Electrical Code ..... 3 Hrs.
- ELT 244 Conduit Bending and Installation ..... 3 Hrs.

**Total Hours Required for Certificate: 59**

## Industrial Electronics Technology

The Industrial Electronics program prepares students for a career 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 a certified electronic technician.

### ASSOCIATE IN APPLIED SCIENCE

#### Area I - Written Composition: 3 Semester Hours

- ENG 101 - English Composition I ..... 3 Hrs.

#### Area II- Humanities and Fine Arts: 6 Semester Hours

- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.  
or  
SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.

#### Fine Arts or Humanities Electives: 3 Semester Hours

Choose from: Art and Art History, Dance, Foreign Languages, Humanities, American and English Literature, Music and Music, History, Philosophy, Religious Studies, Theater

#### Area III - Natural Science or Mathematics: 9-10 Semester Hours

- MTH 100 - Intermediate College Algebra ..... 3 Hrs.  
or  
MTH 116 - Mathematical Applications ..... 3 Hrs.
- CIS 146 - Microcomputer Applications ..... 3 Hrs.
- Computer Science, Math or Natural Science Elective ..... 3-4 Hrs.

#### Area IV - History, Social, and Behavioral Sciences: 3 Semester Hours

Choose from: Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology

#### Area V - Technical Concentration: 54 Semester Hours

- ORI 101 - Orientation To College ..... 1 Hr.
- ILT 100 - Applied Electronic Computations ..... 3 Hrs.
- ILT 106 - Concepts of Direct Current ..... 5 Hrs.  
or  
ELT 111 - Concepts of Direct Current ..... 5 Hrs.
- ILT 107 - Concepts of Alternating Current ..... 5 Hrs.  
or  
ELT 112 - Concepts of Alternating Current ..... 5 Hrs.
- ILT 111 - Concepts of Solid State Electronics ..... 5 Hrs.
- ILT 112 - Concepts of Digital Electronics ..... 5 Hrs.
- ILT 113 - Concepts of Electronic Circuits ..... 5 Hrs.
- ILT 164 - Circuit Fabrication ..... 1 Hr.
- ILT 167 – AC/DC Machinery and Controls I ..... 3 Hrs.  
or  
ELT 117 AC/DC Machines ..... 3 Hrs.
- ILT 169 - Hydraulics/Pneumatics ..... 3 Hrs.
- ILT 194 - Introduction to Programmable Logic Controllers ..... 3 Hrs.  
or  
ELT 231 - Programmable Controls I ..... 3 Hrs.
- ILT 197 - Motor Controls I ..... 3 Hrs.  
or  
ELT 209 - Motor Controls I ..... 3 Hrs.
- ILT 216 - Industrial Robotics ..... 3 Hrs.

- ILT 217 - Industrial Robotics Lab ..... 2 Hrs.
- ILT 271 Independent Study ..... 2 Hrs.
- ILT 276 - Elements of Industrial Control II ..... 3 Hrs.
- ILT 277 - Elements of Industrial Control II Lab ..... 2 Hrs.

**Total Hours Required for Degree: 75-76**

## **CERTIFICATE**

### **General Education (Areas I-IV): 12 Semester Hours**

- COM 100 - Introductory Technical English I ..... 3 Hrs.  
or  
ENG 101 - English Composition I ..... 3 Hrs.
- SPH 106 - Fundamentals of Oral Communication..... 3 Hrs.  
or  
SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.
- MTH 100 - Intermediate College Algebra ..... 3 Hrs.  
or  
MTH 116 - Mathematical Applications ..... 3 Hrs.
- CIS 146 - Microcomputer Applications ..... 3 Hrs.

### **Technical Concentration: 44 Semester Hours**

- ORI 101 - Orientation To College ..... 1 Hr.
- ILT 100 - Applied Electronic Computations ..... 3 Hrs.
- ILT 106 - Concepts of Direct Current ..... 5 Hrs.  
or  
ELT 111 - Concepts of Direct Current ..... 5 Hrs.
- ILT 107 - Concepts of Alternating Current ..... 5 Hrs.  
or  
ELT 112 - Concepts of Alternating Current ..... 5 Hrs.
- ILT 111 - Concepts of Solid State Electronics ..... 5 Hrs.
- ILT 112 - Concepts of Digital Electronics ..... 5 Hrs.
- ILT 113 - Concepts of Electronic Circuits ..... 5 Hrs.
- ILT 164 - Circuit Fabrication ..... 1 Hr.
- ILT 167 – AC/DC Machinery and Controls I ..... 3 hrs.  
or  
ELT 117 – AC/DC Machines ..... 3 Hrs.
- ILT 169 - Hydraulics/Pneumatics ..... 3 Hrs.
- ILT 194 - Introduction to Programmable Logic Controllers ..... 3 Hrs.  
or  
ELT 231 - Programmable Controls I..... 3 Hrs.
- ILT 197 - Motor Controls I ..... 3 Hrs.  
or  
ELT 209 - Motor Controls I ..... 3 Hrs.
- ILT 271 – Independent Study ..... 2 Hrs.

**Total Hours Required for Certificate: 56**

## Industrial Maintenance Technology

The Industrial Maintenance Technology program provides students with a broad knowledge base in a variety of areas related to industrial maintenance. This program is intended to enhance skills obtained in other technical areas such as Industrial Electronics, Electrical Technology, Welding Technology, Machine Tool Technology, Computerized Numerical Control and many others. **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 program.**

### SHORT-TERM CERTIFICATE

#### Technical Concentration: 26-27 Semester Hours

- INT 117 - Principles of Industrial Mechanics ..... 3 Hrs.
- ILT 169 - Hydraulics/Pneumatics ..... 3 Hrs.  
or  
DEM 123 - Pneumatics and Hydraulics ..... 3 Hrs.
- INT 221 - DC Fundamentals ..... 3 Hrs.  
or  
ILT 106 - Concepts of Direct Current ..... 5 Hrs.  
or  
ELT 111 - Concepts of Direct Current ..... 5 Hrs.
- INT 223 - AC Fundamentals ..... 3 Hrs.  
or  
ILT 107 - Concepts of Alternating Current ..... 5 Hrs.  
or  
ELT 112 - Concepts of Alternating Current ..... 5 Hrs.
- INT 234 - Principles of Industrial Maintenance Welding and Metal  
Cutting Techniques ..... 3 Hrs.  
or  
WDT 108 - SMAW Fillet/OFC ..... 3 Hrs.  
and  
WDT 108 - SMAW Fillet/OFC Lab ..... 3 Hrs.

#### Electives: 8-9 Semester Hours

Electives to be chosen from an approved list in the following programs of study: ILT, ELT, MTT, DDT, WDT, and ACR

**Total Hours Required for Short-Term Certificate: 26-27**

## Machine Tool Technology

This program prepares students for positions such as machinist apprentice, maintenance 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 IN APPLIED SCIENCE

#### Area I - Written Composition: 3 Semester Hours

- ENG 101 - English Composition I ..... 3 Hrs.

#### Area II- Humanities and Fine Arts: 6 Semester Hours

- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.  
or  
SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.

#### Fine Arts or Humanities Electives: 3 Semester Hours

Choose from: Art and Art History, Dance, Foreign Languages, Humanities, American and English Literature, Music and Music, History, Philosophy, Religious Studies, Theater



**Area III - Natural Science or Mathematics: 9-10 Semester Hours**

- MTH 100 - Intermediate College Algebra ..... 3 Hrs.  
or  
MTH 116 - Mathematical Applications ..... 3 Hrs.
- CIS 146 - Microcomputer Applications ..... 3 Hrs.
- Computer Science, Math or Natural Science Elective ..... 3-4 Hrs.

**Area IV - History, Social, and Behavioral Sciences: 3 Semester Hours**

Choose from: Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology

**Area V - Technical Concentration: 43 Semester Hours**

- ORI 101 - Orientation To College ..... 1 Hr.
- MTT 100 - Machining Technology I ..... 6 Hrs.
- MTT 103 - Machining Technology II ..... 6 Hrs.
- MTT 107 - Machining Calculations I ..... 3 Hrs.
- MTT 121 - Basic Blueprint Reading for Machinists ..... 3 Hrs.
- MTT 127 - Metrology ..... 3 Hrs.
- MTT 129 - Lathe Operations ..... 6 Hrs.
- MTT 136 - Milling Operations ..... 6 Hrs.
- MTT 146 - Precision Grinding Machines I ..... 6 Hrs.
- MTT 154 - Metallurgy ..... 3 Hrs.

**Total Hours Required for Degree: 64-65**

**CERTIFICATE****General Education (Areas I-IV): 12 Semester Hours**

- COM 100 - Introductory Technical English I ..... 3 Hrs.  
or  
ENG 101 - English Composition I ..... 3 Hrs.
- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.  
or  
SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.
- MTH 100 - Intermediate College Algebra ..... 3 Hrs.  
or  
MTH 116 - Mathematical Applications ..... 3 Hrs.
- CIS 146 - Microcomputer Applications ..... 3 Hrs.

**Technical Concentration: 43 Semester Hours**

- ORI 101 - Orientation To College ..... 1 Hr.
- MTT 100 - Machining Technology I ..... 6 Hrs.
- MTT 103 - Machining Technology II ..... 6 Hrs.
- MTT 107 - Machining Calculations I ..... 3 Hrs.
- MTT 121 - Basic Blueprint Reading for Machinists ..... 3 Hrs.
- MTT 127 - Metrology ..... 3 Hrs.
- MTT 129 - Lathe Operations ..... 6 Hrs.
- MTT 136 - Milling Operations ..... 6 Hrs.
- MTT 146 - Precision Grinding Machines I ..... 6 Hrs.
- MTT 154 - Metallurgy ..... 3 Hrs.

**Total Hours Required for Certificate: 55**

## 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 IN APPLIED SCIENCE

#### Area I - Written Composition: 3 Semester Hours

- ENG 101 - English Composition I ..... 3 Hrs.

#### Area II - Humanities and Fine Arts: 6 Semester Hours

- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.  
or  
SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.

#### Fine Arts or Humanities Electives: 3 Semester Hours

Choose from: Art and Art History, Dance, Foreign Languages, Humanities, American and English Literature, Music and Music History, Philosophy, Religious Studies, Theater

#### Area III - Natural Science or Mathematics: 9-10 Semester Hours

- MTH 100 - Intermediate College Algebra ..... 3 Hrs.  
or  
MTH 116 - Mathematical Applications ..... 3 Hrs.
- CIS 146 - Microcomputer Applications ..... 3 Hrs.
- Computer Science, Math or Natural Science Elective ..... 3-4 Hrs.

#### Area IV - History, Social, and Behavior Sciences: 3 Semester Hours

- ECO 232 - Principles of Microeconomics ..... 3 Hrs.  
or  
Choose from: Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology

#### Area V - Technical Concentration: 40 Semester Hours

Required Courses: 22 Hours

- ORI 101 - Orientation To College ..... 1 Hr.
- BUS 100 - Introduction to Business ..... 3 Hrs.
- BUS 215 - Business Communication ..... 3 Hrs.
- BUS 241 - Principles of Accounting I ..... 3 Hrs.
- BUS 242 - Principles of Accounting II ..... 3 Hrs.
- BUS 263 - The Legal and Social Environment of Business ..... 3 Hrs.
- BUS 275 - Principles of Management ..... 3 Hrs.
- BUS 285 - Principles of Marketing ..... 3 Hrs.

#### Electives

Recommended Electives

Students must choose 18 credit hours in CHD or ECO courses.

Possible courses include:

- CHD 100 - Introduction to Early Care and Education of Children ..... 3 Hrs.
- CHD 201 - Child Growth and Development Principles ..... 3 Hrs.
- CHD 202 - Children's Creative Experiences ..... 3 Hrs.
- CHD 203 - Children's Literature and Language Development ..... 3 Hrs.
- CHD 204 - Methods and Materials for Teaching Children ..... 3 Hrs.
- CHD 205 - Program Planning for Educating Young Children ..... 3 Hrs.
- CHD 206 - Children's Health and Safety ..... 3 Hrs.
- CHD 208 - Administration of Child Development Programs ..... 3 Hrs.
- CHD 209 - Infant and Toddler Education Programs ..... 3 Hrs.

- CHD 210 - Educating Exceptional Young Children ..... 3 Hrs.
- CHD 215 - Supervised Practical Experience in Childhood Development ..... 3 Hrs.
- ECO 232 - Principles of Microeconomics ..... 3 Hrs.

**Total Hours Required for Degree: 61-62**

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

This curriculum is designed to be a two-year terminal degree which prepares 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 IN APPLIED SCIENCE**

#### **Area I - Written Composition: 3 Semester Hours**

- ENG 101 - English Composition I ..... 3 Hrs.

#### **Area II- Humanities and Fine Arts: 6 Semester Hours**

- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.  
or  
SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.

#### **Fine Arts or Humanities Electives: 3 Semester Hours**

Choose from: Art and Art History, Dance, Foreign Languages, Humanities, American and English Literature, Music and Music History, Philosophy, Religious Studies, Theater

#### **Area III - Natural Science or Mathematics: 9-10 Semester Hours**

- MTH 100 - Intermediate College Algebra ..... 3 Hrs.  
or  
MTH 116 - Mathematical Applications ..... 3 Hrs.
- CIS 146 - Microcomputer Applications ..... 3 Hrs.
- Computer Science, Math or Natural Science Elective ..... 3-4 Hrs.

#### **Area IV - History, Social, and Behavioral Sciences: 3 Semester Hours**

- ECO 232 - Principles of Microeconomics ..... 3 Hrs.  
or  
Choose from:  
Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology

#### **Area V - Technical Concentration: 40 Semester Hours**

Required Courses: 22 Semester Hours

- ORI 101 - Orientation To College ..... 1 Hr.
- BUS 100 - Introduction to Business ..... 3 Hrs.
- BUS 215 - Business Communication ..... 3 Hrs.
- BUS 241 - Principles of Accounting I ..... 3 Hrs.
- BUS 242 - Principles of Accounting II ..... 3 Hrs.
- BUS 263 - The Legal and Social Environment of Business ..... 3 Hrs.
- BUS 275 - Principles of Management ..... 3 Hrs.
- BUS 285 - Principles of Marketing ..... 3 Hrs.

#### **Electives: 18 Semester Hours**

Recommended Electives

Students must select a minimum of 18 credit hours in BUS, ECO, RLS, or CIS courses. Possible courses include:

- BUS 186 - Elements of Supervision ..... 3 Hrs.
- BUS 189 - Human Relationships ..... 1-3 Hrs.
- BUS 276 - Human Resource Management ..... 3 Hrs.
- BUS 279 - Small Business Management ..... 3 Hrs.

- RLS 101 - Real Estate Principles .....4 Hrs.

**Total Hours Required for Degree: 61-62**

## **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 be able to perform basic spreadsheet tasks, very basic network functions, some basic Web design and maintenance as well as being able to handle other functions typically needed in a general business environment.

### **ASSOCIATE IN APPLIED SCIENCE**

#### **Area I - Written Composition: 3 Semester Hours**

- ENG 101 - English Composition I .....3 Hrs.

#### **Area II- Humanities and Fine Arts: 6 Semester Hours**

- SPH 106 - Fundamentals of Oral Communication .....3 Hrs.  
or  
SPH 107 - Fundamentals of Public Speaking .....3 Hrs.

#### **Fine Arts or Humanities Electives: 3 Semester Hours**

Choose from: Art and Art History, Dance, Foreign Languages, Humanities, American and English Literature, Music and Music, History, Philosophy, Religious Studies, Theater

#### **Area III - Natural Science or Mathematics: 9-10 Semester Hours**

- MTH 100 - Intermediate College Algebra .....3 Hrs.  
or  
MTH 116 - Mathematical Applications .....3 Hrs.
- CIS 146 - Microcomputer Applications .....3 Hrs.
- Computer Science, Math or Natural Science Elective .....3-4 Hrs.

#### **Area IV - History, Social, and Behavioral Sciences: 3 Semester Hours**

- ECO 232 - Principles of Microeconomics .....3 Hrs.  
or

Choose from: Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology

#### **Area V - Technical Concentration: 40 Semester Hours**

Required Courses: 32 - 34 Hours

- ORI 101 - Orientation To College .....1 Hr.
- BUS 100 - Introduction to Business .....3 Hrs.
- BUS 215 - Business Communication .....3 Hrs.
- BUS 241 - Principles of Accounting I .....3 Hrs.
- BUS 242 - Principles of Accounting II .....3 Hrs.
- BUS 263 - The Legal and Social Environment of Business .....3 Hrs.
- BUS 275 - Principles of Management .....3 Hrs.
- BUS 285 - Principles of Marketing .....3 Hrs.
- CIS 117 - Database Management Software Applications .....3 Hrs.  
or  
OAD 244 - Microsoft Access/Microsoft Power Point .....3 Hrs.
- CIS 203 - Introduction to the Information Highway .....3 Hrs.
- CIS 286 - Computerized Management Info Systems .....3 Hrs.
- CIS 299 - Directed Studies in Computer Science .....1-3 Hrs.

#### **Electives: 6-8 Semester Hours**

Recommended Electives

Students must select a minimum of 6 credit hours from any BUS, CIS, or WKO courses.

**Total Hours Required for Degree: 61-62**

## 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 IN APPLIED SCIENCE

#### Area I - Written Composition: 3 Semester Hours

- ENG 101 - English Composition I ..... 3 Hrs.

#### Area II- Humanities and Fine Arts: 6 Semester Hours

- SPH 106 - Fundamentals of Oral Communication 3 Hrs.  
or  
SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.

#### Fine Arts or Humanities Electives: 3 Semester Hours

Choose from: Art and Art History, Dance, Foreign Languages, Humanities, American and English Literature, Music and Music, History, Philosophy, Religious Studies, Theater

#### Area III - Natural Science or Mathematics: 9-10 Semester Hours

- MTH 100 - Intermediate College Algebra ..... 3 Hrs.  
or  
MTH 116 - Mathematical Applications ..... 3 Hrs.
- CIS 146 - Microcomputer Applications ..... 3 Hrs.
- Computer Science, Math or Natural Science Elective ..... 3-4 Hrs.

#### Area IV - History, Social, and Behavioral Sciences: 3 Semester Hours

- ECO 232 - Principles of Microeconomics ..... 3 Hrs.  
or  
Choose from: Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology

#### Area V - Technical Concentration: 40 Semester Hours

Required Courses: 34 Hours

- ORI 101 - Orientation To College ..... 1 Hr.
- BUS 100 - Introduction to Business ..... 3 Hrs.
- BUS 215 - Business Communication ..... 3 Hrs.
- BUS 241 - Principles of Accounting I ..... 3 Hrs.
- BUS 242 - Principles of Accounting II ..... 3 Hrs.
- BUS 263 - The Legal and Social Environment of Business ..... 3 Hrs.
- BUS 275 - Principles of Management ..... 3 Hrs.
- BUS 285 - Principles of Marketing ..... 3 Hrs.
- PRL 101 - Introduction to Paralegal Study ..... 3 Hrs.
- PRL 102 - Basic Research and Writing ..... 3 Hrs.
- PRL 103 - Advanced Legal Research and Writing ..... 3 Hrs.
- PRL 262 - Civil Law and Procedures ..... 3 Hrs.

#### Electives: 6 Semester Hours

Recommended Electives

Students must select a minimum of three (3) credit hours from any PRL, RLS or WKO courses. Possible courses include:

- RLS 101 - Real Estate Principles ..... 4 Hrs.

**Total Hours Required for Degree: 61-62**

## 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 be able to perform functions for small business such as basic Web design, some custom programming and basic network problem-solving as well as able to handle other functions typically needed in a general business environment.

### ASSOCIATE IN APPLIED SCIENCE

#### Area I - Written Composition: 3 Semester Hours

- ENG 101 - English Composition I ..... 3 Hrs.

#### Area II- Humanities and Fine Arts: 6 Semester Hours

- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.  
or  
SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.

#### Fine Arts or Humanities Electives: 3 Semester Hours

Choose from: Art and Art History, Dance, Foreign Languages, Humanities, American and English Literature, Music and Music, History, Philosophy, Religious Studies, Theater

#### Area III - Natural Science or Mathematics: 9-10 Semester Hours

- MTH 100 - Intermediate College Algebra ..... 3 Hrs.  
or  
MTH 116 - Mathematical Applications ..... 3 Hrs.
- CIS 146 - Microcomputer Applications ..... 3 Hrs.
- Computer Science, Math or Natural Science Elective ..... 3-4 Hrs.

#### Area IV - History, Social, and Behavioral Sciences: 3 Semester Hours

- ECO 232 - Principles of Microeconomics ..... 3 Hrs.  
or

Choose from: Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology

#### Area V - Technical Concentration: 40 Semester Hours

Required Courses: 22 hours

- ORI 101 - Orientation To College ..... 1 Hr.
- BUS 100 - Introduction to Business ..... 3 Hrs.
- BUS 215 - Business Communication ..... 3 Hrs.
- BUS 241 - Principles of Accounting I ..... 3 Hrs.
- BUS 242 - Principles of Accounting II ..... 3 Hrs.
- BUS 263 - The Legal and Social Environment of Business ..... 3 Hrs.
- BUS 275 - Principles of Management ..... 3 Hrs.
- BUS 285 - Principles of Marketing ..... 3 Hrs.

#### Electives: 18 Semester Hours

Recommended Electives

Students must select a minimum of 18 credit hours in BUS or CIS courses.

Recommended courses include:

- CIS 203 - Introduction to the Information Highway ..... 3 Hrs.
- CIS 286 - Computerized Management Info Systems ..... 3 Hrs.
- CIS 299 - Directed Studies in Computer Science ..... 1-3 Hrs.

**Total Hours Required for Degree: 61-62**

## 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 IN APPLIED SCIENCE

#### Area I - Written Composition: 3 Semester Hours

- ENG 101 - English Composition I ..... 3 Hrs.

#### Area II- Humanities and Fine Arts: 6 Semester Hours

- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.  
or  
SPH 107 - Fundamentals of Public Speaking..... 3 Hrs.

#### Fine Arts or Humanities Electives: 3 Semester Hours

Choose from: Art and Art History, Dance, Foreign Languages, Humanities, American and English Literature, Music and Music, History, Philosophy, Religious Studies, Theater

#### Area III - Natural Science or Mathematics: 9-10 Semester Hours

- MTH 100 - Intermediate College Algebra ..... 3 Hrs.  
or  
MTH 116 - Mathematical Applications ..... 3 Hrs.
- CIS 146 - Microcomputer Applications ..... 3 Hrs.
- Computer Science, Math or Natural Science Elective ..... 3-4 Hrs.

#### Area IV - History, Social, and Behavioral Sciences: 3 Semester Hours

- ECO 232 - Principles of Microeconomics ..... 3 Hrs.  
or

Choose from: Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology

#### Area V - Technical Concentration: 40 Semester Hours

Required Courses: 19 Hours

- ORI 101 - Orientation To College ..... 1 Hr.
- BUS 100 - Introduction to Business ..... 3 Hrs.
- BUS 215 - Business Communication ..... 3 Hrs.
- BUS 241 - Principles of Accounting I ..... 3 Hrs.
- BUS 263 - The Legal and Social Environment of Business ..... 3 Hrs.
- BUS 275 - Principles of Management ..... 3 Hrs.
- BUS 285 - Principles of Marketing ..... 3 Hrs.

#### Electives: 21 Semester Hours

Recommended Electives

Students must choose nine (9) hours in BUS courses, six (6) hours in REC courses, three (3) hours in HED courses, and three (3) hours in PED courses. Possible courses include:

- BUS 186 - Elements of Supervision ..... 3 Hrs.
- BUS 189 - Human Relationships ..... 1-3 Hrs.
- BUS 279 - Small Business Management ..... 3 Hrs.
- HED 199 - Ecological Approach to Health and Fitness ..... 3 Hrs.
- HED 221 - Personal Health ..... 3 Hrs.
- HED 231 - First Aid ..... 3 Hrs.
- HED 299 - Special Topics: Stress Management ..... 2 Hrs.
- REC 231 - Health and Fitness Club Management ..... 3 Hrs.
- REC 232 - Health and Fitness Club Internship ..... 3 Hrs.

**Total Hours Required for Degree: 61-62**

## Office Administration – Bookkeeping/Accounting

This concentration is designed so that office administration graduates may be able 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. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. Also, bookkeepers check accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. They are employed by private businesses, governments, and virtually every other type of institution.

### ASSOCIATE IN APPLIED SCIENCE

#### Area I - Written Composition: 3 Semester Hours

- ENG 101 - English Composition I ..... 3 Hrs.

#### Area II- Humanities and Fine Arts: 6 Semester Hours

- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.  
or  
SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.

#### Fine Arts or Humanities Electives: 3 Semester Hours

Choose from: Art and Art History, Dance, Foreign Languages, Humanities, American and English Literature, Music and Music, History, Philosophy, Religious Studies, Theater

#### Area III - Natural Science, CIS, or Mathematics: 9-10 Semester Hours

- MTH 100 - Intermediate College Algebra ..... 3 Hrs.  
or  
MTH 116 - Mathematical Applications ..... 3 Hrs.
- CIS 146 - Microcomputer Applications ..... 3 Hrs.
- Computer Science, Math or Natural Science Elective ..... 3-4 Hrs.

#### Area IV - History, Social, and Behavioral Sciences: 3 Semester Hours

Choose from: Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology

#### Area V - Technical Concentration: 46 Semester Hours

44 hours if one of the listed OAD classes is taken as CIS for Area III

- ORI 101 - Orientation To College ..... 1 Hr.
- BUS 215 - Business Communication ..... 3 Hrs.
- BUS 241 - Principles of Accounting I ..... 3 Hrs.
- BUS 242 - Principles of Accounting II ..... 3 Hrs.
- ECO 232 - Principles of Microeconomics ..... 3 Hrs.
- OAD 101 - Beginning Keyboarding ..... 3 Hrs.
- OAD 103 - Intermediate Keyboarding ..... 3 Hrs.
- OAD 125 - Word Processing (also available as CIS 196A)..... 3 Hrs.
- OAD 131 - Business English ..... 3 Hrs.
- OAD 137 - Computerized Financial Record Keeping ..... 3 Hrs.
- OAD 138 - Records/Information Management ..... 3 Hrs.
- OAD 218 - Office Procedures ..... 3 Hrs.
- OAD 243 - Microsoft Excel (or CIS 286; also available as CIS 196E)..... 3 Hrs.
- OAD 231(B) - QuickBooks ..... 3 Hrs.
- OAD 242 - Office Internship ..... 3 Hrs.

#### Electives: 3 Semester Hours

Students must select a minimum of 3 credit hours from RLS, BUS, PRL, OAD, or CIS courses.

#### Total Hours Required for Degree: 67-68



## Office Administration – Information Processing

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

### ASSOCIATE IN APPLIED SCIENCE

#### Area I - Written Composition: 3 Semester Hours

- ENG 101 - English Composition I ..... 3 Hrs.

#### Area II- Humanities and Fine Arts: 6 Semester Hours

- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.  
or  
SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.

#### Fine Arts or Humanities Electives: 3 Semester Hours

Choose from: Art and Art History, Dance, Foreign Languages, Humanities, American and English Literature, Music and Music, History, Philosophy, Religious Studies, Theater

#### Area III - Natural Science, CIS, or Mathematics: 9-10 Semester Hours

- MTH 100 - Intermediate College Algebra ..... 3 Hrs.
- MTH 116 - Mathematical Applications ..... 3 Hrs.
- CIS 146 - Microcomputer Applications ..... 3 Hrs.
- Computer Science, Math or Natural Science Elective ..... 3-4 Hrs.

#### Area IV - History, Social, and Behavioral Sciences: 3 Semester Hours

- ECO 232 - Principles of Microeconomics ..... 3 Hrs.  
Or  
Choose from: Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology

#### Area V - Technical Concentration: 46 Semester Hours

43 hours if one of the listed OAD classes is taken as CIS for Area III

- ORI 101 - Orientation To College ..... 1 Hr.
- BUS 215 - Business Communication ..... 3 Hrs.
- OAD 101 - Beginning Keyboarding ..... 3 Hrs.
- OAD 103 - Intermediate Keyboarding ..... 3 Hrs.
- OAD 125 - Word Processing (also available as CIS 196A)..... 3 Hrs.
- OAD 126 - Advanced Word Processing (also available as CIS 196B) ..... 3 Hrs.
- OAD 131 - Business English ..... 3 Hrs.
- OAD 137 - Computerized Financial Record Keeping ..... 3 Hrs.
- OAD 138 - Records/Information Management ..... 3 Hrs.
- OAD 218 - Office Procedures ..... 3 Hrs.
- OAD 230 - Computerized Desktop Publishing ..... 3 Hrs.
- OAD 232 - The Computerized Office (also available as CIS196D)..... 3 Hrs.
- OAD 242 - Office Internship ..... 3 Hrs.
- OAD 243 - Microsoft Excel (or CIS 286; also available as CIS 196E)..... 3 Hrs.
- OAD 244 - Microsoft Access/Microsoft Power Point (also available as CIS196G)..... 3 Hrs.

#### Electives: 3 Semester Hours

Students must select a minimum of 3 credit hours from RLS, BUS, OAD, or CIS courses.

#### Total Hours Required for Degree: 67-68

## CERTIFICATE

### General Education (Areas I-IV): 12 Semester Hours

- COM 100 - Introductory Technical English I ..... 3 Hrs.  
or  
ENG 101 - English Composition I ..... 3 Hrs.
- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.  
or  
SPH 107 - Fundamentals of Public Speaking..... 3 Hrs.
- MTH 100 - Intermediate College Algebra ..... 3 Hrs.  
or  
MTH 116 - Mathematical Applications ..... 3 Hrs.
- CIS 146 - Microcomputer Applications ..... 3 Hrs.

### Technical Concentration: 46 Semester Hours

- ORI 101 - Orientation To College ..... 1 Hr.
- BUS 215 - Business Communication ..... 3 Hrs.
- OAD 101 - Beginning Keyboarding ..... 3 Hrs.
- OAD 103 - Intermediate Keyboarding ..... 3 Hrs.
- OAD 125 - Word Processing (also available as CIS 196A) ..... 3 Hrs.
- OAD 126 - Advanced Word Processing (also available as CIS 196B) ..... 3 Hrs.
- OAD 131 - Business English ..... 3 Hrs.
- OAD 137 - Computerized Financial Record Keeping ..... 3 Hrs.
- OAD 138 - Records/Information Management ..... 3 Hrs.
- OAD 218 - Office Procedures ..... 3 Hrs.
- OAD 230 - Computerized Desktop Publishing ..... 3 Hrs.
- OAD 232 - The Computerized Office (also available as CIS 196D)..... 3 Hrs.
- OAD 242 - Office Internship ..... 3 Hrs.
- OAD 243 - Microsoft Excel (or CIS 286; also available as CIS 196E)..... 3 Hrs.
- OAD 244 - Microsoft Access/Microsoft Power Point (also available as CIS 196G) ..... 3 Hrs.

### Electives: 3 Semester Hours

Students must select a minimum of 3 credit hours from RLS, BUS, PRL, OAD, or CIS courses.

### Total Hours Required for Certificate: 58

## Office Administration – Legal Secretary

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 microcomputer, tablets, etc. 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 IN APPLIED SCIENCE

### Area I - Written Composition: 3 Semester Hours

- ENG 101 - English Composition I ..... 3 Hrs.

### Area II- Humanities and Fine Arts: 6 Semester Hours

- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.  
or  
SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.

**Fine Arts or Humanities Electives: 3 Semester Hours**

Choose from: Art and Art History, Dance, Foreign Languages, Humanities, American and English Literature, Music and Music, History, Philosophy, Religious Studies, Theater

**Area III - Natural Science, CIS, or Mathematics: 9-10 Semester Hours**

- MTH 100 - Intermediate College Algebra ..... 3 Hrs.  
or  
MTH 116 - Mathematical Applications ..... 3 Hrs.
- CIS 146 - Microcomputer Applications ..... 3 Hrs.
- Computer Science, Math or Natural Science Elective ..... 3-4 Hrs.

**Area IV - History, Social, and Behavioral Sciences: 3 Semester Hours**

- ECO 232 - Principles of Microeconomics ..... 3 Hrs.  
or  
Choose from: Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology

**Area V - Technical Concentration: 43 Semester Hours**

43 hours if one of the listed OAD classes is taken as CIS for Area III

- ORI 101 - Orientation To College ..... 1 Hr.
- BUS 215 - Business Communication ..... 3 Hrs.
- OAD 101 - Beginning Keyboarding ..... 3 Hrs.
- OAD 103 - Intermediate Keyboarding ..... 3 Hrs.
- OAD 125 - Word Processing (also available as CIS 196A) ..... 3 Hrs.
- OAD 126 - Advanced Word Processing (also available as CIS 196B) ..... 3 Hrs.
- OAD 131 - Business English ..... 3 Hrs.
- OAD 137 - Computerized Financial Record Keeping ..... 3 Hrs.
- OAD 138 - Records/Information Management ..... 3 Hrs.
- OAD 218 - Office Procedures ..... 3 Hrs.
- OAD 232 - The Computerized Office (also available as CIS196D) ..... 3 Hrs.
- OAD 242 - Office Internship ..... 3 Hrs.
- OAD 243 - Microsoft Excel (or CIS 286; also available as CIS 196E) ..... 3 Hrs.
- PRL 101 - Introduction to Paralegal Study ..... 3 Hrs.

**Electives: 3 Semester Hours**

Students must select a minimum of 3 credit hours from RLS, BUS, PRL, OAD, or CIS courses.

**Total Hours Required for Degree: 64-65****CERTIFICATE****General Education (Areas I-IV): 12 Semester Hours**

- ENG 101 - English Composition I ..... 3 Hrs.
- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.  
or  
SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.
- MTH 100 - Intermediate College Algebra ..... 3 Hrs.  
or  
MTH 116 - Mathematical Applications ..... 3 Hrs.
- CIS 146 - Microcomputer Applications ..... 3 Hrs.

**Technical Concentration: 40 Semester Hours**

- ORI 101 - Orientation To College ..... 1 Hr.
- BUS 215 - Business Communication ..... 3 Hrs.
- OAD 101 - Beginning Keyboarding ..... 3 Hrs.

- OAD 103 - Intermediate Keyboarding ..... 3 Hrs.
- OAD 125 - Word Processing (also available as CIS 196A) ..... 3 Hrs.
- OAD 126 - Advanced Word Processing (also available as CIS 196B) ..... 3 Hrs.
- OAD 131 - Business English ..... 3 Hrs.
- OAD 137 - Computerized Financial Record Keeping ..... 3 Hrs.
- OAD 138 - Records/Information Management ..... 3 Hrs.
- OAD 218 - Office Procedures ..... 3 Hrs.
- OAD 232 - The Computerized Office (also available as CIS 196D)..... 3 Hrs.
- OAD 242 - Office Internship ..... 3 Hrs.
- OAD 243 - Microsoft Excel (or CIS 286; also available as CIS 196E)..... 3 Hrs.
- PRL 101 - Introduction to Paralegal Study ..... 3 Hrs.

#### **Electives: 3 Semester Hours**

Students must select a minimum of 3 credit hours from RLS, BUS, PRL, OAD, or CIS courses.

#### **Total Hours Required for Certificate: 55**

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

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, signed, and 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 his/her 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 IN APPLIED SCIENCE**

##### **Area I - Written Composition: 3 Semester Hours**

- ENG 101 - English Composition I ..... 3 Hrs.

##### **Area II- Humanities and Fine Arts: 6 Semester Hours**

- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.
- or
- SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.

##### **Fine Arts or Humanities Electives: 3 Semester Hours**

Choose from: Art and Art History, Dance, Foreign Languages, Humanities, American and English Literature, Music and Music, History, Philosophy, Religious Studies, Theater

##### **Area III - Natural Science, CIS, or Mathematics: 9-10 Semester Hours**

- MTH 100 - Intermediate College Algebra ..... 3 Hrs.
- or
- MTH 116 - Mathematical Applications ..... 3 Hrs.
- CIS 146 - Microcomputer Applications ..... 3 Hrs.
- Computer Science, Math or Natural Science Elective ..... 3-4 Hrs.

##### **Area IV - History, Social, and Behavioral Sciences: 3 Semester Hours**

- ECO 232 - Principles of Microeconomics ..... 3 Hrs.
- or

Choose from: Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology

##### **Area V - Technical Concentration: 46 Semester Hours**

- ORI 101 - Orientation To College ..... 1 Hr.

|  |        |
|--|--------|
| • BIO 120 - Medical Terminology .....                          | 3 Hrs. |
| • BIO 150 - Human Biology .....                                | 3 Hrs. |
| • BUS 215 - Business Communication .....                       | 3 Hrs. |
| • HIT 230 - Medical Coding Systems I .....                     | 3 Hrs. |
| • HIT 232 - Medical Coding Systems II .....                    | 3 Hrs. |
| • OAD 101 - Beginning Keyboarding .....                        | 3 Hrs. |
| • OAD 103 - Intermediate Keyboarding .....                     | 3 Hrs. |
| • OAD 125 - Word Processing (also available as CIS 196A) ..... | 3 Hrs. |
| • OAD 131 - Business English .....                             | 3 Hrs. |
| • OAD 137 - Computerized Financial Record Keeping .....        | 3 Hrs. |
| • OAD 138 - Records/Information Management .....               | 3 Hrs. |
| • OAD 200 - Machine Transcription .....                        | 3 Hrs. |
| • OAD 218 - Office Procedures .....                            | 3 Hrs. |
| • OAD 242 - Office Internship .....                            | 3 Hrs. |

**Electives: 3 Semester Hours**

Students must select a minimum of three credit hours in OAD or CIS courses.

**Total Hours Required for Degree: 67-68**

**CERTIFICATE**

**General Education (Areas I-IV): 12 Semester Hours**

|  |        |
|--|--------|
| • ENG 101 - English Composition I .....              | 3 Hrs. |
| • SPH 106 - Fundamentals of Oral Communication ..... | 3 Hrs. |
| or   |        |
| SPH 107 - Fundamentals of Public Speaking .....      | 3 Hrs. |
| • MTH 100 - Intermediate College Algebra .....       | 3 Hrs. |
| or   |        |
| MTH 116 - Mathematical Applications .....            | 3 Hrs. |
| • CIS 146 - Microcomputer Applications .....         | 3 Hrs. |

**Technical Concentration: 46 Semester Hours**

|  |        |
|--|--------|
| • ORI 101 - Orientation To College .....                       | 1 Hr.  |
| • BIO 120 - Medical Terminology .....                          | 3 Hrs. |
| • BIO 150 - Human Biology .....                                | 3 Hrs. |
| • BUS 215 - Business Communication .....                       | 3 Hrs. |
| • HIT 230 - Medical Coding Systems I .....                     | 3 Hrs. |
| • HIT 232 - Medical Coding Systems II .....                    | 3 Hrs. |
| • OAD 101 - Beginning Keyboarding .....                        | 3 Hrs. |
| • OAD 103 - Intermediate Keyboarding .....                     | 3 Hrs. |
| • OAD 125 - Word Processing (also available as CIS 196A) ..... | 3 Hrs. |
| • OAD 131 - Business English .....                             | 3 Hrs. |
| • OAD 137 - Computerized Financial Record Keeping .....        | 3 Hrs. |
| • OAD 138 - Records/Information Management .....               | 3 Hrs. |
| • OAD 200 - Machine Transcription .....                        | 3 Hrs. |
| • OAD 218 - Office Procedures .....                            | 3 Hrs. |
| • OAD 242 - Office Internship .....                            | 3 Hrs. |

**Electives: 3 Semester Hours**

Students must select a minimum of three credit hours in OAD or CIS courses.

**Total Hours Required for Certificate: 58**

## 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 that track location of files throughout the firm and dispose of files in accordance with established document retention schedules.

### ASSOCIATE IN APPLIED SCIENCE

#### Area I - Written Composition: 3 Semester Hours

- ENG 101 - English Composition I ..... 3 Hrs.

#### Area II- Humanities and Fine Arts: 6 Semester Hours

- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.  
or  
SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.

#### Fine Arts or Humanities Electives: 3 Semester Hours

Choose from: Art and Art History, Dance, Foreign Languages, Humanities, American and English Literature, Music and Music, History, Philosophy, Religious Studies, Theater

#### Area III - Natural Science, CIS, or Mathematics: 9-10 Semester Hours

- MTH 100 - Intermediate College Algebra ..... 3 Hrs.  
or  
MTH 116 - Mathematical Applications ..... 3 Hrs.
- CIS 146 - Microcomputer Applications ..... 3 Hrs.
- Computer Science, Math or Natural Science Elective ..... 3-4 Hrs.

#### Area IV - History, Social, and Behavioral Sciences: 3 Semester Hours

- ECO 232 - Principles of Microeconomics ..... 3 Hrs.  
or  
Choose from: Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology

#### Area V - Technical Concentration: 46 Semester Hours

Can be 44 hours if one of the listed OAD classes is taken as CIS for Area III

- ORI 101 - Orientation To College ..... 1 Hr.
- BUS 215 - Business Communication ..... 3 Hrs.
- OAD 101 - Beginning Keyboarding ..... 3 Hrs.
- OAD 103 - Intermediate Keyboarding ..... 3 Hrs.
- OAD 125 - Word Processing (also available as CIS 196A) ..... 3 Hrs.
- OAD 131 - Business English ..... 3 Hrs.
- OAD 137 - Computerized Financial Record Keeping ..... 3 Hrs.
- OAD 138 - Records/Information Management ..... 3 Hrs.
- OAD 218 - Office Procedures ..... 3 Hrs.
- OAD 242 - Office Internship ..... 3 Hrs.
- OAD 243 - Microsoft Excel (or CIS 286; also available as CIS 196E)..... 3 Hrs.
- PRL 101 - Introduction to Paralegal Study ..... 3 Hrs.
- PRL 102 - Basic Research and Writing ..... 3 Hrs.
- PRL 103 - Advanced Legal Research and Writing ..... 3 Hrs.
- PRL 262 - Civil Law and Procedures ..... 3 Hrs.

#### Electives: 3 Semester Hours

Students must select a minimum of three credit hours from OAD, CIS, RLS 101, BUS 263, or PRL courses.

#### Total Hours Required for Degree: 67-68

## 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

#### General Education (Areas I-IV): 12 Semester Hours

- COM 100 - Introductory Technical English I ..... 3 Hrs.  
or  
ENG 101 - English Composition I ..... 3 Hrs.
- SPH 106 - Fundamentals of Oral Communication ..... 3 Hrs.  
or  
SPH 107 - Fundamentals of Public Speaking ..... 3 Hrs.
- MTH 100 - Intermediate College Algebra ..... 3 Hrs.  
or  
MTH 116 - Mathematical Applications ..... 3 Hrs.
- CIS 146 - Microcomputer Applications ..... 3 Hrs.

#### Technical Concentration: 43 Semester Hours

- ORI 101 - Orientation To College ..... 1 Hr.
- WDT 108 - SMAW Fillet/OFC ..... 3 Hrs.
- WDT 109 - SMAW Fillet/PAC/CAC Lab ..... 3 Hrs.
- WDT 110 - Industrial Blueprint Reading ..... 3 Hrs.
- WDT 119 - Gas Metal Arc/Flux Cored Arc Welding ..... 3 Hrs.
- WDT 120 - Shielded Metal Arc Welding Groove Theory ..... 3 Hrs.
- WDT 122 - SMAW Fillet/OFC Lab ..... 3 Hrs.
- WDT 123 - SMAW Fillet/PAC/CAC Lab ..... 3 Hrs.
- WDT 124 - Gas Metal Arc/Flux Cored Arc Welding Lab ..... 3 Hrs.
- WDT 125 - Shielded Metal Arc Welding Groove Lab ..... 3 Hrs.
- WDT 217 - SMAW Carbon Pipe Theory ..... 3 Hrs.
- WDT 221 - Pipefitting and Fabrication ..... 3 Hrs.
- WDT 228 - Gas Tungsten Arc Fillet Theory ..... 3 Hrs.
- WDT 257 - SMAW Carbon Pipe Lab ..... 3 Hrs.
- WDT 268 - Gas Tungsten Arc Lab ..... 3 Hrs.

**Total Hours Required for Certificate: 55**

## 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

#### Technical Concentration: 20 Semester Hours

- ORI 101 - Orientation To College ..... 1 Hr.
- CFS 199 - Healthy Cooking ..... 1 Hr.
- HED 231 - First Aid ..... 3 Hrs.
- HED 221 - Personal Health ..... 3 Hrs.
- PED 101 - Slimnastics (Beginning) ..... 1 Hr.

|   |                 |
|---|-----------------|
| or  |                 |
| PED 102 - Slimnastics (Intermediate) .....          | <b>1 Hr.</b>    |
| • PED 103 - Weight Training (Beginning) .....       | <b>1 Hr.</b>    |
| or  |                 |
| PED 104 - Weight Training (Intermediate) .....      | <b>1 Hr.</b>    |
| • PED 118 - General Conditioning (Beginning) .....  | <b>1 Hr.</b>    |
| or  |                 |
| PED 119 - General Conditioning (Intermediate) ..... | <b>1 Hr.</b>    |
| • PED 107 - Aerobics Dance (Beginning) .....        | <b>1 Hr.</b>    |
| • PED 105 - Personal Fitness .....                  | <b>1 Hr.</b>    |
| • PED 223 - Methods of Instruction .....            | <b>3 Hrs.</b>   |
| • PED 295 - Practicum in Physical Education .....   | <b>1-3 Hrs.</b> |
| • HED 299 - Special Topics: Stress Management ..... | <b>2 Hrs.</b>   |

**Total Hours Required for Certificate: 20**



# Course Descriptions

## Air Conditioning (ACR)

### ACR 111 - Principles of Refrigeration

**3 Hrs.** 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, an 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.

### ACR 112 - HVACR Service Procedures

**3 Hrs.** 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 Hrs.** The 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, be able to identify ACR pipe and tubing, and various fittings.

### ACR 120 - Fundamentals of Electric Heating Systems

**3 Hrs.** 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 Hrs.** 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.

### ACR 122 - HVACR Electric Circuits

**3 Hrs.** 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.

### ACR 123 - HVACR Electrical Components

**3 Hrs.** 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.

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

**6 Hrs.** This course provides instruction on general service and installation for common gas and electrical heating systems. Emphasis is placed on components, general service procedures, and basic installation. Upon completion, 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 Hrs.** This course covers the basic maintenance of electric motors used in HVACR systems. Topics include: types, operation, installation, and troubleshooting 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 Hrs.** 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 Hrs.** 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 Hrs.** This course introduces students to ice machine types and their operation emphasizing function, installation, maintenance, and troubleshooting. Upon completion, the student should be able to perform installation and maintenance procedures.

**ACR 135 -Mechanical/Gas/Safety Codes**

**3 Hrs.** 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 147 - Refrigeration Transition and Recovery**

**3 Hrs.** 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 Hrs.** 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 Hrs.** 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 Hrs.** These courses provide 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 Hrs.** 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 15 work hours per week.

**ACR 205 - System Sizing and Air Distribution**

**3 Hrs.** 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 Hrs.** 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, and corrective measure, methods of leak detection, and 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.

**Air Force Studies (AFS)****AFS 101 - Air Force Today I**

**1 Hr.** 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 as an introduction to effective written communication. The AFS 101 Leadership Laboratory is a co-curricular activity that includes a study of Air Force customs and courtesies, drill and ceremonies, and military commands.

**AFS 102 - Air Force Today II**

**1 Hr.** 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 and 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 - The Air Force Way I**

**1 Hr.** 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 that includes a study of Air Force customs and courtesies, drill and ceremonies, and military commands.

### **AFS 202 - The Air Force Way II**

**1 Hr.** 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 and 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 that includes a study of Air Force customs and courtesies, drill and ceremonies, and military commands.

## **Anthropology (ANT)**

### **ANT 200 - Introduction to Anthropology**

**3 Hrs. Prerequisite:** RDG 085 or higher placement

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

### **ANT 210 - Physical Anthropology**

**3 Hrs. 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 Hrs. 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 Hrs. Prerequisite:** RDG 085 or higher placement

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

## **Art (ART)**

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

**3 Hrs. Prerequisite:** RDG 085 or higher placement

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, the materials used, and have a basic overview of the history of art.

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

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

This course introduces art materials and principles of design that acquaint the beginner with the fundamentals of three-dimensional art. Emphasis is placed on the use of art fundamentals and the creative exploration of materials in constructing three-dimensional 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 Hrs.** 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 Hrs. 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 the camera as a creative tool, understand the films, chemicals and papers, and have knowledge of composition and history.

**ART 174 - Photography II**

**3 Hrs. 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 through the photographic process his/her creative and communication skills.

**ART 175 - Digital Photography**

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

This course introduces students 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 Hrs.** 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 Hrs. 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 of the impact of society on the arts.

**ART 204 - Art History II**

**3 Hrs. 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 of the impact of society on the arts.

**ART 231 - Watercolor Painting I**

**3 Hrs. 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 Hrs. 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 that reflect a personal awareness of the media's potential.

**ART 233 - Painting I****3 Hrs. 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 Hrs. 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 Hrs. 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, 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 Hrs. 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, his or her knowledge of form, and the sculptural processes to communicating ideas.

**ART 275 - Advanced Digital Photography****3 Hrs. Prerequisite:** ART 175

This course explores various uses of digital photography. Subjects may include studio, portrait, landscape, and other areas of photography. Upon completion, the student should be able to apply the techniques necessary to produce professional photographs of a variety of subjects.

**ART 291 - Supervised Study in Studio Art I****1-4 Hrs. 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 Hrs. 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.

**Astronomy (AST)****AST 220 - Introduction to Astronomy****4 Hrs. 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 development. Emphasis is placed on the coverage of astronomical instruments and measuring technologies, the solar system, the Milky Way galaxy, important extra galactic objects, and cosmology. Laboratory is required.

## **Auto Body Repair (ABR)**

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

**3 Hrs.** 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 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 Hrs.** 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 Hrs.** 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 Hrs.** 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.

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

**3 Hrs.** 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 Hrs.** 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 Hrs.** 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 determining the correct repair procedures for each. Upon completion, students should be able to correctly identify and repair the different types of automotive plastics.

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

**2 Hrs.** 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 Hrs.** Students learn methods of determining structural misalignment. Topics include methods of inspection, types of measuring equipment, data sheets, and identifying types of structural damage.

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

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

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

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

**ABR 255 - Steering and Suspension**

**3 Hrs.** 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 Hrs.** 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 Hrs.** 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 Hrs. 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.

**Automotive Technology (AUM)****AUM 101 - Fundamentals of Automotive Technology**

**3 Hrs.** This course provides basic instruction in Fundamentals of Automotive Technology.

**AUM 110 - Electrical and Electronic Systems I**

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

**AUM 121 - Braking Systems**

**3 Hrs.** This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes.

**AUM 122 - Steering and Suspension**

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

**AUM 124 - Engine Repair I**

**3 Hrs. Prerequisite or Corequisite:** 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.

**AUM 130 - Drive Train and Axles**

**3 Hrs. Prerequisite or Corequisite:** 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 operation relating to proper operation and drivability.

**AUM 133 - Motor Vehicle Air Conditioning**

**3 Hrs.** 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**

**1-3 Hrs. Prerequisite:** With Instructor Permission.

These courses are designed to allow the student to specialize in a particular area of study with minimum instruction in automotive mechanics application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any related area in automotive mechanics. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of his or her choice.

**AUM 182 - Special Topics**

**1-3 Hrs. Prerequisite:** With Instructor Permission.

These courses are designed to allow the student to specialize in a particular area of study with minimum instruction in automotive mechanics application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any related area in automotive mechanics. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of his or her choice.

**AUM 191 - CO-OP**

**2-3 Hrs. Prerequisite:** With Instructor Permission.

These courses constitute 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 210 - Electrical and Electronic Systems II**

**3 Hrs. 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 Hrs. Prerequisite or Corequisite:** AUM 124.

This course provides in depth instruction concerning internal engine diagnosis, overhaul and repair, including but not necessarily limited to the replacement of timing chains, belts, and gears, as well as the replacement or reconditioning of valve train components 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 Hrs. Prerequisite or Corequisite:** AUM 130.

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

**AUM 230 - Auto Transmission and Transaxle**

**3 Hrs. Prerequisite or Corequisite:** AUM 130.

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.

**AUM 239 - Engine Performance I**

**3 Hrs. Prerequisite:** AUM 110 and AUM 210.

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

**AUM 244 - Engine Performance II**

**3 Hrs. Prerequisite or Corequisite:** AUM 239.

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

**AUM 246 - Automotive Emissions**

**3 Hrs. Prerequisite:** AUM 210 and AUM 244.

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**

**1-3 Hrs. Prerequisite:** With Instructor Permission.

These courses are designed to allow the student to specialize in a particular area of study with minimum instruction in automotive mechanics application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any related area in automotive mechanics. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of his or her choice.

**AUM 291 - CO-OP**

**2-3 Hrs. Prerequisite:** With Instructor Permission.

These courses constitute 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.



## Basic Study Skills/Personal Development (BSS)

### **BSS 090 - Basic Study Skills**

**3 Hrs.** This course is designed to introduce the student to the basic skills of “how to study.” 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 Hr. Prerequisite:** Placement in or successful completion of RDG 085 and ENG 101

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.

## Biology (BIO)

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

**4 Hrs. 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. (Internet Only) A laboratory is required.

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

**4 Hrs. 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. (Internet Only) A laboratory is required.

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

**4 Hrs. 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 protist. A laboratory is required.

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

**4 Hrs. 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 and a survey of plant and animal diversity including classification, morphology, physiology, and reproduction. A laboratory is required.

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

**3 Hrs. 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 Hrs. 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 Hrs. 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 laboratory is required.

**BIO 202 - Human Anatomy and Physiology II**

**4 Hrs. Prerequisite:** BIO 103 and BIO 201 with A letter grade of C or higher in BIO 201

**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, the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A laboratory is required.

**BIO 220 - General Microbiology**

**4 Hrs. Prerequisite:** A letter grade of C or higher in BIO 103 and a letter grade of C or higher in BIO 201 or BIO 202. (Additionally, 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. A laboratory is required.

**Business (BUS)****BUS 100 - Introduction to Business**

**3 Hrs. 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 Hrs. 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 purchase, retirement planning, estate planning, investing, and consumer purchases.

**BUS 186 - Elements of Supervision**

**3 Hrs. 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**

**1-3 Hrs. 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 Hrs. 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, e-mail, memos, letters, resumes, reports, and other business communications.

**BUS 241 - Principles of Accounting I**

**3 Hrs. 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 Hrs. 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 Hrs. Prerequisite:** CIS 146 and MTH 112 or equivalent 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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.

**Chemistry (CHM)****CHM 104 - Introduction to Inorganic Chemistry**

**4 Hrs. 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. Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions. Laboratory is required.

**CHM 105 - Introduction to Organic Chemistry**

**4 Hrs. Prerequisite:** A letter grade of C or higher in CHM 104 (Introduction to Inorganic Chemistry) or CHM 111 (College Chemistry I).

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 Hrs. Prerequisite:** A letter grade of C or higher in MTH 112 or equivalent math placement score, and 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 who is 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 Hrs. 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 who is expected to have a strong background in mathematics. Topics in this course include chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, an introduction to organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive chemistry including the metals, non-metals, semi-metals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required.

**CHM 221 - Organic Chemistry I**

**4 Hrs. 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 will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

## **CHM 222 - Organic Chemistry II**

**4 Hrs. 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 will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

## **Child Development (CHD)**

### **CHD 100 - Introduction to Early Care and Education of Children**

**3 Hrs. Prerequisite:** RDG 085 and ENG 092 or higher placement

This course introduces the child care profession including the six functional areas of the Child Development Associate (CDA) credential. Emphasis is placed on using positive guidance techniques, setting up a classroom, and planning a schedule. Upon completion, the student should be able to create and modify children's environments to meet individual needs, use positive guidance to develop positive relationships with children, and promote children's self-esteem, self-control, and self-motivation.

### **CHD 201 - Child Growth and Development Principles**

**3 Hrs. 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. 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 Hrs. 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 Hrs. 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.

### **CHD 204 - Methods and Materials for Teaching Children**

**3 Hrs. 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, the student should be able to demonstrate basic methods of creating learning experiences using appropriate techniques, materials, and realistic expectations.

### **CHD 205 - Program Planning for Educating Young Children**

**3 Hrs. Prerequisite:** RDG 085 and ENG 092 or higher placement

This course is designed to give students practice in lesson and unit planning, writing behavioral objectives, and evaluating activities taught to young children. Emphasis is placed on identifying basic aspects of cognitive development and how children learn. Upon completion, the student should be able to plan and implement developmentally appropriate curriculum and instructional practices based on knowledge of individual differences and the curriculum goals and content.

### **CHD 206 - Children's Health and Safety**

**3 Hrs. 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. Upon completion, the student should be able to prepare a healthy, safe environment, plan nutritious meals and snacks, and recommend referrals if necessary.

### **CHD 208 - Administration of Child Development Programs**

**3 Hrs. 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 Hrs. Prerequisite:** RDG 085 and ENG 092 or higher placement

This course focuses on child development from infancy to thirty months of age with emphasis on planning programs using developmentally-appropriate material. Emphasis is placed on positive ways to support an infant's social, emotional, physical, and intellectual development. Upon completion, 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 Hrs. 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.

**CHD 211 - Child Development Seminar**

**2 Hrs. Prerequisite:** RDG 085 and ENG 092 or higher placement

A selection of topics relating to young children are addressed in this course. Subject matter will vary according to industry and student needs. Upon completion, the student should demonstrate competencies designed to assess course objectives.

**CHD 214 - Families and Communities**

**3 Hrs. 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 Hrs. Prerequisite:** CHD 202, CHD 204, and CHD 205.

This course provides a minimum of 90 hours of hands-on, supervised experience in an approved program for young children. Emphasis is placed on performance of daily duties which are assessed by the College instructor and the cooperating teacher. Upon completion, the student should be able to demonstrate competency in a child care setting.

**Commercial Food Services (CFS)****CFS 199 - Healthy Cooking**

**1 Hr.** The student will 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.

**Computer Science (CIS)****CIS 117 - Database Management Software Applications**

**3 Hrs. Prerequisite:** A letter grade of B or higher in MTH 092, or MTH 100 or equivalent placement score, 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 Hrs. 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.

**CIS 150 – Introduction to Computer Logic and Programming**

**3 Hrs. Prerequisite:** MTH 100 or MTH 116 or equivalent placement

This course includes logic, design, and problem solving techniques used by programmers and analysts in addressing and solving common programming and computing problems. The most commonly used techniques of flowcharts, structure charts, and pseudocode will be covered and students will be expected to apply the techniques to designated situations and problems.

**CIS 196C – Office Applications**

**3 Hrs. 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 Hrs. 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. The State Department of Education refers to this course as Spreadsheet Applications.

**CIS 203 - Introduction to the Information Highway**

**3 Hrs. 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 Hrs. Prerequisite:** RDG 085 or higher placement

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 281 – System Analysis and Design**

**3 Hrs. Prerequisite:** MTH 100 or MTH 116 or equivalent placement and CIS 150 or CIS 151

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 Hrs. Prerequisite:** MTH 100 placement and one of the following: CIS 146 or CIS 251C

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 Hrs. 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.

**Computerized Numerical Control (CNC)****CNC 101 - Introduction to CNC**

**6 Hrs.** 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. Student will gain an understanding of CNC machine tools and their usage.

**CNC 102 - CNC Turning Operations**

**6 Hrs.** 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 Hrs.** 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 Hrs.** This is a course in programming and operation of the CNC Milling Machines. Applications include maintenance, 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 Hrs.** 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 Hrs.** 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 Hrs.** 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 Hrs.** 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 Hrs.** 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 Hrs.** 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 Hrs.** This course is designed to allow the student to work in the lab with limited supervision. The student is to enhance his or her 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 Hrs.** These courses provide specialized instruction in various areas related to CNC. Emphasis is placed on meeting student's needs.

## **Cosmetology (COS)**

**COS 111 - Introduction to Cosmetology**

**3 Hrs. Corequisite:** 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 application 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.

**COS 112 - Introduction to Cosmetology Lab**

**3 Hrs. Corequisite:** 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.

**COS 113 - Theory of Chemical Services**

**3 Hrs. Prerequisite:** COS 111, COS 112, COS 125, and COS 143

**Corequisite:** 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.

**COS 114 - Chemical Services Lab**

**3 Hrs. Prerequisite:** COS 111, COS 112, COS 125 and COS 143

**Corequisite:** 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.

**COS 115 - Hair Coloring Theory**

**3 Hrs. Prerequisite:** COS 111, COS 112, COS 125, and COS 143

**Corequisite:** 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.

**COS 116 - Hair Coloring Lab**

**3 Hrs. Prerequisite:** COS 111, COS 112, COS 125, and COS 143

**Corequisite:** 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.

**COS 117 - Basic Spa Techniques**

**3 Hrs. Prerequisite:** COS 111, COS 112, COS 114, COS 115, COS 116, COS 125, COS 113, and COS 143

**Corequisite:** 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, hair removal, and identify the structures, functions, disorders of the skin, and nail care.

**COS 118 - Basic Spa Techniques Lab**

**3 Hrs. Prerequisite:** COS 111, COS 112, COS 114, COS 115, COS 116, COS 125, COS 113, and COS 143

**Corequisite:** 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.

**COS 125 - Career and Personal Development**

**3 Hrs. Corequisite:** 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 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

**Corequisite:** 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 be able to list job-seeking and management skills and the technology that is available for use in the salon.

**COS 134 - Advanced Esthetics**

**3 Hrs. Corequisite:** 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 Hrs. Corequisite:** 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 treatment and products, and demonstrate facials using any of the eight functions of the facial machine.

**COS 143 - Specialty Hair Preparation Techniques**

**3 Hrs. Corequisite:** 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 Hrs. Prerequisite:** COS 111, COS 112, COS 114, COS 115, COS 116, COS 125, COS 113 and COS 143

**Corequisite:** 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 Hrs. Corequisite:** 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 anatomy and physiology of the arm and hand. Upon completion, the student will be able to demonstrate professional conduct, recognize nail disorders and diseases, and identify the procedures for sanitation and nail care services.

**COS 152 - Nail Care Applications**

**3 Hrs. Corequisite:** 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 Hrs. Prerequisite:** COS 151, COS 152, and COS 125

**Corequisite:** COS 154, COS 162, and COS 191

This course focuses on advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, the student should be able to identify the different types of sculptured nails and recognize the different techniques of nail art.

**COS 154 - Nail Art Applications**

**3 Hrs. Prerequisite:** COS 151, COS 152, and COS 125

**Corequisite:** 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 Hrs. Prerequisite:** COS 111, COS 112, COS 114, COS 115, COS 116, COS 125, COS 113, and COS 143

**Corequisite:** 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 for which they have been trained.

**COS 162 - Special Topics in Cosmetology**

**3 Hrs. Prerequisite:** COS 151, COS 152, and COS 125

**Corequisite:** 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 Hrs. Prerequisite:** COS 134, COS 135, COS 168, and COS 125

**Corequisite:** 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 Hrs. Prerequisite:** COS 125, COS 134, COS 135 and COS 168

**Corequisite:** 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 Hrs. Prerequisite:** COS 125, COS 134, COS 135, COS 163, COS 164, COS 168, and COS 169

**Corequisite:** 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**

**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

**Corequisite:** 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 Hrs. Corequisite:** 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 Hrs. Prerequisite:** COS 125, COS 134, COS 135, and COS 168

**Corequisite:** 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 Hrs. Prerequisite:** COS 125, COS 134, COS 135, COS 163, COS 164, COS 168, and COS 169

**Corequisite:** COS 165 and COS 191

These courses provide for instruction unique to various areas of the cosmetology industry. Emphasis is on meeting individual student needs.

**COS 182 - Special Topics**

**3 Hrs. 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

**Corequisite:** COS 133, COS 167, and COS 191

These courses provide for instruction unique to various areas of the cosmetology industry. Emphasis is on meeting individual student needs.

**COS 191 - CO-OP**

**3 Hrs. 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

**Corequisite:** Esthetics Only: COS 165, and COS 181. Nail Tech Only: COS 153, COS 154 and COS 162

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 should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**Cosmetology Instructor Training (CIT)****CIT 211 - Teaching and Curriculum Development**

**3 Hrs. Corequisite:** 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 Hrs. Corequisite:** 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 Hrs. Corequisite:** 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 Hrs. Prerequisite:** CIT 211, CIT 212, and CIT 213.

**Corequisite:** 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 Hrs. Prerequisite:** CIT 211, CIT 212, and CIT 213.

**Corequisite:** CIT 221, CIT 223 and CIT 225.

This course focuses on audio visual 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 Hrs. Prerequisite:** CIT 211, CIT 212, and CIT 213.

**Corequisite:** CIT 221, CIT 222 and CIT 225.

This course is designed to provide practice in preparing and using audio visual 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 Hrs. Prerequisite:** CIT 211, CIT 212, and CIT 213

**Corequisite:** 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.

**Criminal Justice (CRJ)****CRJ 100 - Introduction to Criminal Justice**

**3 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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, casts, and the like.

**CRJ 236 - Advanced Criminalistics**

**3 Hrs. 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, documents, etc. Laboratory experience may be utilized.

**CRJ 238 - Crime Scene Investigation**

**3 Hrs. 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 Hrs. 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 Hrs. 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.

**Culinary Arts/Chef Training (CUA)****CUA 101 - Orientation to the Hospitality Profession**

**3 Hrs.** This course introduces various facets and opportunities within the hospitality profession. The intent is for students to gain a broad base of information relative to the hospitality industry. Emphasis is placed on having students comprehend their role as a hospitality industry professional. Topics include an overview of the hospitality profession, knowledge and skills necessary for successful employment, the impact of the hospitality profession on society, issues that impact various segments of the hospitality profession, and emerging trends.

**CUA 102 - Catering**

**3 Hrs.** 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 Hrs.** This course focuses on nutrition and meal planning in relation to the food preparation industry. Topics include the science of food and nutrition, essential nutrients and their relation to the growth, maintenance, and functioning of the body, nutritional requirements of different age levels and economic and cultural influences on food selection. Upon completion, the student will be able to apply the basic principles of meal planning.

**CUA 112 - Sanitation, Safety, and Food Service**

**3Hrs.** This course introduces the basic principles of sanitation and safety to food service handling including purchasing, storing, preparation, 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.

**CUA 113 - Table Service**

**2 Hrs.** 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs.** This course allows students to 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 Hrs. 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 Hrs.** 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 134 - Culinary French**

**2 Hrs.** This course covers classical French vocabulary and culinary terms. Emphasis is placed on basic French menu terms describing techniques and equipment. Upon completion, the student will have a basic understanding of French terminology as it relates to the food industry.

**CUA 141 - Food Production for Special Operations**

**3 Hrs.** 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 venue. Upon completion, the student will be able to plan, organize, and prepare food service items for special operations.

**CUA 142 - Specialty Breads**

**3 Hrs. 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 Hrs.** 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, and 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 show piece.

**CUA 181 - Special Topics in Culinary Arts**

**3 Hrs.** This course provides specialized instruction in various areas related to the culinary arts industry. Emphasis is placed on meeting the student's needs.

**CUA 182 - Special Topics in Culinary Arts**

**3 Hrs.** This course provides specialized instruction in various areas related to the culinary arts industry. Emphasis is placed on meeting the student's needs.

**CUA 183 - Culinary Art Sculpture**

**3 Hrs.** 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 Hrs.** 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 Hrs.** This course focuses on the difference between spices and herbs. The student will learn the categories of herbs and spices which enable 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 huge variety of chili peppers.

**CUA 203 - Stocks and Sauces**

**3 Hrs.** This course challenges the student to the greatest tests of a chef's skills. Whether they are 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; and glazes and roux. The student should further develop mother sauces and compound sauces.

**CUA 204 - Foundations of Baking**

**3 Hrs.** 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 Hrs. 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**

**1-3 Hrs. 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 Hrs. 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 Hrs.** 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 Hrs.** 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 Hrs. 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 Hrs. 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 the American cuisines of today. Upon completion, the student should be able to research and execute regional American cuisines.

**CUA 216 - Plated Dessert Design**

**3 Hrs. 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 Hrs.** 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 Hrs.** 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 Hrs. 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 Hrs.** 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 Hrs.** 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 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.

**Dance (DNC)****DNC 110 - Introduction to Dance Styles**

**2 Hrs.** This course is an introduction to dance styles.

**DNC 111 - Elementary Modern Dance**

**3 Hrs.** This is a studio course in modern dance technique at the elementary level.

**DNC 121 - Elementary Ballet**

**2 Hrs.** This course is a studio course in classical ballet at the elementary level. It is only offered in the fall semester.

**DNC 140 - Fitness Dance I**

**1-2 Hrs.** This course uses dance activity to increase a student's level of physical fitness. Flexibility exercises and body toning/sculpting exercises, which have been specially designed to develop the dancer's body, will be used in class.

**DNC 143 - Ballet I**

**3 Hrs. Prerequisite:** Previous 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 Hrs. Prerequisite:** Previous 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**

**2 Hrs.** This course provides practical experience in the production and performance of a dance presentation, including sound, lighting, choreography, rehearsal, costuming, make-up, and other aspects of dance presentation.

**DNC 161 - Dance Workshop II**

**2 Hrs. Prerequisite:** DNC 160

This course is a continuation of DNC 160.

**DNC 211 - Intermediate Modern Dance**

**3 Hrs. Prerequisite:** DNC 111

This is a studio course in modern dance technique at the intermediate level.

**DNC 234 - Choreography I**

**1-3 Hrs.** Students are involved in individual and group choreographic projects in which musical and spatial elements are explored.

**DNC 243 - Ballet III**

**3 Hrs. Prerequisite:** DNC 144 or permission of instructor

This course covers ballet technique at advanced level emphasizing performance quality, musicality, and classical style.

**DNC 244 - Ballet IV**

**3 Hrs. Prerequisite:** DNC 144 or permission of instructor

This course covers ballet technique at advanced level emphasizing performance quality, musicality, and classical style.

**DNC 267 - Jazz Dance I**

**3 Hrs.** This is the first of a six-course sequence which provides 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 Hrs. Prerequisite:** DNC 267

This course is a continuation of DNC 267.

**Diesel Mechanics (DEM)****DEM 104 - Basic Engines**

**3 Hrs.** 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.

**DEM 105 - Preventive Maintenance**

**3 Hrs.** This course provides instruction on how to plan, develop, and install equipment surveillance and reliability strategies. Descriptions of various maintenance techniques for specialized preventive programs are discussed, and computerized parts and equipment inventories and fleet management systems software are emphasized. Upon completion, the student should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.

**DEM 110 - Diesel-Powered Auxiliary Equipment**

**3 Hrs.** This course provides instruction in diesel-powered auxiliary equipment. Topics covered 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 Hrs.** This course provides instruction in the fundamentals of vehicle operation and safety when basic service work is to be performed in the shop. Topics include service manuals, mechanical fundamentals, preventive maintenance, and component adjustment. Upon completion, students should be able to demonstrate knowledge of the fundamentals of vehicle operation and safety in the shop.

**DEM 114 - Fluid Power Components**

**3 Hrs.** 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 Hrs.** 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 Hrs.** 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 Hrs.** 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.

**DEM 123 - Pneumatics and Hydraulics**

**3 Hrs.** 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 Hrs.** 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 Hrs.** 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 126 - Advanced Engine Analysis**

**3 Hrs.** This course provides instruction in the disassembly, inspection, and rebuilding of diesel and heavy-duty gas engines. Emphasis is placed on the manufacturer's standards and factory-recommended service tools and equipment. Upon completion, the student should be able to disassemble, inspect, and rebuild engines according to the manufacturer's specifications.

**DEM 127 - Fuel Systems**

**3 Hrs.** 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.

**DEM 130 - Electrical/Electronic Fundamentals**

**3 Hrs.** This course introduces the student to basic electrical/electronic concepts and fundamentals.

**DEM 134 - Computer Controlled Engine and Power Train Systems**

**3 Hrs.** 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 Hrs.** 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 Maintenance and Safe Operating Practices**

**3 Hrs.** This course provides instruction in basic entry level driving skills relating to the maintenance and safe operation of a commercial motor vehicle. Topics include preventive maintenance 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 Hrs.** 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 159 - Heavy Vehicle Drive Trains II**

**3 Hrs.** 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 Hrs.** 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 Hrs.** This course provides specialized instruction in various areas related to the diesel mechanics industry. Emphasis is placed on meeting student's needs.

**DEM 181 - Special Topics in Diesel Mechanics**

**3 Hrs.** These courses provide specialized instruction in various areas related to the diesel mechanics industry. Emphasis is placed on meeting student's needs.

**DEM 182 - Special Topics in Diesel Mechanics**

**3 Hrs.** These courses provide specialized instruction in various areas related to the diesel mechanics industry. Emphasis is placed on meeting student's needs.

**DEM 183 - Special Topics in Power Train**

**3 Hrs.** This course provides specialized instruction in various areas related to the power train in the diesel mechanics industry. Emphasis is placed on meeting student's needs.

**DEM 184 - Special Topics in Heavy Duty Brakes, Steering, and Suspension**

**3 Hrs.** 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's needs.

**DEM 185 - Special Topics in Hydraulics**

**3 Hrs.** This course provides specialized instruction in various areas related to hydraulic systems in the diesel mechanics industry. Emphasis is placed on meeting student's needs.

**DEM 186 - Special Projects in Commercial Vehicles**

**3 Hrs.** This course provides specialized instruction in various areas related to the diesel mechanics industry. Emphasis is placed on meeting student's needs.

**DEM 191 - Special Projects in Diesel Mechanics**

**3 Hrs.** 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 Hrs.** 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 Hrs.** 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 Hrs.** 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 Hr.** 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 Hrs.** 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.

**Drafting (DDT)****DDT 104 - Basic Computer-Aided Drafting**

**3 Hrs.** 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 Hrs.** 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 118 - Basic Electrical Drafting**

**3 Hrs. Prerequisite:** DDT 104, DDT 111, and DDT 124

This course covers the universal language of electrical drafting, including electrical lines, symbols, abbreviations, and notation. Emphasis is placed on typical components such as generators, controls, transmission networks, as well as lighting, heating, and cooling devices. Upon completion, the student should be able to draw basic diagrams of electrical and electronic circuits using universally accepted lines and symbols.

**DDT 124 - Basic Technical Drawing**

**3 Hrs.** 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 125 - Surface Development**

**3 Hrs.** This course covers surface intersections and developments. Emphasis is placed on the basic types of intersections using simple geometric forms. Upon completion, students should be able to draw common concepts learned in this class.

**DDT 126 - Sections and Conventional Practice**

**3 Hrs. Prerequisite:** DDT 111 and DDT 124

This course provides techniques for representing more or less complicated interiors of parts that cannot be shown clearly by means of hidden lines. Topics include visualization and development of all standard sectional views, section lining, and associated conventional practices used by the drafter. Upon completion, the student should be able to select appropriate sectional views to represent more or less complex interior detail and execute detailed drawings as selected using orthographic multi-view projection and conventional practices.

**DDT 127 - Intermediate Computer Aided Drafting and Design**

**3 Hrs. 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 Hrs. Prerequisite:** 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, locate and specify points, lines and planes in space, and develop axonometric, oblique, and perspective drawings.

**DDT 131 - Machine Drafting Basics**

**3 Hrs. Prerequisite:** DDT 111 and DDT 124

In terms of scope and job opportunities, this course in machine drafting and design provides instruction in the largest specialty area of drafting in the United States. Emphasis will be placed on the applications of multi-view drawings, including drawing organization and content, title blocks and parts lists, assembly drawings, detail drawings, and dimensioning and application of engineering controls in producing industrial-type working drawings. Upon completion, the student should be able to organize, layout, and produce industrial-type working drawings, including the application of title blocks, parts lists, assemblies, details, dimensions, and engineering controls.

**DDT 132 - Architectural Drafting**

**3 Hrs. Prerequisite:** 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 Hrs.** This course covers the use of surveying instruments, mathematical calculations, and the theory of land surveying. Topics include USGS benchmarks, measuring horizontal and vertical angles and distances, terms, and recording, and interpreting field notes. Upon completion, the student should be able to recognize benchmarks and measure, specify, and record field notes.

**DDT 134 - Descriptive Geometry**

**3 Hrs. Prerequisite:** 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 Hrs. 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 Hrs. Prerequisite:** 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 181 - Special Topics in Drafting and Design Technology**

**3 Hrs.** These courses provide specialized instruction in various areas related to the drafting industry. Emphasis is placed on meeting students’ needs.

**DDT 182 - Special Topics in Drafting and Design Technology**

**3 Hrs.** These courses provide specialized instruction in various areas related to the drafting industry. Emphasis is placed on meeting students’ needs.

**DDT 191 - Drafting Internship**

**1 Hr. Prerequisite:** Completed a minimum of 12 credit hours of DDT

This course is designed for those who are involved in a structured employment situation directly related to the field of drafting and design and is coordinated with the drafting instructor. The student must spend at least five hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, the student should have gained valuable work experience in a well-planned, coordinated training/work situation.

**DDT 192 - Drafting Internship**

**2 Hrs. Prerequisite:** Completed a minimum of 12 credit hours of DDT

This course is limited to those who are involved in a structured employment situation directly related to the field of drafting and design and is coordinated with the drafting instructor. The student must spend at least 10 hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, the student should have gained valuable work experience in a well-planned, coordinated training/work situation.

**DDT 193 - Drafting Internship**

**3 Hrs. Prerequisite:** Completed a minimum of 12 credit hours of DDT

This course is limited to those who are involved in a structured employment situation directly related to the field of drafting and design and is coordinated with the drafting instructor. The student must spend at least 15 hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, the student should have gained valuable work experience in a well-planned, coordinated training/work situation.

**DDT 212 - Intermediate Architectural Drafting**

**3 Hrs. Prerequisite:** DDT 132 and DDT 150

This second course in architectural design and drafting continues with more advanced and detailed architectural plans. Topics include floor construction and detailing, foundation, wall, and roof construction and detailing, use of standards manuals, perspective drawings, electrical plans, plumbing plans, and building materials. Emphasis is on residential and some light commercial applications. Upon completion, the student should be able to draw and specify advanced-level plans including various architectural details.

**DDT 213 - Civil Drafting, Plat Maps**

**3 Hrs. Prerequisite:** 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 Hrs. Prerequisite:** 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 Hrs.** This course covers the methods of providing size description and manufacturing information for production drawings. Emphasis will be placed on accepted dimensioning and tolerancing practices including Geometric Dimensioning and Tolerancing for both the Customary English System and the ISO System. Upon completion, students should be able to apply dimensions, tolerances, and notes to drawings to acceptable standards, including Geometric Dimensioning and Tolerancing, and produce drawings using and specifying common threads and various fasteners, including welding methods.

**DDT 222 - Advanced Architectural Drafting****3 Hrs. Prerequisite:** DDT 104 and DDT 132

This third course in architectural design and drafting continues with advanced architectural plans, including a slant toward light commercial construction. Topics include climate control plans, application of building codes, building materials, finish specifications, cost estimating, and bid specifications. Upon completion, the student should be able to apply current techniques in producing advanced-level architectural plans, including residential and light commercial applications.

**DDT 225 - Structural Steel Drafting****3 Hrs. Prerequisite:** 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 231 - Advanced Computer Aided Drafting (CAD)****3 Hrs. Prerequisite:** DDT 127

This course covers the advanced applications of CAD software to engineering projects in various applications, including architectural, civil, mechanical, and environmental engineering with consideration for advanced principle of CAD. These principles will be applied toward CAD customization and programming principles for the expressed purpose of increasing productivity and improving the performance of the CAD operator, thereby making CAD much more productive in an engineering environment. Emphasis will be placed on using intelligent CAD techniques to increase the quality of output, and 3-D modeling and rendering will be introduced. Upon completion, the student should be able to apply advanced CAD techniques in solving complex problems related to all engineering applications.

**DDT 233 - Three Dimensional Modeling****3 Hrs. Prerequisite:** DDT 231

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 and 2-D orthographic production drawings from created solid models.

**DDT 235 – Specialized CAD****3 Hrs. 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 237 - Current Topics in CAD**

**3 Hrs.** This course serves to introduce changing technology and current CAD subjects and software and the computing hardware needed to utilize new products. Topics include current trends in how industries use CAD applications, new developments, and improvements and progressions within specific CAD applications as well as the necessary hardware. Upon completion, the student should be able to use more updated software in a specific CAD application and be more aware of improvements in CAD software and how to apply advancing technology to improve CAD proficiency.

**DDT 238 - Special Topics in Computer Aided Drafting (CAD)****3 Hrs. Prerequisite:** DDT 231

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 Hrs.** 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 Hrs.** This course allows credit for substantial on-the-job experience within the field of Drafting and Design Technology.

**Economics (ECO)****ECO 231 - Principles of Macroeconomics**

**3 Hrs. 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 Hrs. 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.

**eLearning (ELO)****ELO 100 - eLearning Orientation**

**0 Hrs.** 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, and there is no charge for this course.

**Electrical Technology (ELT)****ELT 110 - Wiring Methods**

**3 Hrs. 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 students will be required to work with in residential and commercial wiring courses.

**ELT 111 - Concepts of Direct Current**

**5 Hrs.** 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. This course may serve as a substitute core for DC Fundamentals.

**ELT 112 - Concepts of Alternating Current**

**5 Hrs. Prerequisite:** ELT 111 or ILT 106

This course provides a study of basic concepts and application 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. This course may serve as a substitute core for AC Fundamentals.

**ELT 114 - Residential Wiring Methods**

**3 Hrs. 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.

**ELT 115 - Residential Wiring Methods II**

**3 Hrs. Prerequisite:** ELT 114

This course is a study of residential wiring practices and methods, the NEC requirements, and residential blueprint interpretations.

**ELT 117 - AC/DC Machines**

**3 Hrs. Prerequisite:** ELT 111 and ELT 112

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.

**ELT 118 - Commercial/Industrial Wiring I****3 Hrs. Prerequisite:** ELT 110**Corequisite:** ELT 244

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 Hrs. 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 Hrs.** 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 Hrs. Prerequisite:** Complete at least 15 hours in electrical classes.

This course provides practical experience in the electrical craft as an electrician's helper or higher level working more advanced special projects or conducting more 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 Hrs. Prerequisite:** Complete at least 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 the students skills and abilities. Upon completion, the student should be able to perform at a higher ability within their chosen field of study.

**ELT 206 - OSHA Safety Standards**

**3 Hrs.** 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/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 Hrs. Prerequisite:** ELT 117**Corequisite:** ELT 122

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, overload protection, interpret ladder diagrams using push-button stations, and understand complex motor control diagrams.

**ELT 212 - Motor Control II****3 Hrs. 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 Hrs. 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 Hrs. Prerequisite:** ELT 111 and ELT 112

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 be able to perform basic troubleshooting tasks.

**ELT 223 - Cable Splicing and Installation**

**3 Hrs.** This course provides instruction on splicing and installing low and medium voltage power cable, hi voltage cable, fiber optic cable, and communication and voltage wiring systems. Emphasis is placed on sizes, conductors, and use of proper connectors and materials used in splicing and connecting. Upon completion, students should be able to properly size, splice, connect, and insulate all types of cables.

**ELT 224 - Security and Alarm Systems**

**3 Hrs.** 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 231 - Programmable Controls I**

**3 Hrs. Prerequisite:** ELT 209 or ILT 194

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 his or her ability by developing programs, loading programs into real world PLCs, and troubleshooting the system if necessary.

**ELT 232 - Programmable Controls II**

**3 Hrs. 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, different special functions, and designing programs from existing hardwired systems. Upon completion, the student must demonstrate his or her ability by developing programs, loading programs into real world PLCs, and troubleshooting the system if necessary.

**ELT 233 - Applied Programmable Controls**

**3 Hrs. 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 his or her ability by developing programs, loading programs into PLCs, and troubleshooting the system if necessary.

**ELT 241 - National Electric Code**

**3 Hrs.** 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 Hrs. 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 Hrs. 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 how to document the scope of work required, use 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 Hrs. Corequisite:** ELT 118

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 should be able to get measurements, layout, and successfully bend conduit using hand type, mechanical, and hydraulic benders.

**Engineering (EGR)****EGR 101 - Engineering Foundations**

**3 Hrs. Prerequisite:** MTH 112 or higher

**Corequisite:** 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, 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 Hrs.** 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, pictorial, sectional, and auxiliary views and dimensioning.

**EGR 156 - Computer Methods for Engineers**

**3 Hrs.** This course consists of engineering applications using the FORTRAN IV computer programming language.

**English (ENG)****COM 100 - Introductory Technical English I**

**3 Hrs. Prerequisite:** ENG 092 with S or 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**

**2-4 Hrs.** 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**

**2-4 Hrs. 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.

**ENG 101 - English Composition I**

**3 Hrs. 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 the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage.

**ENG 102 - English Composition II**

**3 Hrs. 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 may include instruction and practice in library usage.

**ENG 246 - Creative Writing I**

**3 Hrs. 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 Hrs. 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 that shaped these works and that are 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 Hrs. 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 that shaped these works and that are 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 Hrs. 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 Hrs. 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 Hrs. 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 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 Hrs. 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.

**Geography (GEO)****GEO 100 - World Regional Geography**

**3 Hrs. 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 organization problems and potentials.

**GEO 101 - Principles of Physical Geography I**

**4 Hrs. 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 Hrs. Prerequisite:** RDG 085 and ENG 092 or higher placement, 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 Hrs. 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.

**Health Education (HED)****HED 199 - Ecological Approach to Health and Fitness**

**3 Hrs. 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 Hrs. 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 Hrs.** This course provides instruction to the immediate, temporary care which should be given to the victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross and/or the American Heart Association. CPR training is also included.

**HED 232 - Care and Prevention of Athletic Injuries**

**3 Hrs.** This course provides a study of specific athletic injuries, their treatment, and preventive measures.

**HED 277 - CPR Recertification**

**1 Hr. 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 Hrs. 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.

**Health Information Technologies (HIT)****HIT 230 - Medical Coding Systems I**

**3 Hrs. Prerequisite:** BIO 120 and BIO 150

This course is intended to develop an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes. Instruction includes description of classification and nomenclature systems, coding diagnoses and procedures, sequencing codes, analyzing actual medical records to identify data elements to be coded, and validating coded clinical information. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted).

**HIT 232 - Medical Coding Systems II**

**3 Hrs. Prerequisite:** HIT 230

This course is a continuation of Medical Coding Systems I which is intended to develop an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes. Instruction includes coding diagnoses and procedures, sequencing codes, analyzing actual medical records to identify data elements to be coded, validating coded clinical information, and DRG assignment and case mix/severity of illness data. Student competency includes demonstration of coding principles and applications (manual and/or computer-assisted).

**History (HIS)****HIS 101 - Western Civilization I**

**3 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs.** This course surveys the development of the state of Alabama from prehistoric times to the present. The course presents material on the discovery, exploration, colonization, territorial period, antebellum Alabama, Reconstruction, and modern history.

## Home Economics (HEC)

### HEC 140 - Principles of Nutrition

**3 Hrs. Prerequisite:** RDG 085 or higher placement

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

## Humanities (HUM)

### HUM 298 - Directed Studies in Humanities

**1-3 Hrs. Prerequisite:** RDG 085 or and ENG 092 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 Hr.** 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 Hr.** 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 Hr.** 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.

## Industrial Electronics (ILT)

### ILT 100 - Applied Electronic Computations

**3 Hrs.** 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 systems, 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 Hrs.** 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 upon 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.

### ILT 107 - Concepts of Alternating Current

**5 Hrs. Prerequisite:** ILT 106 or ELT 111

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 Hrs. Prerequisite:** ILT 107

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 Hrs. 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 Hrs. 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 Hrs. Prerequisite:** ILT 167 and ILT 197**Corequisite:** 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 Hrs. Prerequisite:** ILT 167 and ILT 197**Corequisite:** 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 Hrs. Prerequisite:** ILT 115, ILT 116, ILT 169, ILT 216, and ILT 217**Corequisite:** 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 Hrs. Prerequisite:** ILT 115, ILT 116, ILT 169, ILT 216, and ILT 217**Corequisite:** 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****1 Hr. Prerequisite:** ILT 107

This course provides instruction in fabrication of functional circuits and is an introduction to device construction and fabrication. Utilizing discrete components, students will fabricate functional circuits. Topics include soldering, cable construction, coaxial cable connection and termination, component mounting cases, and chassis, printed circuit board design, layout, fabrication, and repair, as well as soldering techniques, care of tools, wire splicing, wire wrapping, connector maintenance, and related shop safety. Upon completion of this course, the student should be able to perform basic circuit and project construction.

**ILT 167 - AC/DC Machinery and Controls I****3 Hrs. Prerequisite:** ILT 107

This course provides the student with knowledge in AC/DC machinery and controls. Topics include the characteristics and operating principles of the 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 Hrs.** This course provides an introduction to hydraulics/pneumatics. Topics include hydraulic pumps, and pneumatic compressors 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 Hrs. Prerequisite:** ILT 107**Corequisite:** 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 Hrs. Prerequisite:** ILT 107**Corequisite:** 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****Permission of instructor required.**

**3 Hrs.** 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 Hrs. Prerequisite:** ILT 107**Corequisite:** ILT 197

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 Hrs. Prerequisite:** ILT 107, ILT 169, ILT 194, and ILT 197

This course focuses on the systematic approach to solving problems. Emphasis is placed on the 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 Hrs. Prerequisite:** ILT 107

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, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams.

**ILT 200 - Survey of Various Manufacturers of Programmable Logic Controllers****3 Hrs. 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 maintenance procedures on the PLCs used there.

**ILT 216 - Industrial Robotics****3 Hrs. Prerequisite:** ILT 197**Corequisite:** 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 electromechanical devices.

**ILT 217 - Industrial Robotics Lab****2 Hrs. Prerequisite:** ILT 197**Corequisite:** 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**

**2 Hrs.** 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**

**3 Hrs.** This course introduces students to the National Electric Code. Emphasis is placed on locating and interpreting needed information within the NEC code manual. Upon completion of this course, the student should be able to locate code requirements for a specific electrical installation.

**ILT 239 - Certification Preparation****3 Hrs. 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 Hrs. Prerequisite:** ILT 112

This course provides a study of the transmission and receiving of analog communication signals are used in radio, television, and radio frequency (RF) communication applications. Emphasis is placed on circuits that produce, transmit, and receive RF signals used in radio, television, and RF communication. Upon completion, the student should be able to apply RF communication principles in the transmission and receiving of radio, television, and RF communication signals.

**ILT 252 - Digital Communications****3 Hrs. Prerequisite:** ILT 112

This course provides a study of the transmission and receiving digital communication signals that are 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 transmission and receiving of radio, television, and digital communication signals.

**ILT 271 - Independent Study**

**2 Hrs.** 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 Hrs. Prerequisite:** ILT 194 or ELT 231 or ILT 176**Corequisite:** 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 their ability in developing programs and troubleshooting the system.

**ILT 277 - Elements of Industrial Control II Lab****2 Hrs. Prerequisite:** ILT 194 or ELT 231 or ILT 177**Corequisite:** 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 their ability in developing programs and troubleshooting the system.

**ILT 280 - Special Topics****Permission of instructor required.**

**3 Hrs.** 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****Permission of instructor required.**

**3 Hrs.** 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****Permission of instructor required.**

**3 Hrs.** 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****Permission of instructor required.**

**1 Hrs.** 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****Permission of instructor required.**

**2 Hrs.** 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****Permission of instructor required.**

**3 Hrs.** 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.

**Industrial Maintenance Technology (INT)****INT 112 - Industrial Maintenance Safety Procedures**

**3 Hrs.** This course is an in-depth study of the health and safety practices required for maintenance of industrial production equipment. Topics include traffic, ladder, electrical, and fire safety; safe work in confined spaces, electrical and mechanical lock-out procedures, emergency procedures, OSHA regulations, MSDS Right-to-Know law, hazardous materials safety, and safety equipment use and care. Upon course completion, students will be able to implement health and safety practices in an industrial production setting.

**INT 117 - Principles of Industrial Mechanics**

**3 Hrs.** 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 maintenance functions on industrial production equipment.

**INT 118 – Fundamentals of Industrial Hydraulics and Pneumatics**

**3 Hrs.** This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive maintenance and the application of these concepts to perform work. Upon completion, the student should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems.

**INT 119 - Principles of Mechanical Measurement and Tech Drawing**

**3 Hrs.** 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, 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 134 - Principles of Industrial Maintenance Welding and Metal Cutting Techniques**

**3 Hrs.** This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting 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.

**INT 139 - Introduction to Robotic Programming**

**3 Hrs.** This course provides an introduction to robotic programming. Emphasis is placed 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 Hrs.** 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 Hrs.** This course focuses on principles and applications of commercial and industrial wiring. Topics include electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles.

**INT 221 - DC Fundamentals**

**3 Hrs.** This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, and direct current characteristics of series, parallel, and series parallel circuits. Inductors and capacitors are introduced, and their effects on DC circuits are examined. Upon completion, the student should be prepared to analyze complex DC circuits, solve for unknown circuits variables, and use basic electronic test equipment.

**INT 223 - AC Fundamentals**

**3 Hrs.** This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistor, capacitors, and inductors in series and parallel combinations. Upon completion, the student should be able to design AC circuits and explain the function of alternating circuits such as RLC, impedance, phase relationships, and power factor.

**INT 234 - Principles of Industrial Maintenance Welding and Metal Cutting Techniques**

**3 Hrs.** This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting 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.

**Interdisciplinary Studies (IDS)****IDS 114 - Interdisciplinary Seminar: Current Topics in Human Concerns**

**1-2 Hrs. Prerequisite:** RDG 085 or higher placement

This course is a seminar/discussion course designed to provide an opportunity for the student to conduct an in-depth investigation of selected topics. The particular topic selected will include issues from two or more disciplines and is determined by faculty and student interest. Classroom experiences emphasize and help develop skills in organizing and presenting information as well as explaining and defending ideas and conclusions. An oral seminar presentation is required. IDS 114 may be repeated for credit.

**IDS 299 - Directed Studies In Leadership**

**1-2 Hrs. 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.

**Library Science (LBS)****LBS 101 - Introduction to Library Use II**

**1 Hr. 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 Hr. 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.

**Machine Tool Technology (MTT)****MTT 100 - Machining Technology I**

**6 Hrs.** 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 operation of measuring, layout, drilling, sawing, turning, and milling.

**MTT 103 - Machining Technology II**

**6 Hrs.** 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 Hrs.** 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 Hrs.** This course covers the machinists' 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 Hrs.** 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 Hrs.** 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 correct use of measuring instruments.

**MTT 129 - Lathe Operations**

**6 Hrs.** 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 131 - Intermediate Blueprint Reading**

**3 Hrs.** The purpose of this course is for students to further apply knowledge and skills with reading and interpreting blue prints 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 interpreting blueprints for casting and weldments.

**MTT 136 - Milling Operations**

**6 Hrs.** 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 146 - Precision Grinding Machines I**

**6 Hrs.** 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 setup procedures, grinding wheel characteristics and selection, and surface finish requirements and characteristics.

**MTT 154 - Metallurgy**

**3 Hrs.** 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 other 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 181 - Special Topics in Machine Tool Technology**

**3 Hrs.** 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 Hrs.** 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 Hrs.** 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 Hrs.** 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 Hrs.** 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.

**Mass Communications (MCM)****MCM 100 - Introduction to Mass Communication**

**3 Hrs. 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 effects upon society.

**MCM 102 - Writing for the Mass Media**

**3 Hrs. 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 Hrs. Prerequisite:** RDG 085 and ENG 092 or higher placement

This course offers practical experience in journalism skills through working on the staff of student publications.

**MCM 114 - Student Publications**

**1-2 Hrs. Prerequisite:** RDG 085 and ENG 092 or higher placement

This course offers practical experience in journalism skills through working on the staff of student publications.

**MCM 115 - Student Publications**

**1-2 Hrs. Prerequisite:** RDG 085 and ENG 092 or higher placement

This course offers practical experience in journalism skills through working on the staff of student publications.

**MCM 120 - Introduction to Journalism**

**3 Hrs. 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 Hrs. 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 Hrs. Corequisite:** 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 Hrs. Prerequisite:** RDG 085 and ENG 092 or higher placement

This course offers practical experience in journalism skills through working on the staff of student publications.

**MCM 214 - Student Publications**

**1-2 Hrs. Prerequisite:** RDG 085 and ENG 092 or higher placement

This course offers practical experience in journalism skills through working on the staff of student publications.

**MCM 215 - Student Publications**

**1-2 Hrs. Prerequisite:** RDG 085 and ENG 092 or higher placement

This course offers practical experience in journalism skills through working on the staff of student publications.

**MCM 230 - Survey of Advertising**

**3 Hrs. Corequisite:** 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 Hrs. Corequisite:** ENG 101.

This course is an introduction to public relations techniques, including the grouping of publics, publication strategies, and preparation of publicity for various media.

**Mathematics (MTH)****MTH 080 – Mathematics Laboratory**

**2 Hrs.** 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 Hrs. Prerequisite:** MTH 080

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 Hrs. Prerequisite:** 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 Hrs. Prerequisite:** MTH 091

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 Hrs. Prerequisite:** A letter grade of B or higher in MTH 092 or equivalent placement score, RDG 085 or higher placement

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 Hrs. Prerequisite:** A letter grade of C or higher in MTH 100 or equivalent placement score, RDG 085 or ENG 093 or higher placement

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), and 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 Hrs. Prerequisite:** A letter grade of C or higher in MTH 100 or equivalent placement score, RDG 085 or higher placement

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 metrics to solve linear equations. Additional topics may include linear programming, the binomial theorem, and partial fraction decomposition.

**MTH 113 - Precalculus Trigonometry**

**3 Hrs. Prerequisite:** A letter grade of C or higher in MTH 112 or equivalent placement score, RDG 085 or higher placement

This course includes the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities, trigonometric equations, and 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 Hrs. Prerequisite:** A letter grade of B or higher in MTH 090 or equivalent placement score, RDG 085 or higher 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 Hrs. Prerequisite:** A letter grade of C or higher in MTH 112 or equivalent placement score, RDG 085 or higher 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 Hrs. Prerequisite:** A letter grade of C or higher in MTH 113 or equivalent placement score, RDG 085 or higher 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 Hrs. Prerequisite:** A letter grade of C or higher in MTH 125 and RDG 085 or higher placement

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 Hrs. Prerequisite:** A letter grade of C or higher in MTH 126 and RDG 085 or higher placement

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 Hrs. Prerequisite:** A letter grade of C or higher in MTH 100 or higher level mathematics course, RDG 085 or higher placement

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; and by students while learning these abstract concepts as emphasized in the class. 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 Hrs. Prerequisite:** A letter grade of C or higher in MTH 100 or higher level mathematics course, RDG 085 or higher placement

This course is the second of a three-course sequence and is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more proficient at performing basic arithmetic operations. Topics include numeration skills with fractions, decimals and percentages, elementary concepts of probability and statistics, and analytic geometry concepts associated with linear equations and inequalities. The use of manipulatives and calculators in the teaching and learning process is stressed. Upon completion, 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 their final exam grade.

**MTH 237 – Linear Algebra**

**3 Hrs. 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 Hrs. Prerequisite:** A letter grade of C or higher in MTH 126 and RDG 085 or higher placement

**Corequisite:** 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 Hrs. Prerequisite:** MTH 100 or appropriate mathematics placement score.

This course provides an introduction to methods of statistics, including the following topics: sampling, frequency distributions, measures of central tendency, graphic representation, reliability, hypothesis testing, confidence intervals, analysis, regression analysis, estimation, and applications. Probability, permutations, combinations, binomial theorem, random variable, and distributions will be included.

**Music (MUS)****MUS 100 - Convocation**

**1 Hr.** This course (required for music majors/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 Hrs. Prerequisite:** RDG 085 or higher placement

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 similar experiences involving music. The course will cover a minimum of three stylistic periods, provide a multi-cultural perspective, and include both vocal and instrumental genres. Upon completion, 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 Hrs. Prerequisite:** Permission of the instructor

This course is designed to provide rudimentary music knowledge and skills for the student with a limited music background. Topics include a study of notation, rhythm, scales, keys, intervals, chords, and basic sight singing and ear training skills. Upon completion, 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 Hrs. Prerequisite:** MUS 110 or permission of the instructor

**Corequisite:** 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 Hrs. Prerequisite:** MUS 111

**Corequisite:** 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 Hr. Prerequisite:** MUS 110 or permission of the instructor

**Corequisite:** MUS 111, if ear training lab is a separate course

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 Hr. Prerequisite:** MUS 113

**Corequisite:** MUS 112, if ear training lab is a separate course

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 Hrs. 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 Hrs. 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, Performer). 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 Hrs. Prerequisite:** Permission of the instructor

This course introduces the basic rules of diction in Italian, French, and German for singers. Emphasis is placed on the use of the International Phonetic Alphabet. Upon completion, the student should be able to sing art songs in Italian, French, and German with correct diction.

**MUS 170 - Introduction to Church Music****2-3 Hrs. 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, 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 Hrs. Prerequisite:** MUS 112**Corequisite:** 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 212 - Music Theory IV****3 Hrs. Prerequisite:** MUS 211**Corequisite:** MUS 214, if ear training lab is a separate course

This course completes the study of chromatic harmonic practices in the Common Practice Period and introduces the student to twentieth-century practices. Topics include the Neapolitan and augmented sixth chords, sonata form, late nineteenth-century tonal harmony, and twentieth-century practices and forms. Upon completion, the student should be able to demonstrate competence using chromatic harmony and basic twentieth-century techniques through analysis, writing, sight singing, dictation, and keyboard skills.

**MUS 213 - Music Theory Lab III****1 Hr. Prerequisite:** MUS 114**Corequisite:** 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 214 - Music Theory Lab IV****1 Hr. Prerequisite:** MUS 213**Corequisite:** MUS 212, if ear training lab is a separate course

This course provides the practical application of chromatic musical materials and simple twentieth-century practices through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony. Topics include chromatic and atonal melodies; complex rhythmic patterns in simple, compound, and asymmetric meters; chromatic chords; and twentieth-century harmony. Upon completion, the student should be able to write, sing, and play chromatic and atonal melodies; complex rhythms and meters; four-part chromatic harmony; and simple twentieth-century chord structures.

**MUS 215 - Composition I****1-2 Hrs. 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 Hrs. 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 Hrs.** This course is designed to explore administrative models of a comprehensive church music program. Topics include leadership, administrative structure, music personnel, facilities, equipment, vestments, music library, budgeting, planning, vocal and instrumental ensembles, and scheduling for a music program. Upon completion, the student should be able to demonstrate how to plan, coordinate, and administer a comprehensive church music program.

**MUS 271 - Church Music Literature****2 Hrs. 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 Hrs. 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 Hr. 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.

**Music – Ensembles (MUL)****MUL 101 - Class Piano I**

**1 Hr. 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 Hr. 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 Hr. 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 Hr. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hr. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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.

**Music – Performance (MUP)****MUP 101 - Private Piano I****1-2 Hrs. 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 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. 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.

## **Nursing (NUR)**

### **NUR 102 - Fundamentals of Nursing**

**6 Hrs. Prerequisite:** Acceptance into Practical Nursing or Associate Degree Nursing Program

**Corequisite:** 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 Hr. Prerequisite:** Acceptance into Practical Nursing or Associate Degree Nursing Program

**Corequisite:** 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 Hr. Prerequisite:** Acceptance into Practical Nursing or Associate Degree Nursing Program

**Corequisite:** 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 Hrs. 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

**Corequisite:** 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 Hrs. 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

**Corequisite:** 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 Hrs. Prerequisite:** BIO 201 and BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, MTH 116 or higher, and ENG 101

**Corequisite:** 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 Hrs. Prerequisite:** BIO 201 and BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, MTH 116 or higher, and ENG 101

**Corequisite:** 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 Hrs. Prerequisite:** BIO 201 and BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, MTH 116 or higher, and ENG 101

**Corequisite:** 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) Nursing Career and Mobility Assessment**

**5 Hrs. 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) transition 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 articulate into the ADN program.

**NUR 201 - Nursing Through the Lifespan I**

**5 Hrs. 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)

**Corequisite:** 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 Hrs. 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

**Corequisite:** 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 in a variety of settings to clients who are experiencing selected alterations in cardiovascular, hematologic, immune, and genitourinary systems. 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 Hrs. 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

**Corequisite:** 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 in a variety of settings to clients who are experiencing selected alterations in cardiovascular, respiratory, and neurological systems. 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 Hrs. 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

**Corequisite:** 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 for preparing for the NCLEX-RN. Preceptor experience is required.

**Nursing Assistant (NAS)****NAS 111 - Fundamentals of Long Term Care**

**6 Hrs. Corequisite:** NAS 112, NAS 115, and COM 100 or higher

This course provides the student with the 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 Hrs. Corequisite:** NAS 111, NAS 115, and COM 100 or higher

This course is designed for students to apply 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 Hrs. Prerequisite:** NAS 111, NAS 112, NAS 115, and COM 100 or higher

**Corequisite:** NAS 114

This course provides the student with the 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 Hrs. Prerequisite:** NAS 111, NAS 112, NAS 115, and COM 100 or higher

**Corequisite:** NAS 113

This course is designed for students to apply 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 Hrs.** This course is designed to help the student feel more confident and act appropriately in an emergency situation. 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.

**Office Administration (OAD)****OAD 101 - Beginning Keyboarding**

**3 Hrs. 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, reports, and tables.

**OAD 103 - Intermediate Keyboarding**

**3 Hrs. Prerequisite:** OAD 101

This course is designed to enable the student to increase 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.

**OAD 125 - Word Processing**

**3 Hrs. 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.

**OAD 126 - Advanced Word Processing**

**3 Hrs. Prerequisite:** OAD 125/CIS 196A

This course is designed to increase student proficiency in using the 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 130 - Electronic Calculations**

**3 Hrs. Prerequisite:** RDG 085 or higher placement

This course is designed to give students a job-level competency in using the ten-key touch method and develop the student's ability to solve common business problems with an electronic display-printing calculator. Emphasis is placed on basic mathematical functions in a business context. Upon completion, the student will be able to perform basic electronic calculating at an acceptable rate of speed and accuracy.

**OAD 131 - Business English**

**3 Hrs. 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 137 - Computerized Financial Record Keeping**

**3 Hrs. 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 use a microcomputer system to record financial data.

**OAD 138 - Records/Information Management****3 Hrs. 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.

**OAD 200 - Machine Transcription****3 Hrs. 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 Hrs. Note:** There is an approved standardized plan of instruction for this course.

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 230 - Computerized Desktop Publishing****3 Hrs. 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 Hrs. Prerequisite:** OAD 101

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 231(B) - QuickBooks****3 Hrs. Prerequisite:** OAD 137, BUS 241 and BUS 242

This is a "hands-on" introduction of the QuickBooks Program. Emphasis is primarily on the use of existing journals, financial statements, ledgers, payroll records, and accounts. The software's primary function is to alleviate the use of multiple tables, spreadsheets, and tracking sheets necessary to document and maintain accounting tasks at a company. Upon completion, the student will be able to demonstrate the ability to use and master the QuickBooks software to record financial data.

**OAD 232 - The Computerized Office****3 Hrs. Prerequisite:** OAD 125/CIS 196A OR OAD 231/CIS 196C OR CIS 146

This course is designed to enable the student 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 Hrs. 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 - Microsoft Excel****3 Hrs. Prerequisite:** MTH 100 or MTH 116

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. The State Department of Education refers to this course as Spreadsheet Applications. This course is the same as CIS 196E.

**OAD 244 - Microsoft Access/Microsoft Power Point****3 Hrs. 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.

## **Orientation (ORI)**

### **ORI 101 - Orientation To College**

**1 Hr.** 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 12 credit hours. Students enrolled in career technical programs must complete ORI 101 prior to completion of the first 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 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.

## **Paralegal (PRL)**

### **PRL 101 - Introduction to Paralegal Study**

**3 Hrs. 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.

### **PRL 102 - Basic Research and Writing**

**3 Hrs. 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.

### **PRL 103 - Advanced Legal Research and Writing**

**3 Hrs. Prerequisite:** 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 and the more efficient use of electronic research methods.

### **PRL 160 - Criminal Law and Procedure**

**3 Hrs. Prerequisite:** 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.

### **PRL 220 - Corporate Law**

**3 Hrs. Prerequisite:** 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.

### **PRL 230 - Domestic Law**

**3 Hrs. Prerequisite:** 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.

### **PRL 240 - Wills, Trusts, and Estates**

**3 Hrs. Prerequisite:** 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.

### **PRL 250 - Bankruptcy and Collections**

**3 Hrs. Prerequisite:** 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.

### **PRL 262 - Civil Law and Procedures**

**3 Hrs. Prerequisite:** RDG 085 or higher placement

This course examines the Federal Rules of Civil Procedure, the Alabama Rules of Civil Procedure, and trial procedure.

## **Philosophy (PHL)**

### **PHL 106 - Introduction to Philosophy**

**3 Hrs. Prerequisite:** RDG 085 or and ENG 093 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 Hrs. Prerequisite:** RDG 085 and ENG 093 or higher placement

This course involves the study of ethical issues which confront individuals in the course of their daily lives. 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.

**Physical Education (PED)****PED 101 - Slimnastics (Beginning)**

**1 Hr.** 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 Hr.** 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 Hr.** 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 Hr.** 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 Hr.** This course is designed to provide the student with information allowing the student to participate in a personally developed fitness program. Topics include cardiovascular, strength, muscular endurance, flexibility, and body composition.

**PED 106 - Aerobics**

**1 Hr.** 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 Hr.** This course introduces the fundamentals of step and dance aerobics. Emphasis is placed on basic stepping up, basic choreographed dance patterns, and cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, the student should be able to participate in basic dance aerobics. (Lecture will be provided with this activity.)

**PED 108 - Aerobics Dance (Intermediate)**

**1 Hr.** 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 Hr.** 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 Hr.** 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 Hr.** 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 Hr.** 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 Hr. Prerequisite:** PED 133 or permission of instructor.

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, 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 Hr.** 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 maintenance. Upon completion, the student should be able to demonstrate the procedures of Tai Chi.

**PED 155 – Self-Defense**

**1 Hr.** 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 Hr.** 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 Hr. 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 Hr.** 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 his or her total fitness ability.

**PED 171 - Basketball (Beginning)**

**1 Hr.** 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 Hr. 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 Hr.** 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 Hr.** 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 Hr.** 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 Hr.** 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 Hr. 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 Hrs.** 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 Hrs. 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 Hr.** This course is designed to promote physical fitness through cycling. Emphasis is placed on selection and maintenance of the bicycle, gear shifting, pedaling techniques, safety procedures, and conditioning exercises necessary for cycling. Upon completion, the student should be able to demonstrate safe handling of a bicycle for recreational use.

**PED 248 - Varsity Basketball I**

**1 Hr. 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 Hr. 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 Hr. 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 Hr. 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 Hr. 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 Hr. 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 Hr. 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 Hr. 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 Hr. 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 hr. 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 Hr. 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 Hr. 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 Hr. 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 Hr. 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 Hr. 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 Hr. 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 Hr. 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 Hrs. 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.

**Physical Science (PHS)****PHS 111 - Physical Science I****I 4 Hrs. 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 Hrs. 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.

## **Physics (PHY)**

### **PHY 201 - General Physics I -Trig Based**

**4 Hrs. Prerequisite:** A letter grade of C or higher in MTH 113 OR equivalent mathematics placement score, 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 Hrs. 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 Hrs. Prerequisite:** A letter grade of C or higher in MTH 125, RDG 085 and ENG 092 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 Hrs. 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.

## **Political Science (POL)**

### **POL 200 - Introduction to Political Science**

**3 Hrs. 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, and the basic political processes and institutions of organized political systems. Topics include approaches to political science, research methodology, the state government, law, ideology, organized political influences, governmental bureaucracy, problems in political democracy, and international politics. Upon completion, 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 Hrs. 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 Hrs. 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, and identify, analyze, evaluate, and discuss the primary factors influencing the international relations of selected states.

## **Psychology (PSY)**

### **PSY 106 - Career Exploration**

**1 Hr. Prerequisite:** 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.

### **PSY 107 - Study Skills**

**1 Hr. Prerequisite:** 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.

**PSY 108 - Stress Management**

**2 Hrs. Prerequisite:** 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.

**PSY 200 - General Psychology**

**3 Hrs. Prerequisite:** 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 Hrs. 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 Hrs. Prerequisite:** RDG 085 and ENG 092 or higher placement.

This course is the study of the psychological, social, and physical factors that affect human behavior from conception to death.

**PSY 220 - Human Sexuality**

**3 Hrs. 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 Hrs. 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 276 – Human Relations**

**3 Hrs. 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. This course will enable the student to identify the important role personal qualities play in the work environment, develop the success attitudes, interpersonal skills, and values that are demanded by employers, build on personality traits, work habits, thinking and self-employment skills, learn how to get along well with others in the workplace, resolve workplace conflict, manage business relationships, communicate well, and make good decisions.

**Reading (RDG)****RDG 083 - Developmental Reading I**

**4 Hrs.** This course is designed to assist the student whose placement test scores indicate difficulty with decoding skills, comprehension, vocabulary, and study skills.

**RDG 084 - Developmental Reading II**

**4 Hrs. Prerequisite:** RDG 083 or equivalent 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 085 - Developmental Reading III**

**4 Hrs. Prerequisite:** RDG 084 or equivalent 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 Hrs. Prerequisite:** RDG 085 or equivalent 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.

**Real Estate (RLS)****RLS 101 - Real Estate Principles**

**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.

## **Recreation (REC)**

### **REC 231 - Health and Fitness Club Management**

**3 Hrs. 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 Hrs. 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.

## **Religious Studies (REL)**

### **REL 100 - History of World Religions**

**3 Hrs. 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 Hrs. Prerequisite:** RDG 085 or and ENG 093 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 Hrs. Prerequisite:** RDG 085 or and ENG 093 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.

## **Respiratory Therapy (RPT)**

### **RPT 210 - Clinical Practice I**

**2 Hrs. Prerequisite:** BIO 201, BIO 202, ENG 101, MTH 100, RPT 256 and acceptance into the Respiratory Therapy Program  
**Corequisite:** 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.

### **RPT 211 - Introduction to Respiratory Care**

**2 Hrs. Prerequisite:** BIO 201, BIO 202, ENG 101, MTH 100, RPT 256 and acceptance into the Respiratory Therapy Program  
**Corequisite:** 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.

### **RPT 212 - Fundamentals of Respiratory Care I**

**4 Hrs. Prerequisite:** BIO 201, BIO 202, ENG 101, MTH 100, RPT 256 and acceptance into the Respiratory Therapy Program  
**Corequisite:** 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.

**RPT 213 - Anatomy and Physiology for the RCP**

**3 Hrs. Prerequisite:** BIO 201, BIO 202, ENG 101, MTH 100, RPT 256 and acceptance into the Respiratory Therapy Program

**Corequisite:** 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 maintenance 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.

**RPT 214 - Pharmacology for the RCP**

**2 Hrs. Prerequisite:** BIO 201, BIO 202, ENG 101, MTH 100, RPT 256 and acceptance into the Respiratory Therapy Program

**Corequisite:** 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 and demonstrate an adequate understanding of the clinical pharmacology of respiratory care drugs, and the general principles of pharmacology.

**RPT 220 - Clinical Practice II**

**2 Hrs. Prerequisite:** RPT 210, RPT 211, RPT 212, RPT 213, RPT 214 and RPT 256

**Corequisite:** 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 care giver for routine respiratory care procedures.

**RPT 221 - Pathology for the RCP**

**3 Hrs. Prerequisite:** RPT 210, RPT 211, RPT 212, RPT 213, RPT 214 and RPT 256

**Corequisite:** PSY 200, RPT 220, RPT 222, RPT 223 and RPT 234.

This course is a survey of commonly encountered diseases and disorders which may affect 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 diagnosis of specific cardiopulmonary disease as well as an adequate understanding of cardiopulmonary pathology.

**RPT 222 - Fundamentals of Respiratory Care II**

**4 Hrs. Prerequisite:** RPT 210, RPT 211, RPT 212, RPT 213, RPT 214 and RPT 256

**Corequisite:** PSY 200, RPT 220, RPT 221, RPT 223, 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.

**RPT 223 - Acid Base Regulation and ABG Analysis**

**2 Hrs. Prerequisite:** RPT 210, RPT 211, RPT 212, RPT 213, RPT 214 and RPT 256

**Corequisite:** 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 maintenance 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.

**RPT 230 - Clinical Practice II**

**2 Hrs. Prerequisite:** RPT 220, RPT 221, RPT 222, RPT 223, RPT 234 and RPT 256

**Corequisite:** 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 care-giver. 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.



**RPT 232 - Diagnostic Procedures for the RCP**

**2 Hrs. Prerequisite:** RPT 220, RPT 221, RPT 222, RPT 223 and RPT 234

**Corequisite:** RPT 230, RPT 233, RPT 242 and SPH 116

This course is designed to present the value of various procedures as an aid 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.

**RPT 233 - Special Procedures for the RCP**

**2 Hrs. Prerequisite:** RPT 220, RPT 221, RPT 222, RPT 223 and RPT 234

**Corequisite:** 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.

**RPT 234 - Mechanical Ventilation for the RCP**

**4 Hrs. Prerequisite:** RPT 210, RPT 211, RPT 212, RPT 213, RPT 214 and RPT 256

**Corequisite:** 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 psycho motor skills required to effectively institute and maintain various methods of mechanical ventilation.

**RPT 240 - Clinical Practice IV**

**4 Hrs. Prerequisite:** RPT 230, RPT 232, RPT 233, RPT 234 and RPT 242

**Corequisite:** 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.

**RPT 241 - Rehabilitation and Home Care for the RCP**

**2 Hrs. Prerequisite:** RPT 230, RPT 232, RPT 233, RPT 234 and RPT 242

**Corequisite:** 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.

**RPT 242 - Perinatal/Pediatric Respiratory Care**

**3 Hrs. Prerequisite:** RPT 220, RPT 221, RPT 222, RPT 223 and RPT 234

**Corequisite:** 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.

**RPT 243 - Computer Applications for the RCP**

**2 Hrs. Prerequisite:** RPT 230, RPT 232, RPT 233, and RPT 242

**Corequisite:** 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.

**RPT 244 - Critical Care Considerations for the RCP**

**2 Hrs. Prerequisite:** RPT 230, RPT 232, RPT 233, and RPT 242

**Corequisite:** RPT 240, RPT 241, RPT 243, RPT 266 and RPT 268

This course provides for continued discussion concerning the monitoring and maintenance 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.

**RPT 256 - Writings and Research for the RCP I**

**1 Hr. 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 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 Hr. Prerequisite:** RPT 230, RPT 232, RPT 233, and RPT 242

**Corequisite:** 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 Hr. Prerequisite:** RPT 230, RPT 232, RPT 233, and RPT 242

**Corequisite:** 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 research paper is required. Upon completion, students should be able to effectively communicate in written narrative form the results of independent study.

**Sociology (SOC)****SOC 200 - Introduction to Sociology**

**3 Hrs. 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 207 - Introduction to the Fields of Social Work Practice**

**3 Hrs. Prerequisite:** RDG 085 and ENG 092 or higher placement

This course introduces the student to an overview of the many varied roles in which social workers function in today's society. It reviews the historical development of the fields of practice and the profession's code of ethics and covers current national and local issues. Fifteen hours of volunteer work outside of class are required. (Transfers to UA as SW 100 Introduction to the Fields of Social Work Practice)

**SOC 210 - Social Problems**

**3 Hrs. 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 Hrs. Prerequisite:** RDG 085 and ENG 092 or higher placement

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 Hrs. 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.

**Spanish (SPA)****SPA 101 - Introductory Spanish I**

**4 Hrs. 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 Hrs. 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.

## **Speech (SPH)**

### **SPC 100 - Fundamentals of Speech Communication**

**1 Hr. 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 Hrs. Prerequisite:** RDG 085 and ENG 092 or higher placement

Fundamentals of Oral Communication is a performance course that includes 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 Hrs. 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 Hrs. Prerequisite:** RDG 085 or higher placement

This course provides training for improvement in 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 Hrs. Prerequisite:** RDG 085 or higher placement

**Corequisite:** ENG 101.

This course is an introduction to the basic principles of interpersonal communication.

### **SPH 123 - Forensics Workshop I**

**1-3 Hrs. 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 Hrs. 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 Hrs. 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 Hrs. Prerequisite:** RDG 085 or higher placement

**Corequisite:** 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 Hrs. 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 Hrs. 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.

## Theatre (THR)

### **THR 113 - Theatre Workshop I**

**1 Hr.** This is the first in a six-course sequence which provides 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 Hr. Prerequisite:** THR 113.

This course is a continuation of THR 113.

### **THR 120 - Theatre Appreciation**

**3 Hrs. Prerequisite:** RDG 085 or higher placement

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

### **THR 131 - Acting Techniques I**

**3 Hrs. 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 Hrs. Prerequisite:** THR 131.

This course is a continuation of THR 131.

### **THR 213 - Theatre Workshop IV**

**2 Hrs.** This course is a continuation of THR 113 and THR 114.

### **THR 214 - Theatre Workshop V**

**2 Hrs. Prerequisite:** THR 213.

This course is a continuation of THR 113 and THR 114.

### **THR 216 - Theatrical Make-Up**

**2 Hrs.** This course is a study of the materials and techniques of theatrical make-up.

### **THR 236 - Stagecraft**

**3 Hrs.** 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 Hrs. 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 Hrs.** This is the first in a two-course sequence which offer 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 Hrs. Prerequisite:** THR 281.

This course is a continuation of THR 281.

### **THR 296 - Directed Studies in Theatre**

**2 Hrs. 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.

## Welding (WDT)

### **WDT 108 - SMAW Fillet/OFC**

**3 Hrs. Corequisite:** WDT 122.

**Note:** Students must take WDT 122 with the same instructor as WDT 108.

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting.

**WDT 109 - SMAW Fillet/PAC/CAC Lab**

**3 Hrs. Corequisite:** WDT 123.

**Note:** Students must take WDT 123 with the same instructor as WDT 109.

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment, and provides the student with the skills and knowledge necessary for the safe operation of carbon arc cutting and plasma arc cutting.

**WDT 110 - Industrial Blueprint Reading**

**3 Hrs. 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 (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.

**WDT 119 - Gas Metal Arc/Flux Cored Arc Welding**

**3 Hrs. Corequisite:** WDT 124.

**Note:** Students must take WDT 124 with the same instructor as WDT 119.

This course introduces the student to the gas metal arc and flux cored arc welding process. 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 120 - Shielded Metal Arc Welding Groove Theory**

**3 Hrs. Prerequisite:** Permission of instructor.

**Corequisite:** WDT 125.

This course provides the student with instruction on joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, the student should be able to identify the proper joint design, joint preparation and fit-up of groove welds in accordance with applicable welding codes.

**WDT 122 - SMAW Fillet/OFC Lab**

**3 Hrs. Corequisite:** WDT 108.

**Note:** Students must take WDT 108 with the same instructor as WDT 122.

This course is designed introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion, the student should be able to make fillet welds in all positions using electrodes in the F-3 groups in accordance with applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code.

**WDT 123 - SMAW Fillet/PAC/CAC Lab**

**3 Hrs. Corequisite:** WDT 109.

**Note:** Students must take WDT 109 with the same instructor as WDT 123.

This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of plasma arc and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-4 groups in accordance with applicable welding code and be able to safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code.

**WDT 124 - Gas Metal Arc/Flux Cored Arc Welding Lab**

**3 Hrs. Corequisite:** WDT 119.

**Note:** Students must take WDT 119 with the same instructor as WDT 124.

This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gases.

**WDT 125 - Shielded Metal Arc Welding Groove Lab**

**3 Hrs. Prerequisite:** Permission of instructor.

**Corequisite:** WDT 120.

This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate with various size F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes.

**WDT 180 - Special Topics**

**3 Hrs.** 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 Hrs.** This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs.

**WDT 217 - SMAW Carbon Pipe Theory**

**3 Hrs. Prerequisite:** Students must have completed WDT 108, WDT 109, WDT 120, WDT 122, WDT 123, and WDT 125 at Shelton State or have proof of completion at another institution.

**Corequisite:** WDT 257.

**Note:** Students must take WDT 257 with the same instructor as WDT 217.

This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation, and fit-up. Upon completion, the student should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable code.

**WDT 221 - Pipefitting and Fabrication**

**3 Hrs.** 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, and cut and fabricate tees, laterals, and assorted angles.

**WDT 228 - Gas Tungsten Arc Fillet Theory**

**3 Hrs. 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.

**Corequisite:** WDT 268.

**Note:** Students must take WDT 268 with the same instructor as WDT 228.

This course introduces the student to the gas tungsten arc welding process as described in AWS code D1.1 for fillet welds of ferrous and non-ferrous metals. Emphasis is placed on safe operating practices, handling of cylinders, process principles, tungsten types and shapes, and base and filler metal identification. Upon completion, the student should be able to explain safe operating practices and principles, identify various tungsten types and sizes, and recognize various base and filler metals.

**WDT 257 - SMAW Carbon Pipe Lab**

**3 Hrs. Prerequisite:** Students must have completed WDT 108, WDT 109, WDT 120, WDT 122, WDT 123, and WDT 125 at Shelton State or have proof of completion at another institution.

**Corequisite:** WDT 217.

**Note:** Students must take WDT 217 with the same instructor as WDT 257.

This course is designed to provide the student with skills in welding carbon steel pipe with the shielded metal arc weld (SMAW) process using electrodes in the F4 and F3 group. Emphasis is placed on welding pipe in the 2G, 5G, and 6G positions. Upon completion, the student should be able to perform shielded metal arc welding on carbon steel pipe with prescribed electrodes in the 2G, 5G, and 6G positions to the applicable code.

**WDT 258 - Certification Lab**

**3 Hrs. Prerequisite:** Students must have completed WDT 108, WDT 109, WDT 120, WDT 122, WDT 123, WDT 125, WDT 217, WDT 228, WDT 257, and WDT 268 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 268 - Gas Tungsten Arc Lab**

**3 Hrs. 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.

**Corequisite:** WDT 228.

**Note:** Students must take WDT 228 with the same instructor as WDT 268.

This course provides student with skills needed to perform 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. Upon completion, the student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

**WDT 292 - Cooperative Education**

**3 Hrs.** 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 his or her work experiences. Upon completion, the student should demonstrate skills learned in an employment setting.

## **Workplace Skills Enhancement (WKO)**

### **WKO 107 - Workplace Skills Preparation**

**1 Hr.** This course utilizes computer based instructional modules which are 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

Shelton State Community College is a member of the Alabama College System under the control of the State Board of Education. The President of the College is directly responsible to the State Board of Education through the Chancellor of Postsecondary Education.

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# Faculty

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| BROWN, Sharon  | AUXILIARY SERVICES                                 |
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| DINC, Marilee   | HUMAN RESOURCES                     |
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| FLEMING, Darrin   | MAINTENANCE                         |
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