
SHELTON STATE COMMUNITY COLLEGE

Martin Campus
9500 Old Greensboro Road
Tuscaloosa, AL 35405
205-391-2211
www.sheltonstate.edu

C. A. Fredd Campus
3401 Martin Luther King Boulevard
Tuscaloosa, AL 35401
205-391-2611
www.sheltonstate.edu

CATALOG AND STUDENT HANDBOOK Fall 2007 – Summer 2009

Shelton State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts, Associate in Science, and the Associate in Applied Science Degrees

Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 3003-4097, or call 404-679-4500 for questions about the accreditation of Shelton State Community College

Alabama State Board of Education

The Practical Nursing Program is approved by the Alabama Board of Nursing

The Associate Degree Nursing Program is approved by the Alabama Board of Nursing and accredited by the National League of Nursing Accrediting Commission (NLNAC)

The Respiratory Therapist Program is probationally accredited by
The Committee for Accreditation of Respiratory Care (CoARC)

The Emergency Medical Program is accredited by
The Commission for Accreditation of Allied Health Education Programs (CAAHEP)

A member of
The American Association of Community and Junior Colleges
and The Alabama College Association

A MESSAGE FROM THE PRESIDENT...

On behalf of our faculty and staff, I would like to welcome you to Shelton State Community College. Since the 1950's, our college has helped thousands of students achieve their goals and fulfill their dreams through education. Today, Shelton State is a broad based institution offering excellence in academic, career, and technical education at two locations, the Martin and the Fredd Campuses, in West Alabama. We are the third largest two-year college in Alabama and recently ranked nationally as the 22nd fastest growing community college in our size range. We are honored to be designated as a Historically Black College as well as Alabama's Community College for the Fine Arts. Our Workforce Development Division is actively engaged on the State level in meeting Alabama's increasingly demanding needs for a better prepared workforce.



We are very happy that you have chosen to be a part of the remarkable and outstanding tradition that is Shelton State Community College.

I know that you will find a warm and friendly environment and a diverse population of students at Shelton State. Some students are involved in university-parallel courses that will transfer to a four-year institution. Some are interested in occupational or technical courses that will lead directly to employment or job advancement. Some students are pursuing their love of learning at any age through our Life Long Learning and Community Education programs. And, some are looking for better opportunities by earning their GED through our Adult Education program. Regardless of your goals, our world-class faculty and staff are dedicated to supporting each and every student through personalized attention and excellent instruction.

You are the heartbeat of this college. Every moment we spend with you in the present is helping you build a foundation for our future. Fulfilling your dreams is our mission and number one priority.

Thank you for choosing Shelton State Community College.

With warm regards,

Joanne S. Jordan, Ed.D.
Interim President

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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 on the Shelton State Community College website, www.sheltonstate.edu, and in the Counseling Center.

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 of Shelton State Community College:

A college dedicated to learning

A college recognized for its commitment to excellence

A college responsive to students and community

STATEMENT OF PURPOSE

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

SCOPE

Shelton State Community College offers service at two approved campuses, the Martin Campus and the C.A. Fredd Campus, and is designated as a Historically Black College and University (HBCU). The College is home to the West Alabama Center for Workforce Development as well as the Shelton State Adult Education/Career Readiness Program and enjoys a distinction as the Alabama Community College of the Fine Arts.

Shelton State recognizes the activities listed below as specific components of its purpose.

1. Provide general education programs at the level of the first two years of college.
2. Provide qualified teaching, supported by adequate facilities, in a climate conducive to learning.
3. Provide educational programs to prepare students for transfer to upper-division college programs or to specialized linkage programs.
4. Provide career/technical and specialized workforce education and training programs through which students may acquire job skills for employment and workers may upgrade job skills.
5. Provide developmental education to help students acquire the competencies necessary for success in college-level courses.
6. Provide a library of print and non-print materials and services to support all instructional areas.
7. Provide a broad range of student support services.
8. Encourage student participation in the life of the College.
9. Educate students to live and work in a global community.
10. Promote constructive relationships with business, government, and industry.
11. Cooperate with the community in educational, cultural, and civic projects appropriate to school policies and procedures.
12. Respond, when possible, to other educational needs of the community by offering courses and workshops which provide personal, civic, and cultural enrichment.
13. Encourage high quality performance of College personnel through professional development.
14. Maintain a comprehensive planning system to promote institutional effectiveness.
15. Remain flexible and responsive to innovative educational enterprises that have potential benefits for the future of the college and the community it serves.
16. Provide educational access and opportunities responsive to the needs of a culturally diverse community.
17. Integrate current technology into all operations, services, and functions of the College.
18. Provide a multifaceted Adult Education program.

Shelton State Community College attempts to achieve its purpose according to the policies and procedures of the Alabama State Board of Education.

NONDISCRIMINATION STATEMENT

Shelton State Community College has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulation issued thereunder, to the end that no person in the United States will, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits thereof, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. It is also the policy of Shelton State Community College to be in accordance with Title IX of the Education Amendments of

1972, which provides that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. Any individual wishing to report acts of racism or bigotry at Shelton State Community College should contact the Office of the Dean of Student Services, Martin Campus, 205-391-2217, or the US Department of Education Office for Civil Rights, 404-562-6350.

In addition, the College is in compliance with Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the recruitment and employment of faculty and staff, or the operation of any of its programs and activities, as specified by Federal Law and Regulations. The Section 504 Coordinator for students is the Dean of Students.

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

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.

SHELTON STATE COMMUNITY COLLEGE

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 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. The C. A. Fredd Campus of 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.

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 State 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. Blending public and private institutions, 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. Some inductees include Tallulah Bankhead, Rebecca Luker, Truman Capote, George Lindsey, Dean Jones, Hugh Martin, and Jim Nabors. The Gala to commemorate inductees is held on the Martin Campus and has become one of the most significant cultural events in Alabama.

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 Hall Ray Fine Arts Center. The Sandra Hall Ray Fine Arts Center makes Shelton State Community College unique among community colleges in Alabama and places it among the elite arts education institutions in the southeast.

WEST ALABAMA CENTER FOR WORKFORCE DEVELOPMENT

The West Alabama Center for Workforce Development was developed to ensure a coordinated effort between Shelton State Community College, business and industry, and workforce agencies in the West Alabama area. The Center coordinates programs which provide instruction of basic skills to entry level workers as identified by local business and industry for entry level jobs in their companies. As an authorized ACT WorkKeys Service Center in Alabama, the Center supplies certified WorkKeys® Job Profilers and extensive WorkKeys assessment capabilities. The Center also offers the Alabama Career Readiness Credential (CRC). The CRC is a portable credential which documents an individual's skill level in Applied Math, Locating Information and Reading for Information. For more information, call 205-391-2482.

CAREER ADVISING

Shelton State Community College believes that success begins with an individual being allowed the opportunity to explore career possibilities and available options. Shelton State's Career Advising Program provides assessments that assist the participant in identifying personal interests and abilities which will help to set educational/career goals and to develop an effective plan to achieve those goals. For more information, call 205-391-2204.

TRAINING FOR BUSINESS AND INDUSTRY (TBI) CENTER

Shelton State Community College offers the West Alabama community a wide variety of services through Training for Business and Industry (TBI). Focusing on developing community and corporate partnerships, the division works closely with local business leaders to provide professional instruction that upgrades the skills needed in today's workplace. TBI offers training in computer applications, industrial maintenance, leadership development, and customer service. The training is customized and tailored to meet individual industry needs. For more information, call 205-391-2434.

CONTINUING EDUCATION/NON CREDIT SKILLS TRAINING

Shelton State Community College's Continuing Education program offers short term, non-credit courses to meet the changing skill and training needs of workers of all ages in the West Alabama area. A wide variety of courses are offered at affordable prices and convenient times. Classes range from professional development courses to industry specific skill training. Courses are provided for many professional careers that require continuing education to maintain licensing. For more information, call 205-391-2386.

TRUCK DRIVER TRAINING

Shelton State Community College's Truck Driver program introduces the student to the fundamentals of becoming a professional commercial motor vehicle driver. Admission requirements of the truck driving program are:

1. student must pass a Federal DOT physical and drug screen;
2. student must possess a current class "D" driver's license;
3. student must provide a current Moving Violations Report from the Alabama Department of Public Safety.

For more information on this program, contact the Office of Continuing Education, 205-391-2386.

JOB PLACEMENT CENTER

In addition to a quality education, Shelton State Community College offers result-oriented career assistance through the Job Placement Center. The Shelton State Job Placement Center serves as a liaison for current students, alumni, and West Alabama businesses and industry. The Job Placement Center welcomes the opportunity to provide services and make a difference in the lives of currently enrolled students and alumni by providing employers with qualified potential employees. Examples of services include: wage information for cities across the country, industry trends, internship information, employer profiles, resumé proofreading, on-campus interviews, current job-openings, resumé posting, and career workshops hosted by local business and industry. For more information contact the Job Placement Center, 205-391-2461.

ADULT EDUCATION

The Shelton State Community College Adult Education Program provides services to Bibb, Greene, Hale, Sumter, and Tuscaloosa counties. The program operates under the direction of the Alabama Department of Postsecondary Education. Instruction is provided via traditional and online classes. GED and Career Readiness Credential preparation, graduation exam help, and skills remediation are offered in all five counties at no cost to students. In addition, English as a Second Language (ESL) classes, and Project Literacy United States (PLUS) tutoring are offered in Tuscaloosa County. Adult Education focuses on assisting adults in obtaining knowledge and skills for employment and self-sufficiency. Contact the Office of Adult Education, C.A. Fredd Campus, 205-391-2662.

COMMUNITY EDUCATION

Community Education offers a wide variety of courses at affordable prices and convenient times designed to meet the interests of the community in the area of leisure learning. Shelton State Community College takes the lead in providing courses of interest to the community. Personal interest programs include a wide variety of

courses for people of all ages. Children's programs include ballet, jazz, modern dance, fencing, and an academic enrichment program known as Kid's Kollege. Exercise classes designed specifically for adults are offered. Students enrolled in Community Education courses are not required to have a high school diploma or a GED. A complete schedule of classes is available on the College website, www.sheltonstate.edu. Contact the Office of Community Education, 205-391-2323, for information or to request a schedule.

THE LAWRENCE "LARRY" MUND LIFE-LONG LEARNING CENTER

Shelton State Community College believes that learning continues throughout one's lifetime. The Lifelong Learning Center is designed to provide a variety of classes to senior adults, age 55 and older, in a convenient and relaxed environment. Academic, wellness, and personal interest courses are offered each semester. A complete schedule of classes is available on the College website, www.sheltonstate.edu. Contact the Lawrence "Larry" Mund Lifelong Learning Center, 205-391-2999, for information or to request a schedule.

SHELTON STATE COMMUNITY COLLEGE

QUALITY IMPROVEMENT

TEAMSpirit

TEAMSpirit is the ongoing "Quality Improvement Initiative" through which Shelton State Community College has transformed itself from a traditional committee system to a team-based model for employee participation in college governance. TEAMSpirit has also established a process for continuous improvement of college operations and service(s) through which all college employees are trained in Continuous Quality Improvement (CQI) principles and methods. TEAMSpirit provides professional development for college employees and leadership opportunities and learning experiences for selected student volunteers.

Through TEAMSpirit, employees may voluntarily participate in the governance of the College by serving on one of five Systems Improvement Teams (SI Teams), on the College Quality Council, or on an Action Group. SI Teams focus on the continuous improvement of selected operational systems, processes, or services. Conversely, Action Groups are more task oriented and focus on completion of a specific task (i.e. commencement, awarding of scholarships, publishing the college catalog, etc.).

Every new employee at the college participates in Continuous Quality Improvement (CQI) training classes. New employees are expected to enroll in the training during their first-year at the college. Once they complete the training, employees are eligible to serve on one of the teams that form the TEAMSpirit Initiative.

QUALITY COUNCIL

The TEAMSpirit Initiative is guided and monitored by the College's Quality Council. The Shelton State Community College Quality Council is a ten-member team that serves as a planning unit and forum for coordination and communication between the SI Teams and the College community. The purpose of the Quality Council is to provide leadership, sponsorship, focus, and direction to the quality improvement process. Its goal is to continuously improve service(s) to our customers. The Quality Council promotes cooperation, collaboration, and teamwork throughout the organization; encourages the use of "Quality Improvement" tools and techniques; continuously monitors the Quality Improvement Process; and seeks to ensure the development of teams as they work toward continuous improvement of the institution's processes and service(s) to its customers.

SYSTEMS IMPROVEMENT TEAMS (SI Teams)

The College utilizes five permanent Systems Improvement Teams to facilitate the continuous improvement of College operations, processes, or service(s). Each team is responsible for making selected improvements within a cluster of assigned processes (quality clusters). The five teams are: SI Team I: Educational Programs; SI Team II: Customer and Student Services; SI Team III: Technology Systems and Services; SI Team IV: Community Relations and Administrative Systems; and SI Team V: Institutional Resources. All members of SI Teams complete a training course in the principles, tools, and techniques of Continuous Quality Improvement (CQI).

ALABAMA QUALITY AWARDS

Shelton State Community College has won three awards (two silver and one bronze) in the Alabama Quality Awards Team Showcase sponsored by the Alabama Productivity Center located on the University of Alabama campus in Tuscaloosa. As of 2006, Shelton State is the only community college in Alabama to win Team Showcase Awards. The Quality Council and SI Teams serve as an integral part of the College's governing structure and facilitate improvement projects, activities, and special events to improve services for our customers and energize our personnel.

ADMISSIONS/RECORDS INFORMATION

GENERAL SUPERVISION

Admission policies at Shelton State Community College are administered by the Student Services Division which operates under the direction of the Office of the Dean of Student Services.

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 in regard to admission of students to the College and the maintenance of academic records.

ADMISSION APPLICATION PROCEDURES

A. Students Entering Shelton State Community College for the First Time

1. All students must complete the Application for Admission. All requested information on the application must be provided.

Applications may be obtained by:

- a. online submission, www.sheltonstate.edu
- b. printable version from Shelton State web site, www.sheltonstate.edu
- c. paper copy in the Office of Admissions and Records

2. Students Entering Status

- a. High school graduates who have never attended college should request that the high school mail an official transcript, with a graduation date posted, and diploma type directly to the Office of Admissions and Records, Box 190, Shelton State Community College, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.
- b. 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.
- c. 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, Box 190, Shelton State Community College, 9500 Old Greensboro Road, Tuscaloosa, AL 35405, and refer to "Admission to Courses Not Creditable Toward an Associate Degree" under the Admissions Requirements section.
- d. Students who have received a Certificate of Attendance should refer to "Admission to Courses Not Creditable toward an Associate Degree" under the Admissions Requirements section.
- e. Applicants who have not completed high school and who have not earned a GED certificate should refer to "Admission to Courses Not Creditable toward an Associate Degree" under the Admissions Requirements section.

- f. Students who transfer from another college must request that an official transcript 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.
 - g. Students who intend to remain at Shelton State for only a single term may enroll as transient (rather than transfer) students (see section on Transient Student Admissions below).
 - h. High school students who are enrolling through Dual Enrollment/Dual Credit or Accelerated High School status must meet all eligibility requirements defined in Section D, High School Students, on page XX.
3. Prospective students should contact the Counseling Center for information concerning assessments required by the College.

B. Readmission

Former students of Shelton State who have not been in attendance for the past five years or more 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.

C. Time of Admission

Applications may be submitted at any time during any semester. Students are urged to apply in advance of the time they wish to enroll.

ADMISSION REQUIREMENTS

A. Admission of First-time College Students

Applicants who have not previously attended any regionally or Council on Occupational Education accredited postsecondary institution will be designated a first-time college student or "native" student.

1. Admission to Courses Creditable Toward an Associate Degree:

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

- a. The student holds The Alabama High School Diploma (standard or advanced), the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or

- b. The student holds a high school diploma equivalent to The Alabama High School Diploma (standard or advanced) issued by a non-public high school and has passed the Alabama Public High School Graduation Examination; or
- c. The student holds a high school diploma equivalent to The Alabama High School Diploma (standard or advanced) issued by a non-public high school and has achieved a minimum ACT score of 16 or a total score of 790 on the College Board's SAT, (this section applies to students who graduated from a non-accredited high school and did not take or pass the Alabama Public High School Graduation Examination); or
- d. The student holds the Alabama Occupation Diploma, the high school diploma of another state equivalent to The Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT score of 16 or a total score of 790 on the College Board's SAT; or the student holds a GED Certificate issued by the appropriate state education agency.
- e. A student who meets one of these criteria will be classified as "Degree-Eligible." Shelton State Community College may establish additional admission requirements to specific courses or programs when student enrollment must be limited or to assure ability to benefit. Admission to the College does not necessarily assume the applicant is eligible for enrollment in restricted programs.

NOTE: Students are not required to submit an ACT or SAT score for admission. However, to be eligible for an academic scholarship, an ACT or SAT score must be submitted.

2. Admission to Courses Not Creditable Toward an Associate Degree

Shelton State Community College, as mandated by the State Board of Education, has an open door policy. The College admits students without a high school diploma or a GED certificate into certain programs and courses not creditable toward an associate degree when the student demonstrates an ability-to-benefit **prior to enrollment**. Students admitted under these provisions will be classified as "Non-Degree-Eligible" students.

Under the Ability-to-Benefit provisions, applicants to courses not creditable toward an associate degree and programs comprised exclusively of courses not creditable to an associate degree must be at least 16 years of age and have not been enrolled in secondary education for at least one calendar year, or upon the recommendation of the local superintendent.

- a. Students without a high school diploma or GED certificate who wish to enroll in designated Ability-to-Benefit programs and courses must take an Ability-to-Benefit test. An independent tester administers the Ability-to-Benefit test to determine if the student can enter one of the designated programs. The student must achieve a minimum score to enter one of the designated

Ability-to-Benefit programs.

- b. Students who hold the Alabama Occupation Diploma are not required to take the Ability-to-Benefit test and are able to enter one of the designated Ability-to-Benefit programs.

Ability-to-Benefit programs are as follows:

- Automotive Body Repair
- Automotive Technology
- Carpentry
- Commercial Food Service
- Diesel Mechanics
- Heavy Equipment Operator
- Nursing Assistant
- Welding

- c. Students without a high school diploma or GED who have taken the Ability-to-Benefit test and who have equivalent assessment scores, may enter any developmental course (i.e., ENG 092 or ENG 093; MTH 090 or MTH 098; RDG 084 or RDG 085) as well as institutional credit only classes such as COM 100, MAH 101, etc. For additional information, contact the Office of Admissions, 205-391-2214.

The College may establish additional requirements to specific courses or occupational degree programs.

3. Unconditional Admission of First-Time College Students

For unconditional admission, applicants must have on file with Shelton State Community College a completed application for admission and at least one of the following:

- a. an official transcript showing graduation with The Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or
- b. an official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and proof of passage of the Alabama Public High School Graduation Examination; or
- c. an official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and evidence of a minimum ACT score of 16 or total score of 790 on the College Board's SAT; or
- d. an official transcript showing graduation from high school with a high school diploma equivalent to the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT score of 16 or the equivalent score on the SAT; or an official GED Certificate.
- e. For admission to a course not creditable toward an associate degree, applicants with less than a high school diploma or GED must also have on

file documentation of Ability-to-Benefit prior to enrollment.

NOTE: The following information is applicable for admission to courses creditable toward an associate degree; unconditional admission of first-time college students; conditional admission of first-time college students

4. Conditional Admission of First-Time College Students

Eligible applicants who do not have on file an official transcript from the high school attended or an official GED certificate may be granted conditional admission. Students who graduated from a non-accredited school may not be conditionally admitted.

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.

Note: For purposes of admission, The Alabama High School Diploma (with or without Advanced Academic Endorsement) 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, 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	2
Economics	2
Any combination of courses in the disciplines of Physical Education, Health Education, and/or Fine Arts	2

Computer Applications*	1/2
Electives	5 1/2
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.

Male applicants between the ages of 18 and 26 must document that he has registered with the U.S. Selective Service System in accordance with section 36-26-15.1 of The Code of Alabama of 1974 (as amended).

B. Admission of Transfer Students

Applicants who have previously attended another regionally or Council on Occupational Education accredited postsecondary institution will be considered a transfer student and will be required to furnish official transcripts of all work attempted at all said institutions. The College may also require the transfer of student documents required of first-time college students.

Transfer students who meet requirements for admission to courses creditable toward an Associate Degree will be classified as "Degree-Eligible" students. A transfer student who does not meet these requirements will be classified as a non-degree-eligible student.

Applicants who have been suspended from another institution for academic or disciplinary reasons will not be considered for admission except upon appeal.

1. Unconditional Admission of Transfer Students

- A transfer student must have submitted to the College an application for admission and official transcripts from all regionally or Council on Occupational Education accredited postsecondary institutions attended and, as designated by the College, any other documents required for first-time college students.
- Applicants who have completed the baccalaureate degree or higher degree will be required to submit only the transcript from the institution granting the baccalaureate degree or higher degree.

NOTE: If the student intends to obtain a degree from Shelton State Community College, transcripts from all institutions may be required for an evaluation prior to graduation. If the student intends to register for courses requiring prerequisites that have been fulfilled at another institution other than the one granting the degree, transcripts from those colleges or universities must be submitted for evaluation.

2. Conditional Admission of Transfer Students

Transfer students who do not have on file official transcripts from all postsecondary institutions attended and any additional documents required by the institution may be granted conditional admission.

Students who do not have transcripts on file at the time of registration and are enrolling for a course which requires a prerequisite must present a transcript or grade report to satisfy prerequisite requirements for these courses.

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.

3. General Principles for Transfer Credit

- a. Transfer credit will be evaluated and recorded by the Registrar in the Office of Admissions and Records for Transfer Credit in the Registrar's Office.
- b. Transfer students with a complete admission file will receive a notice that transfer credits have been evaluated and acceptable credits have been awarded. The admission's file consists of a completed application form and transcripts from all postsecondary institutions attended by the student.
- c. 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, an institution 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.
- d. A course completed at other regionally or Council on Occupational Education accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.
- e. A transfer student from a collegiate institution not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credits after completing fifteen semester hours with a cumulative GPA of 2.0 or above.
- f. Only acceptable coursework that applies to the student's declared program of study at the time of admission will be awarded.
- g. A transfer grade of **D** will only be accepted when the transfer student's cumulative GPA is 2.0 or above. If the student has a cumulative 2.0 or above, the **D** grade will be accepted the same as for native students.
- h. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

4. Initial Academic Status of Transfer Students

- a. Transfer students whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on **Clear Academic Status**.

- b. Transfer students whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted only on **Academic Probation**. The transcript will read **Admitted on Academic Probation**.
- c. Applicants who have been academically suspended from another regionally accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at this institution for native students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on **Academic Probation**. The transcript will read **Admitted upon Appeal-Academic Probation**.

C. Transient Students

A transfer student who attends 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 and 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. Such a student is not required to file transcripts of previously earned credits at other postsecondary institutions. Students must submit a transient letter (e.g. Letter of Good Standing, course approval letter, etc.) to the office of Admissions and Records prior to, or within, the semester in which he/she has registered. Any transient student that fails to provide appropriate prerequisite information may be administratively withdrawn and no refund will be provided.

D. 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

Shelton State Community College offers eligible high school juniors and seniors the chance to enroll in college classes concurrently with high school classes. High School students who enroll through this status will receive college credit only. Credit will be awarded upon the student meeting all requirements for high school graduation. Students are eligible for the Accelerated High School Program if they meet the criteria listed below:

- a. The student must have successfully completed the 10th grade.
- b. The student must be at least 16 years of age.
- c. The student must have completed any required high school prerequisites (for example, a student may not take English Composition until all required high school English courses 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).

- d. The local principal or his or her designee must certify that the student has a minimum cumulative **B** average and recommend that the student be admitted to this program. A letter must be submitted each semester that the student attends the College prior to enrollment. Exceptions may be granted only by mutual consent of the high school and Shelton State Community College.
- e. 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.
- f. Exceptions may be made to requirements a. and c. 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 College System.
- g. Students who attend a non-accredited high school must meet additional criteria as listed below:
 - i. comply with items a, b, c, and d as noted above; and
 - ii. 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

The Dual Enrollment/Dual Credit for High School Students Program allows eligible high school students to enroll in college classes concurrently with high school classes, either on the college campus or at the high school, and to receive both high school and college credit. Criteria for student eligibility are developed by each individual school system and Shelton State Community College and may be more restrictive than the minimum criteria that follow:

- a. The student must be in grade 10,11, or 12 or have an exception granted by the participating postsecondary institution upon the recommendation of the student's principal and the superintendent and in accordance with the Alabama Administrative Code 290-8-9.17 regarding gifted and talented students.
- b. The student must have a "B" average, as defined by local board of education policy, in completed high school courses.
- c. The student must have written approval of the appropriate principal, and the local superintendent of education. Student success in Dual Credit/Dual Enrollment is dependent upon both academic readiness and social maturity. Approval from the principal, and superintendent indicates that the student has demonstrated both.
- d. The student must meet the entrance requirements established by the participating postsecondary institution.

- e. Students who are enrolled in grades 10,11, or 12 may be deemed eligible to participate in Dual Credit/Dual Enrollment in occupational/technical courses pending demonstrated ability to benefit as documented by successful completion and placement by ASSET,[®] COMPASS, WorkKeys,[®] (May 2005) CPAT, or other assessments approved by the Department of Postsecondary Education. Students enrolled under the ability to benefit provision must have a "B" (3.0 grade point average) in high school courses directly related to the occupational/technical studies (if applicable) which the students intends to pursue at the postsecondary level and an overall 2.5 grade point average in high school course work. Exceptions may be made on an individual student basis after assessment and with the mutual consent of both the local School Board and the College.
- f. Students who attend a non-accredited high school must meet additional criteria as listed below:
 - i. comply with items a, b, c, and d as noted above; and
 - ii. 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.

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 (801.03). 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.

Determination of the equivalencies of Shelton State Community College course work toward high school graduation requirements is at the discretion of the high school system. Typically, one 3-semester hour course is equated to one-half unit of high school credit.

For additional and more specific information, students may contact the high school counselor or the Office of Admissions and Records at Shelton State Community College.

E. International Students

1. Admission Requirements

Prior to being issued the required I-20 form, international students must present the following:

- a. an official translated (if in a language other than English) copy of the student's high school transcript (and college transcript, if applicable).

International student's must obtain from World Education Services, Bowling Green Station P.O. Box 5087 New York, NY 10274-5087, 212-966-6311 or www.wes.org, an English translation of their transcript and a detailed report outlining recommendation for the awarding of credit in order for their foreign credits to be evaluated by Shelton State Community College. Forms may be obtained from the Office of Admissions and Records at the Martin Campus. Each student is responsible for the cost involved in obtaining the evaluation. The criteria for awarding credit from these institutions will be the same as for other institutions in the United States.

- b. official transcript showing a minimum of 500 on the paper version of the Test of English as a Foreign Language (TOEFL) or a minimum score of 173 on the computer version. Applicants from certain countries are exempt from taking the TOEFL, contact the International Student Advisor, 391-2342 for a copy of the list. TOEFL score of 500 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, and Virgin Islands. All other waivers must be submitted to the Chancellor for approval with substantial documentation.
- c. signed, notarized statement declaring that they will be fully responsible for their financial obligations while attending college.
- d. college application for admission.

2. Other Information for International Students

- a. 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.
- b. 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.
- c. F-1 visa holders are required to be enrolled full-time (12 semester hours or more) and should be progressing satisfactorily toward a degree.
- d. International students must meet all Immigration and Naturalization Service Requirements and complete forms necessary for attendance at Shelton State.
- e. International students must sign a waiver of financial responsibility for the College and present a complete financial statement.

- f. International students must purchase a health insurance policy through the College. Students are required to pay for one semester of coverage at the time of registration.
- g. International student tuition is two (2) times that of residents of the State of Alabama.
- h. All international student applicants must secure private housing since Shelton State provides no dormitory facilities.
- i. The final decision for acceptance of international students who have met the preceding conditions will be made by the Office of the Dean of Student Services.
- j. International students must take the designated placement assessment before being admitted to the College. 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.
- k. A complete file consists of:
 - 1) An application for admission
 - 2) A documented TOEFL score of 500 (on paper) or 173 (on computer)
 - 3) Financial support documentation
 - 4) A translated college or high school transcript
 - 5) Copy of passport (ID and expiration data pages) or VISA page
 - a. both sides of current INS form I-94
 - b. previous INS form I-20

F. 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 205-391-2232.

Emergency Medical Certificate

For more information call 205-391-3777.

Respiratory Care Technology (RPT)

For more information call 205-391-2232.

Linkage Programs

For more information call 205-391-2959.

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

Shelton State Community College offers many non-credit programs and activities through the Center for Workforce Development, the Wellness Center, the Community Education programs, the Mund Lifelong Learning Center, 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.

FINANCIAL INFORMATION

TUITION/FEES

A. Residents of the State of Alabama

Tuition and fees per semester for students who are residents of the State of Alabama are based on the following schedule:

TUITION AND FEE SCHEDULE

(Tuition and Fees are subject to change)

RESIDENTS				
Credit Hours	Tuition	Maintenance Fee	Technology Fee	Total
1	\$ 72	\$ 9	\$ 9	\$ 90
2	\$144	\$ 18	\$ 18	\$ 180
3	\$216	\$ 27	\$ 27	\$ 270
4	\$288	\$ 36	\$ 36	\$ 360
5	\$360	\$ 45	\$ 45	\$ 450
6	\$432	\$ 54	\$ 54	\$ 540
7	\$504	\$ 63	\$ 63	\$ 630
8	\$576	\$ 72	\$ 72	\$ 720
9	\$648	\$ 81	\$ 81	\$ 810
10	\$720	\$ 90	\$ 90	\$ 900
11	\$792	\$ 99	\$ 99	\$ 990
12	\$864	\$108	\$108	\$1,080

Each additional credit hour will cost an extra \$90.00.

Tuition for Distance Education courses as designated in the official printed semester Schedule of Classes is \$90.00 per credit hour. These courses are not charged fees.

There will be an additional fee for student accident insurance.

ALL STUDENTS ARE REQUIRED TO PAY TUITION AND FEES AT THE TIME OF REGISTRATION.

Sponsored students are an exception to this policy. Sponsored students include those students whose expenses are paid by agencies such as Vocational Rehabilitation Services, Alabama G.I. and Dependents Educational Benefits Act (excluding veterans who receive benefits only from Federal Veterans Administration), and eligible Pell Grant recipients. These students must have written authorization from the sponsoring agency on file in the Business Office prior to registration in order to register without paying. FEES MUST BE PAID IN FULL BEFORE REGISTRATION IS CONSIDERED COMPLETE. *Students who intend to pay their tuition using Prepaid Affordable College Tuition Program (PACT), Vocational Rehabilitation Services, VISA, MasterCard, or any third party entity are responsible for verification that the College received the payment.*

B. Non-Residents of the State of Alabama

Non-resident or out-of-state tuition is \$143 per each semester credit hour; a \$9 maintenance fee, plus a \$9 technology fee is charged additionally for each credit hour. Tuition and fees are subject to change. For example, an out-of-state or non-resident student would pay \$483 for a three-hour course during the Fall 2007 at Shelton State Community College.

Tuition for Distance Education courses as designated in the official printed semester Schedule of Classes is \$161.00 per credit hour. These courses are not charged fees.

To challenge residency from out-of-state, students must make their appeal to the Office of Admissions and Records before the last day of the Drop/Add and Late Registration Period of a given semester in order to be eligible for in-state tuition.

RESIDENCY POLICY

For the purpose of assessing tuition, applicants for admission will be classified in one of two categories as outlined below:

A. Resident Student

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

1. 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.**
2. In the case of minor dependents seeking admission, the parents, parent, or legal guardian of such minor dependent must have resided in the State of Alabama for at least 12 months 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.

3. In determining Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.
 - a. Students having graduated from an Alabama high school, or having obtained a GED in the State of Alabama within two years of the date of application for admission shall be considered Residential Students for tuition purposes.
 - b. An individual claiming to be a resident will certify by a signed statement **each** of the following:
 - i. a specific address or location within the State of Alabama as his or her residence.
 - ii. an intention to remain at this address indefinitely.
 - iii. possession of more substantial connections with the State of Alabama than with any other state.
 - c. 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:
 - i. consideration of the location of high school graduation.
 - ii. payment of Alabama state income taxes as a resident.
 - iii. ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property.
 - iv. full-time employment in the state.
 - v. residence in the state of a spouse, parents, or children.
 - vi. previous periods of residency in the state continuing for one year or more.
 - vii. 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.
 - viii. possession of state or local licenses to do business or practice a profession in the state.
 - ix. ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates.
 - x. continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment.
 - xi. membership in religious, professional, business, civic, or social organizations in the state.
 - xii. maintenance in the state of checking and savings accounts, safe deposit boxes, or investment accounts.
 - xiii. 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.

4. Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within one full academic year of their most previous enrollment unless there is evidence that the student subsequently has abandoned resident status; for example, registering to vote in another state. Students failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.

B. 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.

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

OTHER FEES

- A. A late registration fee of \$25.00 is charged if registration is not completed on or before the designated date of registration.
- B. A diploma fee equal to the actual cost of the diploma is charged.
- C. A vehicle registration fee of \$10.00 is required each year.
- D. 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.
- E. Checks, Visa, 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. The returned check service fee charge will be based on the current rate set by the District Attorney's Office.
- F. 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.
- G. 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

A. 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.

1. Full Term Enrollment

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

- a. students who completely withdraw before the beginning of the term receive a 100% refund.
- b. students who completely withdraw within the first five instructional days receive a 75% refund.
- c. students who completely withdraw during the sixth through tenth instructional days receive a 50% refund.

- d. students who completely withdraw during the eleventh through fifteenth instructional days receive a 25% refund.
- e. students who completely withdraw after the fifteenth instructional day will receive NO REFUND.

2. Split Term Enrollment

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

- a. students who completely withdraw before the beginning of the term receive a 100% refund.
- b. students who completely withdraw within the first three instructional days receive a 75% refund.
- c. students who completely withdraw during the fourth through sixth instructional days receive a 50% refund.
- d. students who completely withdraw during the seventh through ninth instructional days receive a 25% refund.
- e. students who completely withdraw after the tenth instructional day will receive NO REFUND.

Only the following tuition/fees can be refunded: Tuition, Maintenance Fees and Technology 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.

B. Drop/Add and Late Registration Period

The Drop/Add and Late Registration Period is a three (3) to five (5) day period after the official designated registration days for full term classes during the fall and spring semesters. The Drop/Add and Late Registration Period is two (2) days for the summer semester and for split term classes. Students who drop a course (or courses) and have other courses remaining on their schedules may receive 100% refund if the course is dropped during the Drop/Add and Late Registration Period. **AFTER THE DROP/ADD AND LATE REGISTRATION 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; AND THUS, REFUNDS WILL BE ISSUED FOR COMPLETE WITHDRAWAL ONLY.**

C. Short Course Refunds (Continuing Education, Community Education)

A refund will not be given after the first meeting of the class.

D. SHELTON STATE COMMUNITY COLLEGE DOES NOT GIVE CASH REFUNDS.

Refund checks are mailed from the Office of Business Services. In order for refunds to be processed, students must obtain a withdrawal form from the Office of Admissions and Records. Students must then take the completed withdrawal form to the Cashier's Office to request the refund.

FINANCIAL AID

Shelton State Community College offers financial assistance to eligible students to help pay the cost of their education. 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), Federal Supplemental Educational Opportunity Grant (FSEOG), and the Academic Competitive Grant (ACG). Shelton State is also approved to participate in the Alabama Student Assistant Program (ASAP). Shelton State Community College currently does not participate in any of the federal loan programs. Shelton State, however, is approved for deferment of previous loans.

APPLYING FOR FINANCIAL AID

Priority for the limited campus-based programs (FWS, FSEOG and ASAP) is given to students whose fall semester applications are completed prior to May 30th of the current award year.

Students who apply for financial aid must:

1. Apply for admission and have on file a copy of their high school transcript, GED scores or certificates, and academic transcripts from other colleges and trade schools previously attended. Transient students and students taking additional courses are not eligible to receive financial aid at SSCC.
2. Be a U.S. Citizen or an eligible non-citizen. All eligible non-citizens must provide documentation to verify their eligibility status.
3. 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.
4. Must meet the standards of academic progress (qualitative and quantitative).
5. Male students, 18-25 years of age, must be registered with the Selective Service. Register through the internet at www.sss.gov.
6. Call the Office of Financial Aid to request that the Student Aid Report (SAR) be processed electronically or bring your copy of the SAR into the office.

QUALIFYING FOR FEDERAL FINANCIAL AID

Students who apply for Federal Financial Assistance:

1. Must complete the Free Application for Federal Student Aid (FAFSA). This should be done as soon as students or parents of dependent students complete their federal income tax return each year.

2. May apply with a paper FAFSA or on the Internet at www.fafsa.ed.gov. PIN numbers can be requested at www.pin.ed.gov. Shelton State's Title IV code is 005691. The Shelton State web site is www.sheltonstate.edu.
3. If selected for verification, a student must submit signed copies of certain financial documents for the student and/or spouse and parent(s). Contact the Financial Aid Office to find out which documents are required. Approximately one-third of all financial aid applications are selected by the federal government in a process called verification.
4. Must have financial need. Financial need is determined by subtracting the expected family contribution from the cost of education.
5. Must have a high school diploma, a GED, or have passed an independently administered Ability to Benefit test approved by the U.S. Department of Education.
6. Must be enrolled as a student in an eligible program and making satisfactory academic progress.
***Technical Classes/Certificates** require a clock hour conversion to receive Title IV funds. Financial Aid will be paid on the lowest hours. Questions should be directed to the Financial Aid Office at 205-391-2218.
7. Must not be in default on any previous student loan.
8. Before financial aid is awarded, 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.

Once the financial aid award has been established, the College officially notifies the student with a financial aid award letter which is mailed to the address on file in the Office of Admissions and Records. The student may then register for classes. Once notification is received, the student may request that charges up to the total amount of the financial aid award (excluding work-study awards) be applied to his/her account. Such charges include tuition, fees, and books, and supplies purchased in the College's bookstore.

Any remaining balance from the financial aid award for the current semester will be issued by check 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.

MINIMUM STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Federal regulations require that all students meet minimum standards of satisfactory academic progress to receive financial aid.

A. Standards of Satisfactory Academic Progress

1. **Time Frame:** Each student receiving financial aid will be expected to complete his or her program of

study within a period not to exceed 1.5 times the length of his or her chosen program; e.g., a two-year program of study (six semesters) must be completed within three years (nine semesters) of attendance. A change in program for an associate degree (AS/AA) and associate and applied sciences degrees (AAS) programs, or a certificate program will be allowed; however, financial aid will be granted ONLY for additional required hours, if any. (EXAMPLE: Your current program of study is an AS degree to transfer, the timeframe is 98 hours with a minimum of 67% completion rate required per semester, you have attempted 55 credit hours and earned 45 credits this leaves you 43 credit hours to complete your AS degree and transfer. You change to a 26 hour certificate program which reduces your timeframe to 39 attempted hours to complete your new program. However if you change your program to an AA or another AS degree program, the hours left on your timeframe will remain 43 credit hours to complete the new program and transfer. After attempting 12 hours in the certificate program, you decide that you want to complete the AS degree program and transfer, your remaining timeframe for financial aid purposes will reduce to 31 credit hours to complete and transfer. Overall GPA will not be re-calculated)

2. **Qualitative Measures:** Each student will be expected to meet or exceed the following Grade Point Average (GPA) at the indicated points in his or her program of study:

12 - 21 hours	- 1.50 GPA
22 - 32 hours	- 1.75 GPA
33 hours and above	- 2.00 GPA

Students must maintain a "C" average (2.00 GPA) during the two-year period. The qualitative measure will be based on the student's overall grade point average. The Cumulative GPA will not be re-calculated for change of program. Cumulative credit hours successfully completed are defined as grade of **A, B, C, D**, and **S**. Credit hours not successfully completed are defined as **F, W, I, U**, and **IP**. However, the credit hours not successfully completed are counted in your timeframe as attempted hours. Credit hours taken for **AUDIT**, will not be counted in the student's timeframe or in the award calculation to determine the student's enrollment status. Cumulative GPA is all credits transferred and earned.

3. **Quantitative Measures:** Each student must pass at least 67% of the hours attempted during the academic year. Undergraduate students must finish their degree or certificate within 150% of the length of the program. For instance, if the length of the undergraduate program is 65 credit hours, the maximum time frame allowed to earn a degree/certificate will not exceed 98 attempted hours. The student must complete by earning at least 67% of the credits attempted per semester. Satisfactory academic progress will be checked annually before awards are keyed into the system. The number of hours attempted will be counted as of the day of

record of each semester. All periods of enrollment at Shelton State, **including transfer hours accepted**, will be counted in the attempted and the completion percentage. Students who do not earn a degree/certificate within the specified time will not be eligible for federal aid. The completion percentage will be measured at the end of each semester. Financial aid recipients who are placed on financial aid probation who do not earn the required completion percentage at the end of the probation semester will not be eligible for aid until the completion percentage has again been met. Students must notify the Financial Aid Office in writing with documentation when the completion percentage has been attained to have financial aid reinstated.

4 **Procedure for Reviewing Satisfactory Academic Progress:**

Once grades are posted to official transcripts, the Office of Financial Aid reviews the academic history of those students who receive financial aid. Students who do not meet the Minimum Standards of Satisfactory Academic Progress (SAP) are notified that they are on financial aid probation or suspension.

If it is the first time a student has not met the minimum Standards of Satisfactory Academic Progress, he/she is placed on financial aid probation for one semester. Students on financial aid probation are eligible to receive all financial aid. Students who do not meet the Minimum Standards of Satisfactory Academic Progress at the end of the probationary semester, will be placed on financial aid suspension. Students on financial aid suspension are not eligible for Federal or State aid and all pending awards will be canceled. Students have the right to appeal their suspension status. Appeals are filed using the Satisfactory Academic Progress Appeal form.

B. **Financial Aid Probation and Suspension**

A student's failure to meet any of the above conditions will result in the student being placed on financial aid probation for a period not to exceed one semester. During this probationary period, the student may continue to receive financial aid. However, if the student fails to comply with the minimum standards of satisfactory academic progress at the end of the probationary period, financial aid will be terminated. **The courses taken during that probationary period must be required in the chosen program of study.**

1. **Suspension Academic**

When a student who is eligible for Title IV federal financial aid is academically suspended, whether the student serves the suspension or is readmitted upon appeal, the student is not eligible to receive aid for the duration of the suspension. The student will not be eligible to receive aid until the student achieves the cumulative GPA required for the number of credit hours attempted at the institution or the term GPA is 2.0 or above (based on at

least 12 credit hours or above attempted at the institution during that term).

Financial Aid

Once a student is placed on financial aid probation, the student's failure to get back into compliance with the qualitative and/or quantitative measures of the SAP will result in the student being placed on financial aid suspension. During the suspension period, the student will not be eligible to receive Title IV aid until the student meets or exceeds the qualitative and quantitative measures of the SAP requirements.

D. Clearing GPA or Credit Hour Deficiencies/Reinstatement

A student may have financial aid reinstated if he/she attends college, at his/her own expense, and grades are in compliance with established 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.

Cumulative Credit Hours Completed

Cumulative Credit hours completed are defined as grades **A, B, C, or D**. Credit hours not successfully completed are defined as **F, W, I, or U**.

NOTE: Refer to Academic Information, Grading System.

Cumulative Credit Hours Attempted:

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.

E. 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.

F. Official and Unofficial Withdrawals and Interruptions

A student who totally withdraws from the college two or more times may be placed on financial aid suspension for failure to meet the quantitative standards of progress (refer to quantitative standards of progress) and may owe an unearned portion of the schedule award.

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.

Official Withdrawal

A student's official withdrawal date is defined as the date the student signs and submits an official withdrawal form to the Office of Admissions and Records.

Unofficial Withdrawal

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

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

If the last day of attendance is not defined on any records, the student's unofficial withdrawal date will be defined as the midpoint (50%) of the semester and the student will in accordance with the Return to Title IV calculation, owe monies back to the Title IV funds. The timeframe for midpoint will differ for students enrolled in split term sessions ONLY.

Financial Aid Official and Unofficial Withdrawal Policy:

A student who receives federal financial aid (Title IV funds) may have his/her financial aid adjusted based on his/her date of official or unofficial complete withdrawal. Title IV aid consists of Pell Grants, Federal Supplemental Educational Grants, and the Academic Competitive Grant. A complete withdrawal is defined as withdrawing or discontinuing attendance from all classes for a given semester.

Consequences for Complete Withdrawal and Financial Aid Repayment:

A student who officially or unofficially completely withdraws earns financial aid based on the number of calendar days he/she attended. Earned financial aid is calculated from the beginning of the semester to the official or unofficial withdrawal date. If the applicant has attended 60% of the semester, the applicant is considered to have earned the aid received.

G. Developmental and Repeated Courses

A Title IV Federal Aid recipient who is enrolled in a developmental course may not enroll in the same course more than three times and continue to receive financial assistance for the course. A Title IV Federal Financial Aid recipient may not be paid for more than 30 credit hours of developmental course work. If a student repeats a course which was previously successfully completed with a grade of "S" or a grade of "D" or above, the credit hours obtained the second time the course is attempted counts toward the minimum number of credit hours required for the program completion and the hours do not count towards the calculation for the semester/term load.

NOTE: Contact the Office of Financial Aid for any exceptions.

H. Right of Appeal

Decisions regarding student eligibility for financial aid are subject to appeal to the Student Finance Appeal Team (SFAT). Appeals of eligibility decisions may be made regarding the income basis for determining eligibility, determination of dependent or independent status, compliance with Standards of Academic Progress, and right to a refund of tuition and fees.

A student who wishes to appeal a decision regarding eligibility should

1. complete the Financial Aid Appeals Form and provide written documentation of mitigating or extenuating circumstances, and
2. submit the appeal form along with the documentation to the Student Finance Appeals Team (SFAT).

The Student Finance Appeals Team will act on a timely basis to decide the appeal and to notify the applicant in writing of the results of the appeal. The decision of the SFAT is final.

I. 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 class day. Students who receive financial aid are reported as “non-attending,” must contact the Office of Financial Aid. Attendance issues may cause a student’s award to be adjusted. Disbursement checks are mailed approximately 14 days after the last day of the Drop/Add and Late Registration Period, pending receipt of federal funds. Books and supplies can be charged against Pell Grant 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 will be awarded based on the student’s Expected Family Contribution (EFC) number and hours attending.

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

J. Return to Title IV Funds (R2T4)

The federal government has established a Return to Title IV funds (R2T4) Policy CFR Section 668.22. **Federal Grant recipients who completely withdraw from the institution prior to completing 60% of the enrollment period are subject to the R2T4 policy and may owe a repayment.** The R2T4 calculation will be performed in accordance to federal regulations. 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, Federal Supplemental Educational Grant (FSEOG), and the Academic Competitive Grant (ACG).

Procedure for Repaying the U.S. Government

According to regulations, the Office of Business Services 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 a letter 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 within 45 days of receiving the written notification 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 Counseling Center and the Learning Center.

K. Definitions

Federal Grant Recipient:

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

Complete Withdrawal:

The withdrawal date is the date the student submits a completed Schedule Change form to withdraw from all classes to the Office of Admissions and Records or the appropriate instructional site. In those cases where a student unofficially withdraws (stops attending without completing the withdrawal process); the withdrawal date is the mid-point (50%) of the term if a withdrawal date cannot be determined.

Sixty Percent (60%) of Enrollment Period:

The sixty-percent enrollment period is published 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.

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.

L. Student Rights

Students have the right to ask Shelton State Community College:

- the name of its accrediting and licensing organizations;
- about its programs, its institutional laboratories and other physical facilities, and its faculty;
- about the cost of attending and its policy on refunds to students who withdraw;

- what financial assistance is available, including information on all federal, state, local, private, and institutional financial aid programs;
- what are the procedures and deadlines for submitting applications for each financial aid program;
- what criteria are used to select financial aid recipients;
- how financial need is determined;
- how and when students on financial aid will receive a disbursement;
- how the school determines whether a student is making satisfactory progress and what happens if the student is not;
- what special facilities and services are available to persons with disabilities.

It is the student's responsibility to:

- review all information about the college's programs before enrolling;
- pay special attention to the Application for Student Financial Aid, complete it accurately, and submit it on time to the proper office;
- know and comply with all deadlines for applying and reapplying for financial aid;
- 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;
- read, understand, and keep copies of all forms the student is asked to sign;
- repay any student loan obligations and/or request deferment information from the lending agency;
- notify the Office of Admissions and Records of any change in the student's name, address, course major, or attendance status;
- understand the refund policy;
- appeal any decision made concerning financial aid status;
- call the Office of Financial Aid and request that the SAR be pulled down electronically or bring in his/her copy;
- notify the Office of Financial Aid of a change of program and request a transfer evaluation (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 letter, a student must be enrolled for a full-time course load which is a minimum of 12 credit hours each semester. A student who enrolls for less than 12 credit hours will have his/her Pell Grant award adjusted according to registration status. A student enrolled in 9 to 11 credit hours is considered three-quarter time, 6 to 8 credit hours half-time, and 1 to 5 credit

hours less than half-time. 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 call the Office of Financial Aid, 205-391-2218.

FEDERAL FINANCIAL AID PROGRAMS

A. 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. 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. Students who are full-time (12 or more hours) for two semesters will not have Pell Grant funds remaining for the summer semester. However, if the student is part-time either semester or skips a semester, the student may use the remainder of the Pell Grant during the summer semester. **Once classes begin, students must attend class starting the first day or Pell Grant may be adjusted for non-attendance.** For more information about Federal Pell Grants, contact the Office of Financial Aid, 205-391-2218.

B. 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 (prior to June 30 for the coming fall semester) and have a "0" eligibility number (EFC). Students should complete the Free Application for Federal Student Aid (FAFSA) to apply for Federal Supplemental Educational Opportunity Grant (FSEOG). For more information about Federal Supplemental Educational Opportunity Grants, contact the Office of Financial Aid, 205-391-2218.

C. Academic Competitive Grant (ACG)

The Academic Competitive Grant is awarded to eligible students who qualify for Pell Grant and have completed a rigorous secondary school program of study. The applicant must be: a U.S. citizen, a federal Pell Grant recipient, enrolled full-time in a degree program, and enrolled in the first or second year of their program of study to be eligible for each academic year. The ACG award is \$750 for the first academic year and \$1,300 for the second academic year.

D. 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. For more information concerning the Alabama Student Assistance Program contact the Office of Financial Aid, 205-391-2218.

E. 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 to apply. For additional information, contact the Office of Financial Aid, 205-391-2218.

VETERAN FINANCIAL PROGRAMS

A. Alabama National Guard

1. Educational Assistance Program (ANGEAP)

The Alabama National Guard Educational Assistance Program is designed to provide financial assistance to Alabama National Guard members. Limited funding is provided by the Alabama Legislature and priority is given to those who apply early. Applications for the Alabama National Guard Educational Assistance Program are available from the member's Alabama National Guard Unit. For more information concerning the ANGEAP, members should contact the National Guard benefits administrator at the member's unit.

2. Tuition Assistance Program

Tuition Assistance is provided in accordance with current VA policy. Semester hour caps are set at 6 hours per semester not to exceed 15 hours per year. The State Education Services Officer **MUST** approve all requests for Tuition Assistance **PRIOR** to the start of the class.

For more information concerning the TA program, eligible members should Contact the Army National Guard benefits administrator at the member's unit.

B. Alabama GI Dependents State Scholarship Program

Alabama GI Dependent Scholarship Program provides for a child whose parent was killed or died in the line of duty, is listed as missing in action, died from a service connected disability, is deceased but had a 20% to 100% service connected disability, is living and has a 20% to 100% service connected disability, or is or was a prisoner of war. The scholarship may pay tuition, one fee, and required books. The scholarship will not pay for tools, supplies, and developmental courses and

books. To apply, contact the Alabama state Department of Veterans Affairs, P.O. Box 1509, Montgomery, AL 36102-1509 or any county veterans service officer of that Department whose office is located in the County Courthouse or building nearby.

Note: State Dependent Scholarship does not pay for developmental classes.

C. Benefits for Veterans and Dependents of Veterans

Shelton State Community College does not participate in advance pay. Students must pay for books, tuition, and fees at the time of registration. Students should expect to receive Veterans Administration (VA) benefits 60 to 90 days after submission.

A veteran may be certified for only one semester if the student has prior credit that has not been received and evaluated. Recertification is contingent upon completion of admissions records and receiving transfer of credit information. If the enrollment period is temporarily interrupted, the Office of Financial Aid will certify re-enrollment when the veteran notifies the office. Benefits may not be paid for courses previously passed unless a better grade is required in the degree objective, for courses in which a grade of Incomplete, "I," was previously received, or for courses which are not a part of the declared educational program (unless approved as a substitute for a required course by the appropriate instructional officer.)

ALL VETERANS SHOULD CONTACT THE OFFICE OF FINANCIAL AID DURING REGISTRATION IN ORDER TO COMPLETE PROPER CERTIFICATION WITH THE VETERANS ADMINISTRATION.

Information pertaining to the Alabama Veterans program may be obtained by writing the State Department of Veteran Affairs, P. O. Box 1509, Montgomery, AL 36104.

Documentation of veteran's information as required by the Veterans Administration and Shelton State is as follows:

1. Copy of DD-214 or Certificate of Eligibility - Doc. #2384.
2. Transcripts from all institutions previously attended. **TRANSCRIPTS ARE NOT ACCEPTED FROM STUDENTS - ONLY DIRECTLY FROM INSTITUTIONS.**
3. File Number.

To apply for veteran's benefits the student must complete the following procedure:

1. Apply for admission to the College and complete his or her admission file.
2. Complete an application for VA benefits and attach a copy of DD-214 or Notice of Basic Eligibility (NOBE) - National Guard Reserve. If a student has used VA benefits at a previously attended institution, students must complete a "Request for Change of Program or Place of Training" form (Form 22-1995.)
3. Disabled Veterans (Chapter 31) must contact a VA counselor at 950 22nd Street, N., Suite 777, Birmingham, AL 35203. If eligible, the VA coun-

seler will submit authorization to the College which will pay for tuition, fees, and required books and supplies.

4. Dependent Students of 100% or totally Disabled Veterans (Chapter 35) must complete application form 22-5490. The Dependents' Educational Assistance (DEA) program provides education and training opportunities to eligible dependents of certain veterans. The program offers up to 45 months of education benefits. These benefits may be used for degree and certificate programs, apprenticeship, and on-the-job training. If you are a spouse, you may take a correspondence course. Developmental, deficiency, and refresher courses may be approved under certain circumstances.

Certification of Veterans:

The following criteria will be used for certifying veterans or eligible persons.

1. Certification will be granted for only those courses which are applicable to the declared program of study (major). Any deviation must be approved in writing by a college official.
2. Certification for more than the required number of hours will be granted only upon written approval from the Veterans Administration.
3. Certification may be granted for basic institutional credit courses and developmental courses if such courses are necessary for the student to reach his or her objective.
4. Certification will not be granted for audit, or community education courses.
5. Veterans must be recertified for educational benefits when they re-enter college after an interruption of an educational program.
6. The veteran who has received college credit at other institutions will be certified for only those courses necessary to complete the declared program of study at Shelton State Community College.
7. Payment for benefits will be based on the following schedule:

12 credit hours or more	Full-time payment
9 to 11 credit hours	Three-fourths payment
6 to 8 credit hours	One-half payment
5 or less credit hours	Reimbursement for tuition and fees only

Class Attendance of Veterans:

For the veteran, failure to attend class may result in a reduction or termination of benefits. Any irregularity in class attendance must be approved by the instructor and the appropriate VA officer as to whether absences are excused or unexcused. Should the veteran accumulate excessive unexcused absences, the reduction of benefits to the veteran will be made effective the last date of attendance in class.

Withdrawals from Class or Classes by Veterans:

Veterans may adjust their schedule without penalty only during the Drop/Add and Late Registration Period. A veteran who withdraws after this period without demonstrating extenuating circumstances could suffer loss of payment under VA educational assistance.

SCHOLARSHIPS

Shelton State Community College offers competitive full or partial scholarships to qualified students. Scholarship information and applications are available on the Shelton State website, www.sheltonstate.edu, in the Counseling Center on the Martin Campus, Room 128 in the Administration Building on the Fredd Campus, and from high school counselors. For specific scholarship requirements and deadlines, refer to the specific scholarship information.

Academic

Academic scholarships recognize outstanding high school seniors and Shelton State students who have excelled in academics. Students should have a minimum of a 3.00 average in addition to involvement in extracurricular activities. An ACT or SAT score is required of high school students applying for academic scholarships.

Technical

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

Performing Arts

Performing Arts scholarships are awarded to students in Art, Music, Speech/Forensics, and Theatre. Awards are based upon availability, competition, demonstrated talent, academic record, the student's educational goals, and a recommendation from the community. They are conditional upon the student's active engagement in the Art, Music, Speech/Forensics, or Theatre Department. Art students submit a portfolio; Music, Speech/Forensics, and Theatre students perform in scheduled auditions at the College.

Athletic

Athletic scholarships are awarded on the basis of try-outs and/or a demonstrated ability to compete on the intercollegiate level. Scholarships cover tuition, fees, and books. 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 women's soccer.

Cheerleading

Shelton State Community College has a co-ed cheerleading squad which performs at home basketball games and other school functions. Members are chosen at try-outs which are held each spring.

Courage and Perseverance

Courage and Perseverance scholarships are awarded to students who have overcome obstacles and adversity through courage and perseverance. Students must meet admission requirements, demonstrate excellence in citizenship and be nominated by citizens from the local community.

Economically Disadvantaged Students

Students who qualify for Pell Grants and SEOG student financial assistance may be awarded Economically Disadvantaged Student scholarships. The College recommends that every student apply for federal financial aid by completing the FAFSA.

Other Scholarships:**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 first Child Development Associate (CDA) credential. 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 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, and pay all applicable fees. For additional information, contact the Counseling Center, 205-391-2232.

Shelton State Community College Foundation

The Shelton State Community College Foundation, a separate entity from the college, provides scholarships for students enrolled in instructional programs at the College based on students' academic standing, community involvement, special criteria, and/or financial need. Information and applications are provided in the Shelton State Community College Foundation Office, the Shelton State Counseling Center, on the Shelton State website, 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 YEAR

The academic year of Shelton State Community College is divided into three semesters: a fall semester, a spring semester, and a summer semester. Split terms or mini terms are offered during each semester.

DISTANCE EDUCATION

The purpose of distance education is to expand the availability of educational opportunities regardless of geography and time constraints or career commitments. Shelton State Community College provides high quality educational experiences that emphasize institutional strengths and are receptive to the needs of both on-campus and off-campus students with instruction delivered through the Internet. For additional information on distance education, visit the college website, www.sheltonstate.edu.

GRADING SYSTEM

Letter grades are assigned according to the following system for all courses for which students have registered.*

A	Excellent (90-100)
B	Good (80-89)
C	Average (70-79)
D	Poor (60-69)
F	Failure (below 60)
W	Withdrawal
I	Incomplete
IP**	In Progress
AU	Audit
S	Satisfactory
U	Unsatisfactory

*Grade requirements and withdrawal policies may vary in specific courses or programs. For specific information consult the course syllabus, the department website or contact the Office of the Dean of Instruction, 205-391-2283.

A grade of **IP is available only in those sections of developmental education courses that utilize Computer Based Instruction (CBI). These CBI sections are identified each semester in the printed official Schedule of Classes; this Schedule is also available on the College website, www.sheltonstate.edu. For additional information, refer to the Language Arts and Mathematics department websites.

A grade of **W** is assigned to a student who officially withdraws from the College or from a course. Refer to the Withdrawal Process explained on page 30 for additional information.

A grade of **I** is assigned only if the final exam (or some work of equivalent significance) is missed. The students 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 designee) a written plan for the student to complete the work to establish the course grade. This plan must contain all information and materials required to establish the 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 a F.

Non-credit college activities such as START-UP, COMPASS, etc., may appear on the student's schedule and/or transcript.

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.

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, S, U, and AU designations.

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 Instructional Services. No student will be approved for more than 24 credit hours in any one semester for any reason.

PREREQUISITES AND COREQUISITES

Students are required to complete prerequisites and satisfy corequisites for each course for which they are registered. Students who enroll in a course without completing course prerequisites and satisfying corequisites may be withdrawn from the course and assigned a 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 corequisites are met.

NOTE: Prerequisite: a course or condition required prior to enrolling in another course. Corequisite: a course or condition that must be taken at the same time as another course, or in special circumstances, completed prior to another course.

WORKKEYS

Shelton State Community College is an ACT **WorkKeys** Service Center. The ACT WorkKeys system has been implemented at the College to assist students in improving their skills for the workplace.

The WorkKeys system consists of skills assessment of individuals, profiles to determine skill levels needed for jobs, and targeted instruction to assist individuals in skills improvement. WorkKeys provides a common scale so that the college and community can communicate more clearly regarding workplace skills. The goal is to ensure that Shelton State Community College students enter the world of work with the skills they need to assure success.

The Skills Report that is generated upon completion of the official ACT WorkKeys assessment explains the skill levels attained by the student and specifies the workplace skills that the individual student has mastered. This information is a part of the career credentials document that students can provide to a potential employer to demonstrate their ability to contribute in the workplace.

The schedule for administering the official ACT WorkKeys assessment is publicized each semester. Anyone desiring further information about ACT WorkKeys, may contact the Office of the Dean of Instruction.

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 an application for admission on file 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.

The following students are exempt from the English and/or mathematics section(s) of the COMPASS® Assessment:

- a. 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;
- b. 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;
- c. students who have an associate degree or higher from a regionally accredited postsecondary institution (community, junior or four-year college);
- d. students who transfer degree-creditable college-level English or mathematics courses with a grade of C or better;
- e. students who have successfully completed certain developmental coursework at another Alabama College System school within the last three years;

- f. 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 Coordinator.

ACT/SAT Policy

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

- **ENG 101**
ACT English score of 20 or higher **or** SAT I verbal score of 480 or higher
- **MTH 100**
ACT mathematics score of 20 – 24 **or** SAT I mathematics score of 480 - 570
- **MTH 110 / 112**
ACT mathematics score of 25 – 26 **or** SAT I mathematics score of 580 – 610
- **MTH 113 / 120**
ACT mathematics score of 27 – 28 **or** SAT I mathematics score of 620 – 640
- **MTH 125**
ACT mathematics score of 29 – 36 **or** SAT I mathematics score of 650 or higher

These scores are subject to change.

CREDIT FOR EXAMINATION PERFORMANCE AND EXPERIENCE

College credit by examination and credit for several types of out-of-class experiences including, but not limited to, College Level Examination Program (CLEP), DANTES, Advanced Placement (AP), and military credit are recognized by Shelton State Community College. ***Not more than 25 percent of the total credit required for any program may be awarded through nontraditional means. Credit awarded through nontraditional means 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.***

CREDIT AWARDED THROUGH NON-TRADITIONAL MEANS: PRIOR LEARNING/ EXPERIENTIAL LEARNING

Prior Learning Assessment (PLA) Policies and Procedures

Shelton State Community College and The Alabama College System recognizes that learning occurs in a variety of ways. Individuals can develop mastery of course competencies through employment, training, and other experiences, which is termed “prior learning.” Credit can be awarded for prior learning from which 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 that demonstrates achievement of all terminal objectives for a specific course or courses. Course credit earned through prior learning shall be noted on the student's transcript as having been awarded through PLA.

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

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

Not more than 25 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 of the course. Credit may not be awarded twice for the same learning.

Prior Learning Assessment Procedures

1. The student must enroll at the institution and meet all admission requirements for the program in which course credit for prior learning is being sought.
2. The student must obtain an **Application for Credit Awarded through Non-traditional Means: Prior Learning/Experiential Learning** from the Office of Admissions and Records and then submit the completed form to the Associate Dean of Academic or Technical Services.
3. The Associate Dean of Academic or Technical Services, along with 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.
4. If it is determined that PLA credit can be awarded, the student must make arrangements with the Associate Dean of Academic or Technical Services to determine what must be included in the applicant's portfolio. In the portfolio assessment process, an instructor of a

course for which credit for experiential learning is being sought, along with the Associate 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 that should 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., licenses, certifications, continuing education units, training records, employer verification of tasks performed, and examples or demonstrations of skills possessed).

5. The instructor must submit the recommendation to the Associate Dean of Academic or Technical Services. If approved, the Associate Dean submits the recommendation to the Dean of Instructional Services for review and approval.
6. 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 Instructional Services upon recommendation from the Associate 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 Non-collegiate Sponsored Instruction (ACE/PONSI), College Board Advanced Placement (AP) Program, American Council on Education College Credit Recommendation Services (ACE/CREDIT), or American Council on Education Military Program (ACE/MILITARY).
7. If approved, credit awarded through PLA will be awarded and included on the student's transcript. Awarded credit will be designated as being credited 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 from 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. This agreement which was signed by each member's superintendent/president lists specific provisions in order to receive advanced credit/placement.

To be eligible for this advanced credit/placement, the applicant must:

1. be recommended by the applicant's technical instructor for advanced credit;
2. pass the high school course(s) which are to be articulated with at least a B average.
3. 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, 205-391-2407.

COLLEGE PREPARATORY PROGRAM

The Alabama State Board of Education (ASBE) has directed that each institution in the Alabama College System will offer a program of college preparatory instruction. This program includes the following features:

1. Each college in The Alabama College System will require students to take a placement assessment upon admission to the college and prior to enrollment into an associate degree or college-level certificate program.
2. Each college in The Alabama College System 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.
3. 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 090, MTH 098
4. 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.
5. The maximum load for a student who is enrolled in two or more college preparatory courses is 13 semester hours.

CLASS ATTENDANCE POLICY

STUDENTS ARE EXPECTED TO ATTEND ALL CLASSES for which they are registered. Instructors are required 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 FOR THE DURATION OF THE PUBLISHED CLASS TIME.

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. Student absences are calculated from the first day of classes. Attendance the first day of class or at the orientation session for a distance education class is essential. Instruction begins, the syllabus is distributed, room assignments are confirmed, attendance is recorded, and financial aid will be adversely affected by absence the first day of class. When a student registers late, the classes that the student missed from the first scheduled class date are counted as absences.

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 military service, accidents, court appearances, illness of the student or illness of an immediate family member, or the death of an immediate family member. Work-related excuses, child-care issues, and/or travel will not excuse an absence. The student must submit appropriate documentation of extenuating circumstances to the instructor and make arrangements for any make-up work within one week of the last day covered by the excuse. It is the student's responsibility to make arrangements with the instructor to make up missed work. **Any missed material will not be re-taught by the instructor. IT IS THE RESPONSIBILITY OF THE STUDENT TO KEEP A RECORD OF HIS/HER ABSENCES.**

Withdrawal from class or removal from the registration database can affect eligibility for federal financial aid. For additional information, contact the Office of Financial Aid, 205-391-2218. If a student is unable to attend at least 80% of class meetings, regardless of the reason or circumstance, it is recommended that the student withdraw from that class before excessive absences interfere with the student's ability to successfully complete the course.

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 that have been approved by the President or his designee will be excused absences upon receipt of written notification from the Office of the Dean of Student Services and the appropriate coach or sponsor. This notification will meet the following guidelines:

1. Notification must be given to the instructor prior to the absence(s); **and**
2. Notification must state the time frame of the activity including, specifically, the time for which 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, etc., 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, group work participation, etc., 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 stu-

dents who miss class for any reason. Since many events are scheduled ahead of time, the Office of the Dean of Student Services and the coach or 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.

STANDARD COLLEGE POLICIES

Classes taught at the College are governed by the "Standard College Policies" (the "Policies"). A copy of the Standard College Policies will be sent to each student at the email address assigned to the student by the College and/or will be given to each student at the Information/Security Desk at the same time the student completes the vehicle registration/waiver process. Upon accepting a copy of the Policies, each student must acknowledge that he or she did, in fact, receive a copy of the Policies. Upon receipt of the policies, students are deemed to be on notice of the contents of the policies and are expected to abide by those policies for every class the student attends at the College. The Policies are also available on the College's website, www.sheltonstate.edu. Students who have questions concerning the Policies should contact the Office of the Dean of Instructional Services, 205-391-2283.

Additionally, 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 that defines the requirements of the course for the student. Upon receiving the syllabus, students are deemed to be on notice of its contents and are assumed to understand and abide by the expectations, policies, and procedures stated therein. Students who have questions regarding the syllabus should contact the Office of the Dean of Instructional Services, 205-391-2283, or the department or division chairperson.

DROP/ADD and LATE REGISTRATION PERIOD

Students may make adjustments to their schedules only during the Drop/Add and Late Registration Period following on-site registration. After this period, tuition will not be refunded for course(s) dropped if the student has other courses remaining. Students may consult the published semester Schedule of Classes for refund information regarding total withdrawals. Students who wish to make an adjustment to their schedule during the published the Drop/Add and Late Registration Period should follow the following procedure:

1. obtain a drop/add form from the Office of Admissions and Records; and
2. complete the form and have it processed in the Office of Admissions and Records; and
3. retain the official receipt for personal records.

WITHDRAWAL POLICY

Once the Drop/Add and Late Registration Period has ended, a student who wishes to withdraw from a course(s) or totally withdraw must officially withdraw on or before the date designated as the last day to withdraw for the semester. The last day to withdraw will be the Monday of

the last full week of classes prior to the beginning of final exams. This date will be published each semester in the Schedule of Classes. **There will be no withdrawals after this date.** The student will receive a grade of **W** regardless of the student's average at the time of the withdrawal; the grade of **W** will be recorded on the student's permanent record. Students who remain in the course after the last day to withdraw will receive the grade earned for the course. All withdrawal forms must be on file in the Office of Admissions and Records before the close of business on the day designated as the last day to withdraw. An instructor's signature is not required. It is the student's responsibility to submit an official withdrawal form in person in the Office of Admissions and Records on the Martin Campus. No withdrawals will be taken over the telephone or web. Failure to attend class does not constitute official withdrawal.

NOTE: Students who receive Federal Financial Aid and withdraw from all classes for which they are registered may owe money to the College.

CHANGE OF GRADE POLICY

With the permission of the Dean of Instructional 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 Dean of Instructional Services.

GRADE APPEAL PROCEDURE

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

Grade appeals should be handled informally, if possible. If efforts by the student and instructor to resolve the grade appeal have failed, formal action may be initiated.

A student who receives a failing grade because he or she was unaware of the procedure for dropping a course, does not have the right to appeal the grade.

Throughout the appeal process, the burden of proof in the grade appeal is the responsibility of the student.

1. At all levels of the grade appeal procedures, both informal and formal, the student has a right to be advised by anyone of the student's choice. If, at any point in the grade appeal process, the student is advised by legal counsel, the student must notify the Dean of Instructional Services of that fact at least five (5) working days in advance of the conference or hearing so that legal counsel for the College also may be present at the conference or hearing. College legal counsel may not speak or make a presentation at the conference or hearing but may advise the Dean of Instructional Services or other appropriate college officials.

2. 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 meets the following requirements:
 - a. the student acknowledges and accepts in writing that he/she is being allowed to enroll in the follow-up courses pending the outcome of his/her grade appeal; **and**
 - b. the student acknowledges and accepts in writing that if the grade appeal is not successful and the student is therefore considered not to have met the prerequisite for the follow-up course, the student will be administratively withdrawn from that follow-up course and that his/her tuition and fees paid for that course will be fully refunded and he/she will be reimbursed for required books, supplies, and materials purchased for the follow-up class upon the return of said books, supplies, and materials; **and**
 - c. the student acknowledges and accepts in writing that if the student receives financial aid (including books) for the follow-up course and the appeal is unsuccessful that the student will refund all financial aid received for the follow-up course.
3. Similarly, 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 meets the following requirements:
 - a. the student acknowledges and accepts, in writing, that he/she is being allowed to enroll in the succeeding semester pending the outcome of his/her grade appeal; **and**
 - b. the student acknowledges and accepts, in writing, that if the grade appeal is not successful, the student will be placed on academic suspension and will be administratively withdrawn from school and his/her tuition and fees will be fully refunded and he/she will be reimbursed for required books, supplies, and materials purchased by the student upon the return of said books, supplies, and materials; **and**
 - c. the student acknowledges and accepts, in writing, that if the student receives financial aid (including books) and the grade appeal is unsuccessful that the student will refund all financial aid received for enrollment in the succeeding semester.
4. **The grade appeal procedure must be initiated within fourteen (14) calendar days from the first day of class of the succeeding semester (i.e. the semester following the semester or term in which the grade being appealed was received).** The first day of class is included within this fourteen (14) day time limit. If the informal measures described below fail to resolve the appeal and the student chooses to file a formal written appeal, such formal written appeal must be submitted to the Dean of Instructional Services within **forty-two (42) calendar days** from the first day of class of the succeeding semester (i.e. the semester following the semester or term in which the grade being appealed was received). The first day of class is included within this forty-two day time limit.
5. To initiate a grade appeal process, the student must consult with the instructor regarding the grade within **fourteen (14) calendar days** of the succeeding semester. (Note: If the student cannot reach the instructor, the Department or Division Chairperson should be contacted.) If the appeal is not satisfied in the meeting of the student and the instructor, then, upon the request of the student, the Department or Division Chairperson will meet with either or both in an informal attempt to reach closure. If the appeal is resolved at this point, a "memorandum of record" should be prepared by the Department or Division Chairperson and be maintained on file by the Dean of Instruction. The memorandum will serve as the College record that the disagreement was resolved informally.
6. In the event the appeal is not resolved by the process specified in paragraph 5 above, and upon the further request of the student, the informal appeal procedure shall proceed to involvement of the Assistant Dean and/or the Associate Dean. If the Department or Division Chair is under the supervision of an Assistant Dean and an Associate Dean, both shall participate; if the supervision is that solely of an Associate Dean, only that official shall participate. The Dean(s) will review the decision of the Department or Division Chair and may consult with the Department or Division Chair, the faculty member, and/or the student in an attempt to reach an informal resolution of the appeal. If the appeal is resolved at this point, a "memorandum of record" should be prepared by the Assistant or Associate Dean and be maintained on file by the Dean of Instructional Services. The memorandum will serve as the college record that the disagreement was resolved informally.
7. If an agreement is not reached by using the informal approach, the student may file a formal written grade appeal with the Dean of Instructional Services. The formal grade appeal must state the reasons for the request, include the dates involved, name the instructor who assigned the grade, and

include the previous attempts at resolving the situation informally. The burden of proof in the grade appeal is the responsibility of the student. This writing must be dated and filed with the Dean of Instructional Services within **forty-two (42) calendar days** from the first day of class of the succeeding semester, as heretofore defined.

8. The Dean of Instructional Services may discuss the appeal with the student and/or the instructor and attempt to resolve the disagreement. If the disagreement is resolved at this point, a memorandum to that effect will be placed on file. If the disagreement is not resolved at this point, the Dean of Instructional Services will inform the student in writing by direct, personal delivery to the student or by certified mail, return receipt requested, addressed to the student at the last address he or she has provided to the college. A memorandum of this action will be placed on file.
9. When the student is notified that the Dean of Instructional Services has not resolved the disagreement, the student may submit his or her appeal to the Grade Appeal Action Group. The student must submit this appeal within seven calendar days after receiving notification from the Dean of Instructional Services that the matter is still unresolved. (Procedural note: the student will notify the Dean of Instructional Services that the student wishes to appeal to the Grade Appeal Action Group. The Dean of Instructional Services will notify the Grade Appeal Action Group and will submit the written appeal of the student.)
10. The Grade Appeal Action Group will convene, gather evidence, and conduct a hearing. The student must provide appropriate evidence in support of the appeal. However, the Action Group may request the student's materials from the instructor in cases where the instructor possesses the evidence. Grade and attendance records may be requested of the instructor. To maintain the confidentiality of the hearing, only members of the Action Group and parties to the hearing may be present at the proceedings. A Division Chairperson will represent his or her faculty member, full-time or part-time, who is no longer connected with the College.
11. The Grade Appeal Action Group shall notify the Dean of Instructional Services of the date when the hearing is concluded. Following the conclusion of the hearing, the Action Group will deliberate privately and prepare a written recommendation for the Dean of Instruction. This written recommendation shall be submitted to the Dean of Instructional Services within fourteen (14) calendar days following the conclusion of the hearing held by the Action Group. The recommendation will be either to retain the grade or to alter it. If the recommendation is to alter, the specific grade after the alteration will be indicated. The recommendation should include a brief summary of the facts of the hearing and the reasons for the decision of the Action Group. The deliberations and recommendation of the Action Group are confidential. The Action Group will decide each of the issues raised in the

appeal. The decision of the Action Group will be final and will conclude the process insofar as Shelton State Community College is involved.

12. The Dean of Instructional Services will provide a statement of the decision of the Grade Appeal Action Group to the student by direct, personal delivery of a copy of it to the student or by certified mail, return receipt requested, addressed to the student at the last address he or she has provided to the College. Copies of the statement of decision will be provided to the chair of the Grade Appeal Action Group, to the Department or Division Chairperson, and to the faculty member involved. A copy of the decision will also be placed in the file of the faculty member.

NOTE: The institution seeks to honor this policy in substance and reserves the right to adjust it when it seems in the best interest of fairness and equity to the student.

This policy and procedure are meant to be implemented according to the laws of the United States of America, the State of Alabama, and the policies and procedures of the Alabama State Board of Education.

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.

DEAN'S LIST

A Dean's List will be compiled at the end of each semester. Requirements for the Dean's List are:

1. a semester grade point average of 3.5 or above, but below 4.0; **and**
2. 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. Requirements for the President's List are:

1. a semester grade point average of 4.0; **and**
2. 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.

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:

1. Students who have attempted 12-21 semester credit hours at the institution must maintain a 1.5 cumulative GPA.

2. Students who have attempted 22-32 semester credit hours at the institution must maintain a 1.75 cumulative GPA.
3. 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:

1. 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.
2. 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.
3. 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.
4. 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.
5. The student who is readmitted upon appeal re-enters the institution on ACADEMIC PROBATION.
6. 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.
7. 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.
8. The student may appeal a one term or one year suspension.

TRANSFER STUDENTS

1. 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 postsecondary institutions are not included in GPA calculation.
2. 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.
3. 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:

- a. 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.
- b. 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:

- a. Semester GPA - The grade point average based on all hours attempted during any one term at the institution based on a 4 point scale.
- b. Cumulative GPA - The grade point average based on all hours attempted at the institution based on a 4 point grade scale.
- c. 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.

- d. 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.
- e. 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.
- f. 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.
- g. 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:

1. If fewer than three (3) 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 taken 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.
2. If three (3) or more calendar years have elapsed since the recent 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 taken 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 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 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 submit a Course Forgiveness Form to the Registrar to request Course Forgiveness.

1. When a student repeats a course once, the second grade awarded (excluding grades of **WP** or **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.
2. 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 Shelton State Community College will list each course with the grade earned.
3. A course may be counted only once toward fulfillment of credit hours for graduation. 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 that 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. Hours forgiven when a student declares academic course forgiveness once will still be included for determining financial aid eligibility. A student may only declare scholastic amnesty once.

REQUIREMENTS FOR GRADUATION IN AA, AS, OR AAS DEGREE PROGRAMS

A student shall be awarded the Associate in Arts (AA), Associate in Science (AS), or Associate in Applied Science (AAS) degree(s) 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:

1. satisfactorily complete a minimum of 60 semester hours of college credit for AA or AS degrees and 60-76 semester hours of college credit for AAS degrees in an approved program of study, including prescribed general education courses.
2. 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.
3. complete at least 25% of the credit hours required for the degree at Shelton State Community College.
4. meet all requirements for graduation within a calendar year from the last semester of attendance.
5. coursework transferred or accepted for credit toward an undergraduate degree must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the College's own undergraduate degree 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.

Upon satisfactory completion of the requirements described above, the student is considered to have earned a 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:

1. submit a formal application for graduation in accordance with institutional policy. Applications may be obtained in the Office of Admission and Records;
2. fulfill all financial obligations to the College;
3. 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.

GRADUATION REQUIREMENTS FOR CERTIFICATE PROGRAMS

A student may be granted an award other than a degree upon satisfactory completion of the requirements of the specific program as specified by the College in accordance with policies of the State Board of Education.

To receive a certificate, a student must:

1. satisfactorily complete an approved program of study.
2. 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.
3. complete at least 25% of the total semester credit hours required in the program at Shelton State.
4. meet all requirements for graduation within a calendar year from the last semester of attendance.
5. transfer coursework accepted for credit toward a formal undergraduate award other than a 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 formal award programs.

Upon satisfactory completion of the requirements described above, the student is considered to have earned a certificate.

To receive a diploma and/or participate in the commencement exercises of the institution, a student who has successfully completed the requirements for a certificate must:

1. submit a formal application for graduation in accordance with institutional policy. Applications may be obtained in the Office of Admission and Records.
2. fulfill all financial obligations to the College.
3. 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.

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

Superior academic achievement by graduating students receiving certificates will be recognized by the following designation on transcripts:

Graduation with Distinction	3.50 to 4.00 GPA
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Student participation in Phi Theta Kappa, the national postsecondary 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.

EARNING MULTIPLE DEGREES

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

REQUEST FOR TRANSCRIPTS

The transcript policy of Shelton State Community College includes the following items:

1. in 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.
2. official transcripts are sent to institutions, companies, agencies, etc., upon the student's written request. 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.
3. 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; or may be taken to the Office of Admissions and Records, Martin Campus.
4. transcript requests are processed as they are received. Requests should be made at least two weeks prior to need.

5. 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.
6. official transcripts will not be issued if the student has an incomplete admission's file or an outstanding debt to the College.

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 more than 45,000 books and carries more than 400 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.

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 who requests an account in the college libraries or in local public libraries.

Library hours vary according to campus and are indicated below. When classes are not in session, library hours on both campuses are 8:00 a.m. until 3:30 p.m., Monday through Friday. 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	7:30 a.m. - 5:00 p.m.

Lewis Library/Fredd Campus

Monday-Friday	8:00 a.m. - 5:00 p.m.
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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 ten cents per day to a maximum of \$8.00 and \$2.00, respectively.
2. Overdue fines for items on Reserve are charged at a rate of fifty cents per hour to a maximum of \$8.00 per item.
3. Replacement costs for lost or damaged items are \$25.00 per book; \$5.00 per Vertical File item; \$25.00 per Reserve item; \$50.00 per audiovisual item.
4. At the end of one semester (after 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.

Students who wish to request the purchase of library materials may leave a written request at the circulation desk on either campus, may email the library (see the library's

web page for contact information), may speak directly with a librarian or library staff member, or may ask an instructor 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.

DEGREE AND CERTIFICATE REQUIREMENTS

Shelton State Community College is accredited by the Commission of Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts Degree, the Associate in Science Degree, and the Associate in Applied Science Degree. The College also offers two types of certificate programs: certificate programs 30-60 semester hours in length and short-term certificate programs 9-29 semester hours in length. The Associate in Arts Degree and the Associate in Science Degree are designed for students who wish to complete the freshman and sophomore years at Shelton State Community College and transfer to a senior college or university and complete the baccalaureate degree. The Associate in Applied Science Degree and the certificate programs are designed for students who plan to seek employment based upon the competencies and skills attained through those programs of study. These degrees and certificates are included on the official Academic Inventory of Shelton State Community College maintained by the Alabama Department of Postsecondary Education.

A. Chancellor's Guidelines

The Alabama State Board of Education has directed that the Chancellor shall establish guidelines for the distribution of courses and areas of study within the degrees and certificates awarded under the authority of the Board. The guidelines from the Chancellor regarding degree requirements for these awards ensure conformity with Act 94-202 of the Alabama Legislature. In March of 1994, the Alabama State Legislature in Act 94-202 created the Articulation and General Studies Committee (AGSC). The Legislature charged the AGSC to develop a statewide freshman and sophomore general studies curriculum to be taken at all public colleges and universities. This curriculum was effective September 1, 1998, and is the basis for the Associate in Arts (AA) and the Associate in Science (AS) degrees offered by Shelton State Community College. It should be noted that the AGSC curriculum and the Chancellor's guidelines regarding this curriculum do not distinguish between the Associate in Arts and the Associate in Science degrees.

Associate in Arts and Associate in Science

Area I: Written Composition I and II: ...6 semester hours

Area II: Humanities Fine Arts, and

Speech:12 semester hours

- *Must complete a minimum of 3 semester hours in Literature.

- ENG 251, 252; ENG 261, 262; or ENG 271, 272
- Must complete 3 semester hours in the Arts.
- ART 100, ART 203, ART 204, IDH 110, HUM 130, MUS 101, THR 120, or THR 126
- Must complete 3 semester hours in Speech unless provisions for addressing Oral Communication Competencies represent an integral module in a required discipline-specific course.

Remaining semester hours to be selected from Speech, Humanities, and/or Fine Arts.

Disciplines include, but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Humanities, Literature, Music and Music History, Philosophy, Ethics, Religious Studies, Speech, Theater and Dance.

Area III: Natural Sciences and

Mathematics:11 semester hours

- Must complete 3 semester hours in Mathematics at the Precalculus Algebra or Finite Math level.
- Must complete 8 semester hours in the Natural Sciences which must include laboratory experiences.

In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.

Area IV: History, Social, and

Behavioral Sciences:12 semester hours

- *Must complete a minimum of 3 semester hours in History.
- Must complete at least 6 semester hours from among other disciplines in the Social and Behavioral Sciences.

Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.

Area I-IV: Minimum General Education

Requirements:41 semester hours

Area V: Pre-Professional, Pre-Major, and

Elective Courses:19-23 semester hours**

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

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

Area I-V: General Studies**Curricula:.....**60-64 semester hours****Maximum Program Semester****Credit Hours64 semester hours****Semester Credit Hour Range****by Award**60-64 semester hours**

**Note: Must complete a 6 semester hour sequence either in Literature or in History.*

The sequence in Area II and IV in Literature or History needs to follow the sequence requirements according to the students major and transfer plans.

*** Respective programs of study for baccalaureate degrees at Alabama public universities range from 120 to 128 semester hours in length. Dependent upon the total hours allocated for the bachelor's degrees, institutions in The Alabama College System will only be authorized to provide 50 percent of that total (60-64).*

Associate in Applied Science**Area I: Written Composition I****and II:.....3-6 semester hours**

- Must complete ENG 101.

Remaining semester hours may be selected from either ENG 102 or COM 100.

Area II: Humanities, Fine Arts,**and Speech3-6 semester hours**

- Areas I and II must include a minimum of nine (9) hours.
- Must complete three (3) semester hours in Speech unless provisions for addressing Oral Communication Competencies represent an integral module in a required discipline-specific course.
- Must complete one (1) course in humanities and fine arts.

Humanities and Fine Arts disciplines include: Area/Ethnic Studies, Art and Art History, Foreign Languages, Humanities, Literature, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.

Note: Individual colleges may establish specific course requirements within program of study parameters set forth in the general education core for the Associate in Applied Science Degree.

Area III: Natural Science, Mathematics,**and Computer Science9-11 semester hours**

- Must complete a minimum of three (3) semester hours in Mathematics.
- Must complete one (1) course in Computer Science (two (2) preferred) or demonstrate computer literacy skills, or the integration of computer proficiencies within a required discipline-specific course(s).

Appropriate 100 level (or higher) Mathematics, Natural Science, and/or Computer Science courses as denoted in *The Alabama College System Course Directory* may be selected.

In addition to Mathematics and Computer Science, disciplines in the Natural Sciences include: Astronomy,

Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.

Health-related Disciplines

- Students enrolled as majors in health-related disciplines for which the AAS degree is awarded must take BIO 103 as the prerequisite for BIO 201, BIO 202, and BIO 220 or pass the validated system-wide biology placement examination
- Students with a strong background in biology should talk with a counselor to determine if they may be exempt from this prerequisite.
- For those students whose health-related programs require BIO 211 and BIO 212, BIO 212 would serve as the prerequisite for BIO 220.

Area IV: History, Social, and**Behavioral Sciences.....3-6 semester hours**

In addition to History, the Social and Behavioral Sciences include: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.

Programs in which the AAS represents the Terminal Award are not required to complete the six (6) semester hour sequence in Area IV.

Minimum General Education**Requirements.....18-29 semester hours****Area V: Maximum General Education Core,****Technical Concentration, and****Electives47-58 semester hours**

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

*Students planning programs of study for which the AAS does not represent the terminal degree, and for which national or regional programmatic licensure and certification are required, should be encouraged to integrate the **General Studies** transfer courses whenever possible.*

General Studies Curricula76 semester hours**Maximum Program Semester****Credit Hours76 semester hours****Semester Credit Hour****Range by Award.....60-76 semester hours****Certificate****Area I: Written Composition I****and II:.....2-6 semester hours**

- COM 100 and COM 103 may be substituted only in non-degree eligible programs.

Area II: Humanities, Fine Arts,**and Speech:2-6 semester hours**

- Must complete three (3) semester hours in Speech unless provisions for addressing Oral Communication Competencies represent an integral module in a required discipline-specific course.
- SPC 100 and SPC 103 may be substituted only in non-degree eligible programs.

Area III: Natural Science, Mathematics,**and Computer Science:.....6 semester hours**

- Must complete one (1) course in Computer Science (two (2) preferred) or demonstrate computer literacy skills, or the integration of computer proficiencies within a required discipline-specific course(s).

Remaining semester hours to be selected from Natural Science, Mathematics, or Computer Science.

In addition to Mathematics and Computer Science, Disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.

MAH 100, MAH 102, and MAH 105 may be substituted only in non-degree eligible programs.

DPT 100 and DPT 103 may be substituted only in non-degree eligible programs.

Area IV: History, Social, and**Behavioral Sciences:.....0 Semester Hours****Minimum General Education****Requirements10-18 Semester Hours****General Studies Curricula.....60 Semester Hours****Area V: Maximum General Education Core,****Technical Concentration, and****Electives50-42 Semester Hours**

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

Maximum Program Semester**Credit Hours60 Semester Hours****Semester Credit Hour****Range by Award30-60 Semester Hours****Short-Term Certificate****Area I: Written Composition I****and II:.....0-3 Semester Hours****Area II: Humanities, Fine Arts,****and Speech:0 Semester Hours****Area III: Natural Science, Mathematics,****and Computer Sciences:.....0-3 Semester Hours****Area IV: History, Social, and****Behavioral Sciences:.....0 Semester Hours****Minimum General Education****Requirement0-6 Semester Hours****Area V: General Education, Technical****Concentration, and Electives: ...29-23 Semester Hours**

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

Maximum Program Semester**Credit Hours29 Semester Hours****Semester Credit Hour****Range by Award9-29 Semester Hours****B. Requirements of the Commission on Colleges of the Southern Association of Colleges and Schools**

Shelton State Community College is accredited by the Commission on Colleges (COC) of the Southern Association of Colleges and Schools (SACS) to award the Associate in Arts Degree, the Associate in Science Degree, and the Associate in Applied Science Degree. In addition to the requirements of the Chancellor's guidelines, the degrees offered by Shelton State Community College must satisfy the requirements of the Commission on Colleges of the Southern Association of Colleges and Schools.

The **Principles of Accreditation: Foundations for Quality Enhancement**, require that *the institution identifies competencies within the general education core and provides evidence graduates have attained these college-level competencies*. Shelton State Community College requires that the graduates of its degree programs are competent in basic mathematical skills, basic writing skills, critical thinking skills, basic technology skills, basic reading skills, and basic oral communication skills. The College has defined various methods of assessment to provide evidence that its graduates have attained these college-level competencies.

C. General Education Competencies

The College has defined, developed, and ratified the general education core competencies that every degree graduate will attain. The following are learning outcomes statements for the General Education program:

- **Written Communication Skills:** Students will develop and demonstrate written communication skills needed to communicate effectively with a variety of audiences and for a variety of purposes.
- **Oral Communication Skills:** Students will develop and demonstrate oral communication skills needed to communicate effectively with a variety of audiences and for a variety of purposes.
- **Critical Thinking Skills:** Students will develop and use critical, analytical thinking abilities needed in decision making and creative processes.
- **Computer Skills:** Students will develop and demonstrate the productive management and evaluation of information retrieved by computer and other technologies.
- **Mathematical Skills:** Students will develop and demonstrate the effective use of analytical mathematical skills needed in the context of problem solving.
- **Reading Skills:** Students will develop and demonstrate effective reading skills and reflect comprehension in order to communicate their interpretation of various materials and texts.

D. Additional Recommendations/Requirements

To encourage success in college, Shelton State requires all full-time students to complete Orientation to College, ORI 101, during their first semester of enrollment; part-time students are required to complete ORI 101 prior to the completion of their first 12 credit hours. Students enrolled in career technical programs

must complete ORI 101 prior to the completion of their 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, Associate Degree in Nursing, or Respiratory Therapy Programs.

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 colleges and universities as an elective. The College also encourages students to complete Microcomputer Applications, CIS 146, or another computer science class from the STARS approved course list.

Shelton State Community College students who finish technical programs with degrees or certificates complete a WorkKeys assessment in order to document their skill levels and increase their employment and earning opportunities in West Alabama. The goal of this assessment is to ensure that Shelton State Community College students enter the workforce with the foundation needed to succeed.

ASSOCIATE IN ARTS ASSOCIATE IN SCIENCE

TRANSFER OPPORTUNITY CURRICULUM

Transfer opportunities are offered through the Associate in Arts Degree and the Associate in Science Degree. The Associate in Arts degree program is designed for students who plan to transfer to a senior institution and pursue a course of study in a liberal arts area. The Associate in Science degree program is designed for students who plan to transfer and pursue a course of study in a general field or specialized professional field. The following outline of general education requirements for these two degrees should be completed with consideration of the academic requirements of the institution to which students intend to transfer and in consultation with an academic advisor.

ESSENTIAL FUNCTIONS OF EDUCATIONAL PROGRAMS

Essential functions and academic requirements are defined for education programs at the College. These functions and requirements are on file in the Offices of Admissions, the Office of the Dean of Instructional Services, and the Office of the Dean of Student Services.

Associate in Arts/ Associate in Science

Area I – Written Composition:6 credit hours

ENG 101 English Composition I3
ENG 102 English Composition II3

Area II – Humanities and Fine Arts12 credit hours

Literature (See STARS Approved Course List)3-6

**Note: Must complete a 6 hour sequence
either in literature or history**

Speech (See STARS Approved Course List)3

Fine Arts (See STARS Approved Course List)3

Fine Arts or Humanities Electives

(See STARS Approved Course List)0-3

Area III – Natural Science or

Mathematics11-12 credit hours

MTH 110 Finite Mathematics or

MTH 112 Pre-Calculus Algebra or higher3-4

(Refer to STARS guide for appropriate
course selection)

Natural Science with Lab8

(See STARS Approved Course List)

(Refer to STARS guide for appropriate
course selections and restrictions)

Area IV – History, Social, and

Behavioral Sciences12 credit hours

History (See STARS Approved Course List)3-6

**Note: Must complete a 6 hour sequence either in
literature or history**

History, Social, and Behavioral Sciences6-9

(See STARS Approved Course List) A student
should take no more than six hours in a single
discipline

Area V – Pre-Professional, Pre-Major, and

Elective Courses19-23 credit hours

Choose 19-23 hours from the STARS Articulation
Guide and the Area V page of the college /univer-
sity to which the student plans to transfer.

ORI 101 Orientation to College (Required)1

Shelton State Community College encourages the following courses to be taken as part of the Associate of Arts and Associate of Science Degrees.

CIS 146 Microcomputer Applications3

HED 199 Ecological Approach to

Health and Fitness or

HED 221 Personal Health3

Total Hours Required for Degree60-64

TRANSFER PROGRAMS AVAILABLE

The Alabama General Studies Committee has approved program templates and/or articulation guides for the following university transfer programs. Program templates and guides are available at www.stars.troy.edu for public Alabama Colleges and Universities. For private or out of state colleges or universities, the student should contact the institution as early as possible in his/her academic career.

A

- Accounting
- Adult Education (AU only)
- Advertising (UA only)
- Agribusiness Economics (AA & MU only)
- Agricultural Economics (AU only)
- Agronomy & Soils (AU only)
- Animal / Dairy Sciences
- Anthropology
- Apparel and Textiles (UA only)
- Apparel Merchandising, Design, & Production Management (AU only)
- Applied Mathematics (AU only)
- Architecture (AU only)
- Art Education
- Art History B.A.
- Art Studio B.A.
- Art Studio B.F.A.
- Athletic Training

B

- Behavioral Science (Athens only)
- Biochemistry (AU only)
- Biology
- Biology Education: Middle/High School
- Biomedical Engineering (UAB only)
- Biomedical Science (USA only)
- Biosystems Engineering (AU only)
- Building Science (AU only)
- Business (All Business Majors)
- Business Education: Middle/High School

C

- Career Technical Education (Athens only)
- Chemistry
- Chemistry Education: Middle/High School
- Clinical Lab Sciences/Med Technology
- Communication Studies or Speech
- Computer Science
- Consumer Science (UA only)
- Criminal Justice
- Criminology (AU only)
- Cytotechnology (UAB only)

D

- Dance (UA only)

E

- Economics (B.S.)
- Elementary/Early Childhood Education
- Emergency Management (JSU only)
- Engineering - Aerospace
- Engineering - Chemical

- Engineering - Civil
- Engineering - Computer
- Engineering - Computer Science
- Engineering - Electrical
- Engineering - Industrial
- Engineering - Materials
- Engineering - Mechanical
- English (B.A./B.S.)
- English/Language Arts Education: Middle/High School
- Environmental Science
- Environmental Science (AU only)
- Exercise Science and Wellness (JSU only)
- Economics (B.A.)

F

- Family and Consumer Sciences (JSU only)
- Family and Consumer Sciences (UM only)
- Finance
- Fisheries Science (AU only)
- Food and Nutrition (UA only)
- Foreign Language
- Forestry (AU only)
- French Education: Middle/High School

G

- General Science Education: Middle/High School
- General Studies in Human Environmental Sciences (UA only)
- Geography
- Geography Education: Middle/High School
- Geology
- Geomatics (TSU only)
- German Education: Middle/High School

H

- Health Education: Middle/High School
- Health Information Management (UAB only)
- Health P.E. & Recreation (UNA only)
- Health Promotion (AU only)
- Health Science (Athens only)
- Health Science (UAB only)
- Health Services Administration (AU only)
- History
- History Education: Middle/High School
- Horticulture (AU only)
- Hotel and Restaurant Management (AU only)
- Human Development and Family Studies (AU only)
- Human Development and Family Studies (UA only)
- Human Environmental Science (UNA only)
- Human Resource Management
- Human Services (TSU only)

I

- Industrial Design (AU only)
- Industrial Hygiene (UNA only)
- Instrumentation (Athens only)
- Interior Architecture (AU only)
- Interior Design (AU only)
- Interior Design (UA only)
- International Business
- International Studies (UAB only)

J

- Journalism

K - no programs listed**L**

- Laboratory Technology (AU only)

M

- Management
- Management Information Systems
- Marketing
- Math Education: Middle/High School
- Mathematics
- Meteorology (USA only)
- Music
- Music Education: Middle/High School

N

- Nuclear Medicine Technology (UAB only)
- Nursing
- Nutrition and Food Science (AU only)

O

- Operations Management
- Occupational Therapy

P

- Philosophy
- Physical Education
- Physics
- Physics Education: Middle/High School
- Political Science
- Poultry Science (AU only)
- Psychology, B.A. or B.S.
- Public Administration (AU only)
- Public Relations
- Public Safety Administration (Athens only)

Q - no programs listed**R**

- Radiologic Sciences
- Recreation Leadership (JSU only)
- Rehabilitation (non-certification program - TSU only)
- Rehabilitation Services Education (AU only)
- Religious Studies
- Respiratory Therapy/Cardiopulmonary Sciences
- Restaurant and Hospitality Management (UA only)

S

- Social Science
- Social Studies Education: Middle/ High School
- Social Work
- Sociology
- Spanish Education: Middle/High School
- Special Education
- Speech or Communication Studies
- Speech Pathology
- Sports and Fitness Management (TSU only)
- Surgical Physician Assistant (UAB only)

T

- Technology, Industrial Technology or Engineering Technology
- Telecommunication and Film or Broadcasting
- Textile Engineering, Textile Chemistry, & Textile Management and Technology (AU only)
- Theatre
- Transportation or Physical Distribution

U & V - no programs listed**W**

- Wildlife Science (AU only)

X, Y, & Z - no programs listed

NOTE: Students must print and retain a STARS Articulation Guide for their specific program of study. Failure to do so may result in some courses not being accepted by the receiving institution.

Shelton State Community College's STARS Approved Course List

What is STARS?

STARS, the Statewide Transfer/Articulation Reporting System, is a web-accessible database system which provides 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.

Area I: Written Communication

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

Area II: Humanities and Fine Arts

*Literature

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

Arts ("A" classification)

- ART 100 Art Appreciation (A)
- ART 203 Art History I (A)
- ART 204 Art History II (A)
- MUS 101 Music Appreciation (A)
- THR 120 Theatre Appreciation (A)
- THR 126 Introduction to Theater (A)

Additional Humanities and Fine Arts

- HUM 299-01 PTK Honors I
- HUM 299-02 PTK Honors II
- HUM 299-03 PTK Honors III
- PHL 106 Introduction to Philosophy
- PHL 206 Ethics and Society
- REL 100 World Religions
- REL 151 Survey of the Old Testament
- REL 152 Survey of the New Testament
- SPH 106 Fundamentals of Oral Communication
- SPH 107 Fundamentals of Public Speaking
- +SPH 116 Introduction to Interpersonal Communication
- SPA 101 Introductory Spanish I
- SPA 102 Introductory Spanish II

Area III: Natural Science and Mathematics

Mathematics

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

Natural Sciences

- AST 220 Introduction to Astronomy
- BIO 101 Introduction to Biology
- BIO 102 Introduction to Biology II
- BIO 103 Principles of Biology I
- BIO 104 Principles of Biology II
- CHM 104 Introduction to Inorganic Chemistry
- CHM 105 Introduction to Organic Chemistry
- CHM 111 College Chemistry I
- CHM 112 College Chemistry II
- PHY 201 General Physics I
- PHY 202 General Physics II
- PHY 213 General Physics with Calculus. I
- PHY 214 General Physics with Calculus II

Area IV: History, Social and Behavioral Sciences

*History

- HIS 101 Western Civilization I
- HIS 102 Western Civilization II
- HIS 201 United States History I
- HIS 202 United States History II

Additional Social and Behavioral Sciences

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

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

+ SPH 116 Introduction to Interpersonal Communications counts as a Social Behavioral Science course at the University of Alabama

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CAREER TECHNICAL EDUCATION

Shelton State Community College offers career technical programs especially designed for students who wish to prepare for careers through intensive programs and at the same time enjoy the rewards of general education courses. A student may begin a career/technical program any semester and upon completion of requirements, receive the Associate in Applied Science Degree, Certificate, or a Short-Term Certificate. It is possible for a student to change his/her objective from a career education program to a transfer program, but THE STUDENT IS CAUTIONED THAT CERTAIN COURSES IN CAREER TECHNICAL EDUCATION PROGRAMS MAY NOT TRANSFER TO SOME SENIOR INSTITUTIONS.

Shelton State does have an articulation agreement with The University of West Alabama (UWA) so that students with an associate degree or certificate from Shelton State may contract for an individualized course of study within UWA's Technology Division to meet his/her career objective. The areas of study at UWA include, but are not limited to: Computer Science, General Business, Supervision and Management, Marketing, Industrial Technology, Environmental Science, Psychology, Technical Teacher Education (Postsecondary Level) and others as determined with an advisor. Students interested in programs at UWA should consult the current UWA catalog.

Shelton State also has an agreement with Athens State University to provide a fully articulated baccalaureate degree for Associate of Applied Science (AAS) and Associate of Applied Technology graduates. The Bachelor of Science in Applied Technology program is delivered using largely internet-based, teleconferencing, and other

distance learning techniques. More information about these options may be obtained from technical faculty members and counselors. Refer to the Athens State University Career Technical Education Program.

ESSENTIAL FUNCTIONS OF EDUCATIONAL PROGRAMS

Essential functions and academic requirements are defined for educational programs at the College. These functions and requirements are on file in the Office of the Dean of Instructional Services, and the Office of the Dean of Student Services.

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. Some programs may be completed at the Shelton State Community College while others require enrollment at other institutions within the Alabama College System. All of the programs share high standards and excellent opportunities for employment and service in the medical field. Detailed descriptions for Allied Health Linkage programs; Emergency Medical Technician programs; Nursing programs for Associate Degree Nurses, Practical Nurses, and Nurse Assistant/Home Health Aides; and Respiratory Therapy programs are provided below. For additional information about other health related careers, contact the Assistant Dean of Allied Health Services, 205-391-2457.

ALLIED HEALTH LINKAGE PROGRAMS

In Cooperation with Wallace State Community College in Hanceville, Alabama

Shelton State Community College has a linkage program in cooperation with Wallace State Community College (WSCC) in Hanceville, Alabama in various fields of allied health. Students complete academic coursework at Shelton State Community College and then apply to transfer to the professional phase of the program at Wallace State Community College. Students who complete the program are awarded an Associate in Applied

Science Degree or Certificate from Wallace State Community College. Acceptance into the clinical phase is on a competitive basis as students throughout the state compete for available positions. Students should contact the Shelton State Community College Linkage Counselor, 205-391-2273, for more information on academic course work available at Shelton State Community College.

Allied Health Program	ACT Score Required	Beginning Semester	Length of Study at WSCC
Clinical Laboratory Science	ACT on file	Fall or Summer	5 semesters
Dental Assistant	N/A	Fall	4 semesters
Dental Hygiene	18	Fall	5 semesters
Diagnostic Imaging	Compass	Fall	4 semesters
Diagnostic Medical Sonography	19	Fall	4 semesters
Health Information Technology	ACT on file	Fall	3 semesters
Human Services	N/A	Fall/Spring/Summer	5 semesters
Medical Assistant	ACT on file	Fall and Spring	5 semesters
Occupational Therapy Assistant	18	Fall	3 semesters

Allied Health Program	ACT Score Required	Beginning Semester	Length of Study at WSCC
Pharmacy Technology (certificate)	N/A	Fall	3 semesters
Pharmacy Technology (AAS)	N/A	Fall	4 semesters
Physical Therapy Assistant	19	Fall	3 semesters
Polysomnographic Technology	ACT on file	Fall	2 semesters
Sports Medicine	N/A	Fall/Spring/Summer	5 semesters

The student is also advised to contact the Wallace State Linkage Counselor, 256-352-8045, during the first semester at Shelton State Community College to ensure program requirements are fulfilled.

In Cooperation with Jefferson State Community College in Birmingham, Alabama Associate in Applied Science

Physical Therapist Assistant

Shelton State Community College offers a Physical Therapist Assistant (PTA) linkage program in cooperation with Jefferson State Community College (JSCC) in Birmingham, Alabama. Students complete academic coursework at Shelton State Community College and then apply to transfer to the professional phase of the program which is offered at Jefferson State Community College. Interested students should submit an application for admission to Jefferson State as soon as they begin classes at Shelton State Community College. The PTA program also requires a separate application. Acceptance to the program is through Jefferson State. Application to Jefferson State and the PTA program at Jefferson State do not guarantee admission to the PTA program. Class size for the PTA program is limited, and qualified students are ranked for admission based on GPA in prerequisite courses. After acceptance, students transfer to Jefferson State to complete the PTA courses and clinical education requirements for the degree.

plete the PTA courses and clinical education requirements for the degree.

The PTA program at Jefferson State Community College offers two program tracks. The Online Track allows students to take PTA lecture courses online and is designed for those students who need flexibility in their schedule. The Traditional Track is designed for those students who benefit from being in the classroom for lecture and lab courses. Students who complete the program will be awarded an Associate in Applied Science from Jefferson State Community College. Students should contact the Shelton State Community College Linkage Coordinator, 205-391-2959, for more information about academic coursework available at Shelton State Community College. Students may contact the Jefferson State program director, 205-520-5995, or visit the program's web site, http://www.jeffstateonline.com/rehab_science/, for application and additional information.

Allied Health Program	ACT Score Required	Beginning Semester	Length of Study at WSCC
Physical Therapist Assistant	20 with no sub- score below 18	Spring	3 semesters

Veterinary Technician

Shelton State Community College offers a Veterinary Technician program (VTP) through a linkage program in cooperation with Jefferson State Community College (JSCC) in Birmingham, Alabama. Students complete academic coursework at Shelton State Community College and then apply for admission to the professional phase of the program which is offered at Jefferson State Community College. The Veterinary Technician program at Jefferson State is taught online and clinical application is conducted in approved veterinary hospitals and/or facilities. Interested students should submit an application for admission to Jefferson State as soon as they begin classes at Shelton State Community College. The VTP also requires a separate application. Acceptance to the program is through Jefferson State. Application to Jefferson State and the VTP program at Jefferson State do not guarantee admission to the VTP. Class size is limited, and qualified students are ranked for admission based on a priority system which evaluates educational background, work experience, and references from veterinarians and educators. Students should contact the Jefferson State program Advisor at 205-856-8551 or the program's web site at http://www.jeffstateonline.com/vet_tech/. The Veterinary Technician program at Jefferson State Community College is in the process of seeking accreditation by the American Veterinary Medical Association (AVMA). Students should contact the Shelton State Community College Linkage Coordinator, 205-391-2959, for more information about academic coursework available at Shelton State Community College.

gram is through Jefferson State. Application to Jefferson State and the VTP program at Jefferson State do not guarantee admission to the VTP. Class size is limited, and qualified students are ranked for admission based on a priority system which evaluates educational background, work experience, and references from veterinarians and educators. Students should contact the Jefferson State program Advisor at 205-856-8551 or the program's web site at http://www.jeffstateonline.com/vet_tech/. The Veterinary Technician program at Jefferson State Community College is in the process of seeking accreditation by the American Veterinary Medical Association (AVMA). Students should contact the Shelton State Community College Linkage Coordinator, 205-391-2959, for more information about academic coursework available at Shelton State Community College.

Allied Health Program	ACT Score Required	Beginning Semester	Length of Study at WSCC
Veterinary Technician	N/A	Fall	5 Semesters

EMERGENCY MEDICAL TECHNOLOGY PROGRAM

EMERGENCY MEDICAL TECHNOLOGY (EMT) POLICIES

In addition to complying with all college policies, students enrolled in the Emergency Medical Technology Programs must have knowledge of and adhere to the following policies.

Health Policy

Because participation in clinical instruction is an integral part of the Emergency Medical Technology curricula, each student is required to comply with all the policies and procedures of the contracted clinical agencies and the EMT program. Therefore, each student is expected to uphold the contractual terms upon being admitted to the EMT 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 Emergency Medical Technology program:

1. Submit a completed EMT Health Form (physical examination packet) current within one year which includes:
 - a. evidence of having received the first two Hepatitis B vaccination series
 - b. varicella immunity (immunization record or titer)
 - c. proof of tetanus vaccination
 - d. documentation of a TB skin test
2. Acquire a current CPR certification at the health care provider level (BLS/Infant/Child) within eight weeks of admission
3. Purchase liability and accident insurance through the College
4. Complete a pre-clinical **drug screen**. Students must have a negative screen prior to being assigned to a clinical agency. The complete drug screen policy is located in the EMT Program Student Handbook
5. Submit a **background check** prior to assignment to clinical/lab rotations. All students must sign a release form for permission to perform a background check as required by federal law. The student must abide by the EMT 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.

Universal Precaution

Students entering a health care field should be aware that they may be exposed to various contagious diseases during their clinical education and career. Precautions and protective procedures are discussed prior to the first clinical course. Additional information may be provided by each clinical facility. Students are required to make use of any protective devices available and to use universal precautions.

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.

ESSENTIAL FUNCTIONS

The Alabama College System endorses 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 paramedic 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 EMT programs with or without reasonable accommodations. The EMT programs and/or affiliated clinical agencies may identify additional essential functions. The EMT programs reserve the right to amend the essential functions as deemed necessary.

To be admitted and to progress in the EMT programs a student must possess a functional level of ability to perform the duties required of an EMT student. 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 Department of Transportation and the EMT programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective EMT program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for EMT programs admission, progression and graduation and for the provision of safe and effective prehospital care. The EMT essential function requirements include but are not limited to the following:

1. Physical demands of EMT
 - a. Have the physical ability to walk, climb, crawl, bend, push, pull or lift and balance over less than ideal terrain
 - b. Have good physical stamina and endurance, which would not be adversely affected by having to lift, carry and balance at times, in excess of 125 lbs, 250 lbs with assistance
 - c. See different color spectrums

- d. Have good hand eye coordination and manual dexterity to manipulate equipment, instrumentation and medications
2. Requirements for problem solving abilities, data collection, judgment and reasoning
 - a. Be able to send and receive verbal messages as well as operate appropriately the communication equipment of current technology
 - b. Be able to collect facts and to organize data accurately, to communicate clearly both orally and in writing in the English language (9th grade level or higher)
 - c. Be able to differentiate between normal and abnormal findings in human physical conditions by using visual, auditory, olfactory, and tactile observations
 - d. Be able to make good judgment decisions and exhibit problem-solving skills under stressful situations
 - e. Be attentive to detail and be aware of standards and rules that govern practice and implement therapies based upon mathematical calculations (9th grade level or higher)
 - f. Possess sufficient emotional stability to be able to perform duties in life or death situations and in potentially dangerous social situations, including responding to calls in districts known to have high crime rates
 - g. Be able to handle stress and work well as part of a team
 - h. Be oriented to reality and not mentally impaired by mind-altering substances
 - i. Not be addicted to drugs
 - j. Be able to work shift of 24 hours in length
 - k. Be able to tolerate being exposed to extremes in the environment including variable aspects of weather, hazardous fumes and noise
 - l. Possess eyesight in a minimum of one eye correctable to 20/20 vision and be able to determine directions according to a map. Students who desire to drive an ambulance must possess approximately 180° peripheral vision capacity and must possess a valid drivers license, and must be able safely and competently operate a motor vehicle in accordance with state law.

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. The College 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. 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 EMT program. The EMT 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 the Dean of Student Services, 205-391-2217 located on the third floor of the Martin Campus of Shelton State Community College.

Grading and Progression Policies

The Emergency Medical Technology Programs use the following grading scale for all courses:

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

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 EMT Program Student Handbook and each course syllabus for additional information.

Clock-Hour to Credit-Hour Ratio

Theory – One (1) hour of theory instruction under the supervision of an instructor plus an average of two (2) hours of out of class study per week. 1:1

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

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

Preceptorship – Three (3) 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

1. A student must achieve a grade of 80% on each comprehensive final exam and a minimum letter grade of C or 75% in each course in order to pass and progress in the program.
2. Maintain ability to meet essential functions for EMT with or without reasonable accommodations.
3. Maintain current CPR at the health care provider level.
4. Complete all EMT courses in the prescribed sequence.

Note: Only those students who have met all academic requirements of the Program will be eligible to sit for the National Registry examination.

Information about Licensure

Upon successful completion of the EMT program, the student is eligible to apply for the appropriate National Registry examination administered by the Alabama Department of Public Health. Applicants for licensure must be at least 18 years of age. All students who enter

the Emergency Medical Technology program may be required to comply with specific licensure requirements set by the National Registry of EMTs and the Alabama Department of Public Health to become licensed as an EMT. Situations that may affect licensure include, but not limited to:

1. Age (must be 18 years of age or older)

2. Prior conviction of any criminal act, including any DUI convictions
3. Present or past addiction to the use of intoxicating beverages or controlled substances
4. Not possessing 180 degrees peripheral vision capacity or a valid driver's license (for licensure as an EMT Driver)

EMERGENCY MEDICAL TECHNICIAN BASIC CERTIFICATE

EMT I (Basic) Curriculum

Area V - Technical Concentration and Electives:

Semester
Hours

ORI 101 Orientation to College	1
EMS 116 EMS Basic Theory and Lab	9
EMS 117 EMS Basic Clinical Competencies	1
Total Hours Required for Certificate	11

EMERGENCY MEDICAL TECHNICIAN (EMT BASIC I)

Course	Total Credit	Theory/lecture Hours	Lab Hours	Clinical Hours	Total Contact Hours
ORI 101 Orientation to College	1	1	0	0	1
EMS 116 EMS Basic Theory and Lab	9	6	6	0	12
EMS 117 EMS Basic Clinical Competencies	1	0	0	3	3
Term Totals	11	7	6	3	16

EMERGENCY MEDICAL TECHNICIAN PARAMEDIC CERTIFICATE

Emergency Medical Technician Paramedics (EMT-Ps) are capable of providing basic and advanced life support, including administration of emergency medications, in the pre-hospital setting. This program is nationally accredited by the Commission on Accreditation of Allied Health Educational Programs (CAAHEP), and is taught in accordance with the latest revision of the Department of Transportation standards.

Upon successful completion of the EMT-Paramedic program, the student is eligible to apply and sit for the licensure examination of EMT-P administered by the National Registry of Emergency Medical Technicians. General admission requirements for EMT-Paramedic include, but are not limited to, the following:

- completed and signed application for admission to Shelton State Community College
- completed and signed EMT-P program application
- minimum cumulative G.P.A. of 2.0

- completed physical examination and medical history
- meeting the essential functions or technical standards as required for EMT Basic
- documentation of current, negative TB skin test (if positive, documentation of negative chest x-ray must be provided)
- current CPR Certification for Healthcare Provider
- current driver's license
- current Alabama EMT-Basic license
- current professional liability and health insurance card (if no insurance – sign a waiver)
- Hepatitis B Vaccine series or Titer (if negative – sign a waiver)
- official transcript documenting successful completion with a grade of C or better in MTH 116 or MTH 100 and ENG 101
- COMPASS Reading score of 76 or higher within the last three years

EMT-P (Paramedic)

	Semester Hours
Area I - Written Composition:	3
ENG 101 English Composition	3
Area II - Humanities and Fine Arts:	0
Area III - Natural Science or Mathematics:	3
MTH 116 Mathematic Applications or higher math	3

	Semester Hours
Area V - Technical Concentration and Electives:	48
EMP 189 Applied Anatomy and Physiology for the Paramedic or BIO 201 Human Anatomy and Physiology I AND BIO 202 Human Anatomy and Physiology II	4-8
EMP 191 Paramedic Preparatory	2
EMP 192 Paramedic Operations	3
EMP 193 Patient Assessment and Management	3
EMP 194 Paramedic General Pharmacology	2
EMT-P (Paramedic)	
EMP 195 Advanced Trauma Management A	6
EMP 198 Medical Patient Management I	3
EMP 199 Cardiovascular Electrophysiology	3
EMP 200 Medical Patient Management II A	6
EMP 203 Cardiovascular Patient Management	3
EMP 204 Transition to Paramedic Practice	3
EMP 205 Paramedic Terminal Competencies	2
EMP 206 Paramedic Field Preceptorship	6
EMP 207 Paramedic Team Leader Preceptorship	1
ORI 101 Orientation to College	1
Total Hours Required for Certificate	52

PARAMEDIC FAST TRACK CURRICULUM SEQUENCE

Prerequisites:	6
ENG 101 English Composition I	3
MTH 100 Intermediate Algebra	3

Course	Total Credit	Theory/lecture Hours	Lab Hours	Clinical Hours	Total Contact Hours
FIRST SEMESTER					
<u>First Split Term</u>					
EMP189 Anatomy & Physiology for the Paramedic	4	8	0	0	8
EMP191 Paramedic Preparatory	2	4	0	0	4
EMP192 Paramedic Operations	3	4	4	0	8
Term Totals	9	16	4	0	20
<u>Second Split Term</u>					
EMP 193 Patient Assessment and Management	3	4	4	0	8
EMP 194 Paramedic General Pharmacology	2	2	4	0	6
Term Totals	5	6	8	0	14
SECOND SEMESTER					
<u>First Split Term</u>					
EMP 199 Cardiovascular Electrophysiology	3	4	4	0	8
EMP 203 Cardiovascular Patient Management	3	4	4	0	8
Term Totals	6	8	8	0	16
<u>Second Split Term</u>					
EMP 198 Medical Patient Management I	3	4	4	0	8
EMP 200 Medical Patient Management II A	6	4	4	18	26
Term Totals	9	8	8	18	34
THIRD SEMESTER					
<u>First Split Term</u>					
EMP 207 Paramedic Team Leader Preceptorship	1	0	0	6	6
EMP195 Advanced Trauma Management A	6	4	4	18	26
EMP 205 Paramedic Terminal Competencies	2	2	4	0	6
Term Totals	9	6	8	24	38
<u>Second Split Term</u>					
EMP 204 Transition to Paramedic Practice	3	4	4	0	8
EMP 206 Paramedic Field Preceptorship	6	2	0	30	32
Semester Total	9	6	4	30	40

NURSING PROGRAMS

Shelton State Community College offers career opportunities in Nursing through three programs. The Associate Degree Nursing (ADN) program offers the opportunity for the student to complete the requirements and prepare for licensure as a registered nurse. Students may be admitted to the ADN program directly or they may complete the Practical Nursing program (PN), pass the licensure exam for Practical Nursing, be employed as a Practical Nurse for at least 500 clock hours, and then apply to the ADN program as a "Mobility" student. Both the ADN and the PN programs are competitive for admission and require a rigorous course of study. Some students begin their nursing career through the Nursing Assistant/Home Health Aide program (NA/HHA) in which they complete a two semester program 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.

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 its 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 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:

1. Sensory Perception
 - a. Visual
 - i. Observe and discern subtle changes in physical conditions and the environment
 - ii. Visualize different color spectrums and color changes
 - iii. Read fine print in varying levels of light
 - iv. Read for prolonged periods of time
 - v. Read cursive writing
 - vi. Read at varying distances
 - vii. Read data/information displayed on monitors/equipment
 - b. Auditory
 - i. Interpret monitoring devices
 - ii. Distinguish muffled sounds heard through a stethoscope
 - iii. Hear and discriminate high and low frequency sounds produced by the body and the environment
 - iv. Effectively hear to communicate with others
 - c. Tactile
 - i. Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
 - d. Olfactory
 - i. Detect body odors and odors in the environment
2. 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
3. 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
4. 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 6-12 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
- 5. 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 6-12 hours on the clinical unit
 - n. Provide nursing care in an appropriate time frame
 - o. Accepts 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 the Dean of Student Services, 205-391-2217 located on the third 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:

1. Proof of completion of a physical examination which demonstrates the student is free from disease must be documented on the Shelton State Community College Medical Record by a licensed physician or nurse practitioner.
2. Vaccinations which include Hepatitis B Series or evidence of immunity, MMR (German Measles, Mumps, Rubella) if born after 1957 or evidence of immunity. **Note:** Hepatitis series completed more than two (2) years prior to admission must have a titer drawn, or provide proof of immunity.
3. Purchase of liability and accident insurance that is purchased through the College.
4. 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 being assigned to a clinical agency. The complete drug screen policy is located in the Nursing Program Student Handbook.
5. Students are required to have a **background check** prior to admission and before the first day of class. All students must sign a release form for permission to perform a background check as required by feder-

al 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.

6. 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.
7. 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% and a minimum grade of B (85%) is required to pass the calculation component of the course(s). A minimum letter grade of C or 75% is required in all other nursing courses to pass and progress in the program. In each course a student must achieve a 75 % (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% (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 (1) hour of theory instruction under the supervision of an instructor plus an average of two (2) hours of out of class study per week. 1:1

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

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

Preceptorship – Three (3) 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

To continue in the nursing program as prescribed in the Alabama College System Standardized Nursing Curriculum at Shelton State Community College, the student must:

1. Maintain a grade of C (75) or better in all required general education courses and a grade of C (75) or above in nursing courses and maintain a 2.0 cumulative GPA
2. Complete all required general education courses according to The Alabama College System Nursing Education curriculum unless completed prior to admission. Any exceptions must be approved by the nursing program director.
3. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
4. Successfully complete the program
 - a. Within 48 months from initial semester for ADN students; or
 - b. Within 24 months from initial semester for PN and Mobility students.
5. Maintain current CPR at the health care provider level.
6. Complete all nursing courses in the prescribed sequence. If a student withdraws or makes a **D** or an **F** in a nursing course, the student cannot progress in the nursing course sequence until the course is repeated successfully. Course repetition will be based on instructor availability and program resources. A student may repeat a nursing course one (1) time; if a passing grade is not attained on the second attempt, the student is not eligible to progress or for readmission for two (2) calendar years. **Note: SSCC students who are unsuccessful in 3 or more courses in the same semester are not eligible to repeat the failed courses the very next semester if offered.**

Students who do not meet progression requirements must withdraw from the nursing program and apply for readmission.

Readmission/Reinstatement:

Students whose progression through the nursing program is interrupted and who desire to be reinstated in the program must schedule an appointment with the Director of Nursing to discuss reinstatement. To be reinstated, a student must:

- Apply for readmission to the college if not currently enrolled;
- Submit a letter requesting reinstatement at least six (6) weeks prior to the semester for planned enrollment to the Director of Nursing; (See Request for Readmission Letter in the Nursing Program Student Handbook)
- Submit letter of request in a timely manner so that reinstatement would occur within one (1) year from the term of withdrawal or failure;
- Demonstrate competency in all previous nursing courses successfully completed; (Refer to Readmission Policy in Nursing Program Student Handbook)
- Adhere to nursing curriculum or program policies and procedures effective at the point of reinstatement.

Reinstatement to the nursing program is not guaranteed. Reinstatement may be denied due to, but not limited to, any of the following circumstances:

- Space not available in the course for which the student wishes to be reinstated. (Students in regular progression have enrollment priority for clinical sites.) **Note: SSCC students who are unsuccessful in 3 or more courses in the same semester are not eligible to repeat the failed courses the very next semester if offered.**
- Grade point average is less than 2.5 from courses completed at current institution.
- Refusal by clinical agencies to accept the student for clinical experiences.
- Failure to demonstrate competency in all previous nursing courses successfully completed.
- Over 12 months have elapsed since the student was enrolled in a nursing course.
- Student has been dismissed from the program.

Dismissal:

A total of two (2) unsuccessful attempts (**D**, or **F**, or withdrawal) in nursing courses will result in dismissal from the nursing program. Withdrawal and/or a grade of a **D** or **F** in one (1) or more courses in a term will be considered one (1) attempt.

If a student has been dismissed from the Associate Degree Nursing program, the student may apply for admission to the Practical Nursing program. If a student has been dismissed from the Mobility program, the student may apply for admission to the generic program.

A student who has been dismissed from a specific program (ADN/PN/Mobility) can apply for admission as a new student to any nursing program within the Alabama College System, provided:

- the student meets current entry requirements;
- at least two (2) years have elapsed since the student's dismissal from a specific program; and

- the student was not dismissed from the previous program for disciplinary reasons or for unsafe/unsatisfactory client care in the clinical area. Students dismissed from the previous program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed reinstatement to the nursing program.

Transfer Policy

Students who wish to transfer must:

- Meet the entry and progression requirements of the institution and the nursing program.
- Provide evidence that all required general education and nursing courses taken at another institution were passed with a grade of C or better and the student maintained a 2.0 cumulative GPA.
- Alabama College System Standardized Nursing Curriculum courses will be transferred without review of the course syllabus.
- Nursing courses from any other institution are accepted only after review by Shelton State Community College to ensure content consistency.
- Must be a student in good standing and eligible to return to the previous nursing program the next semester.
- Provide a letter of recommendation from the dean/director of the previous program.
- Complete at least 25% of the total program at the accepting institution.
- Provide validation of skills and knowledge as required to determine program placement (See Readmission Policy Program Student Handbook).
- Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.

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 do additional developmental work to enhance their learning experience and must provide evidence of completion of developmental 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 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 Exit Exam

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 exit exam in NUR 109 or NUR 204 during the last semester of the program. The exit exam 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 exit exam will be required to participate in remediation activities as determined by the faculty and repeat the exit exam. Each student is provided three (3) opportunities to successfully pass the exam. (Refer to Nursing Program Handbook for further information.)

Information about 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 334-242-4060 or 800-656-5318 or visit their website www.abn.state.al.us.

ASSOCIATE DEGREE NURSING

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 3 p.m. until 11:00 p.m. or week-end clinical assignments. Clinical times are included in the packets available at the beginning of each nursing course. Because of the clinical time involved and the preparation time for some of the nursing courses, many students would benefit from having com-

pleted all the academic requirements (non-nursing courses) prior to admission to the ADN program. Students are discouraged from working while enrolled in the ADN program.

The program offers two (2) 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 (5) consecutive semesters, are required to complete this track of study. Students who complete an approved PN program and hold a PN license may apply for admission to the career mobility track. These students enter during the summer semester, and 12 months, or three (3) consecutive semesters, are required to complete this track of study.

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 201 and 202) credits must have been completed within the past five (5) years. If not, at least one of the two (2) 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 fully approved by the Alabama Board of Nursing (ABN), RSA Plaza, Suite 50, 770 Washington Avenue, P.O. Box 303900, Montgomery, AL 36130-3900, and telephone number 334 242-4060 or 800 656-5318. The ADN program is also accredited by The National League for Nursing Accrediting Commission (NLNAC), 61 Broadway-33rd Floor, New York, NY 10006, telephone number 212 363-5555 or 800 669-1656, ext. 153.

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 curriculum, policies and procedures.

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

1. unconditional admission to the College.
2. receipt of completed application packet for the ADN Two-Year Track by **June 1st**.
3. minimum of 2.50 cumulative GPA for students with previous college coursework (official college and high school transcripts must be on file in the nursing admissions office).
4. minimum of 2.50 high school GPA for students without prior college coursework (official high school transcript or a GED must be on file in the nursing admissions office).
5. eligible to enroll in or must have completed:
 - a. English 101 and Math 116, MTH 100 or higher math as determined by college placement.
 - b. BIO 201 during the first term of nursing courses.

6. in good standing with the college.
7. meet the essential functions or technical standards required for nursing.
8. a score of 76 or higher on the COMPASS Reading Examination (or related ACT Reading Score of 17 or higher) within the last three (3) years on file in the nursing admissions office.

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.

A total of 200 points is possible with these selection criteria.

Minimum Admission Standards for the ADN program (Mobility/LPN to RN Track):

1. unconditional admission to the college.
2. receipt of completed application packet for the Mobility Track Nursing program by **November 1st**.
3. minimum of 2.50 cumulative GPA for students with previous college coursework (official college transcripts must be on file in the nursing admissions office).
4. completion of prerequisite courses which include: ENG 101 – English Composition I, Math 116 – Mathematical Applications, MTH 100 – Intermediate College Algebra or higher math as determined by college placement, BIO 201 – Human Anatomy and Physiology I, BIO 202 – Human Anatomy and Physiology II, and NUR 200 – Nursing Career Mobility Assessment [Not required for students who apply within 2 (two) years of graduating from an approved Alabama College System PN program using the standardized state curriculum].
5. a valid unencumbered Alabama practical nurse license.

6. documentation of employment as an LPN for a minimum of 500-clock hours (approximately three (3) months' full-time employment) within the 12 months prior to admission.
7. student must be in good standing with the College.
8. student must meet the essential functions or technical standards required for nursing.
9. a score of 76 or higher on the COMPASS Reading Examination (or related ACT Reading Score of 17 or higher) within the last three (3) years on file in the nursing admissions office.

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.

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

1. COMPASS or ACT Reading scores, the higher the score the greater the points received for the selection process;
2. points from selected college courses (i.e., BIO 201, BIO 202, BIO 220) are awarded based on the grade earned in the course. (A grade of **A** is assigned more points than a grade of **C**) and
3. additional points

Additional points (Maximum 11 points)

- 5 Completed General Microbiology, BIO 220 and two (2) or more of General Psychology, PSY 200, Human Growth and Development, PSY 210, Speech elective or Humanities
- 3 Completed LPN certificate with a Cumulative G.P.A. of 3.5 or higher
- 3 Completed LPN certificate with a Cumulative G.P.A. of 3.5 or higher at Shelton State Community College

A total of 200 points is possible with these selection criteria.

ASSOCIATE DEGREE NURSING TWO-YEAR TRACK CURRICULUM

Course	Total Credit	Theory/lecture Hours	Lab* Hours	Clinical Hours	Total Contact Hours
First Semester					
MTH 116 Mathematical Applications or 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 Pharmacology	1	0	3	0	3
Semester Total	15	9	14	3	26
Second Semester					
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

Third Semester

PSY 200 General Psychology	3	3	0	0	3
BIO 220 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

Fourth Semester

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

Fifth Semester

**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

Totals Credit Hours 72 Hours

*Refer to Clock-Hour to Credit-Hour Ratio guide on page 53.

** Humanities elective must be chosen from: art, music, literature, philosophy or religion.

MOBILITY/LPN TO RN TRACK CURRICULUM**PREREQUISITE COURSES**

Course	Semester Hours
MTH 116 Mathematical Applications OR	
MTH 100 Intermediate College Algebra OR higher math	3
BIO 201 Human Anatomy and Physiology I	4
BIO 202 Human Anatomy and Physiology II	4
ENG 101 English Composition I	3
and/or	
NUR 200 Nursing Career Mobility Assessment (see p. 56)	6
Total Prerequisite Hours	14 or 20

MOBILITY/LPN TO RN TRACK CURRICULUM

Course	Total Credit	Theory/lecture Hours	Lab* Hours	Clinical Hours	Total Contact Hours
First Semester					
PSY 200 General Psychology	3	3	0	0	3
BIO 220 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
Second Semester					
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
Third Semester					
**Humanities Elective	3	3	0	0	3
NUR 203 Nursing Through the Lifespan III	6	4	0	6	10
NUR 204 Role for the Registered Nurse	4	2	0	6	8
Semester Total	13	9	0	12	21
Total Credit Hours 57 Hours					

*Refer to Clock-Hour to Credit-Hour Ratio guide on page 53

** Humanities elective must be chosen from: art, music, literature, philosophy or religion.

NURSING PROGRAM OF STUDY AREAS I-IV

Two-Year Generic Track and Mobility Track

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

	Semester Hours
Area I - Written Composition:	3
ENG 101 English Composition I	3
Area II - Humanities and Fine Arts:	3
SPH 106 Fundamentals of Oral Communications, SPH 107 Fundamentals of Public Speaking, or SPH 116 Introduction to Interpersonal Communication .	3
Area III - Natural Science or Mathematics:	11
MTH 116 Mathematic Applications or higher math	3
BIO 201 and BIO 202 Human Anatomy and Physiology I and II	8
Area IV - History, Social, and Behavioral Sciences	6
PSY 200 General Psychology	3
PSY 210 Human Growth and Development	3
Area V - Two-Year/Generic Track	
Area V - Technical Concentration and Electives:	50
ORI 101 Orientation to College	1
BIO 220 General Microbiology	4
*Humanities Elective	3
NUR 102 Fundamentals of Nursing	6
NUR 103 Health Assessment	1
NUR 104 Pharmacology	1
NUR 105 Adult Nursing	8
NUR 106 Maternal and Child Nursing	5
NUR 201 Nursing Through the Lifespan I	5
NUR 202 Nursing Through the Lifespan II	6
NUR 203 Nursing Through the Lifespan III	6
NUR 204 Role Transition for the Registered Nurse	4
Total Hours Required for Degree	72
AREA V - Mobility Track	
Area V - Technical Concentration and Electives:	47
ORI 101 Orientation to College	1
BIO 220 General Microbiology	4
NUR 200 Nursing Career Mobility Assessment	6
NUR 201 Nursing Through the Lifespan I	5
NUR 202 Nursing Through the Lifespan II	6
NUR 203 Nursing Through the Lifespan III	6
NUR 204 Role Transition for the Registered Nurse	4
NUR 200 Nursing Career Mobility Assessment (Course Credit)**	15
Total Hours Required for Degree	72

*Humanities elective must be chosen from: art, music, literature, philosophy or religion.

**Students who successfully complete NUR 200 are awarded 15 non-traditional hours at the completion of the LPN mobility 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 (3) consecutive semesters, are required to complete the program with admission occurring in the fall and spring semesters. Selections for each class are made by the Practical Nursing Admissions Committee. The goal of Shelton State Community College is to graduate well-prepared nurses who are strong performers both clinically and in the classroom. To that end, Practical Nursing students should plan to spend 16 hours per week in clinical experience and three (3) or more hours of study time for each hour spent in the classroom. Although clinical hours will be planned as conveniently as possible, there may be some 3-11 non-traditional work hours. Students are discouraged from working while attending the PN program.

The Practical Nursing Program is fully approved by the Alabama Board of Nursing (ABN), RSA Plaza, Suite 50, 770 Washington Avenue, P.O. Box 303900, Montgomery, AL 36130-3900, telephone 334-242-4060 or 800-656-5318.

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

Minimum Admission Standards for the Practical Nursing Track include:

1. unconditional admission to the college.
2. minimum of 2.50 cumulative GPA for students with previous college coursework (official college and high school transcripts or GED must be on file in the nursing admissions office)
3. minimum of 2.50 high school GPA for students without prior college coursework (official high school transcript or GED must be on file in the nursing admissions office)
4. eligible to enroll in:
 - a. ENG 101 English Composition I as determined by college placement
 - b. MTH 116 Mathematical Applications or MTH 100 Intermediate College Algebra or higher math as determined by college placement
5. good standing with the college
6. meet the essential functions or technical standards required for nursing
7. a score of 76 or higher on the COMPASS Reading Examination (or related ACT Reading Score of 17 or higher) within the last three (3) years on file in the nursing admissions office

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.

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

1. COMPASS Reading scores, the higher the score the greater the points received for the selection process;
2. 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 grade of **A** is assigned more points than a grade of **C**; and
3. additional points (maximum 11)

<u>Points</u>	<u>Criteria</u>
2	Completed 18 hours at Shelton State Community College
3	Completed Medical Profession Program in High School Completed or enrolled in Emergency Medical Technician Program (EMT) Completed or enrolled in Nursing Assistant Program OR Volunteer/Work in Healthcare Field (six (6) months or more)
6	Completed all required academic courses for Practical Nursing (PN) Track (BIO 201, BIO 202, ENG 101, and MTH 100 or MTH 116)

A total of 170 points is possible with these selection criteria.

PRACTICAL NURSING CURRICULUM

Course	Total Credit	Theory/lecture Hours	Lab* Hours	Clinical Hours	Total Contact Hours
First Semester					
MTH 116 Mathematical Applications 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 Pharmacology	1	0	3	0	3
Semester Total	15	9	14	3	26
Second Semester					
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
Third Semester					
NUR 107 Adult/Child Nursing	8	5	0	9	14
NUR 108 Psychosocial Nursing	3	2	0	3	5
NUR 109 Role Transition	3	2	3	0	5
Semester Total	14	9	3	12	24
Total Credit Hours	45 Hours				

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

PRACTICAL NURSING CERTIFICATE

	Semester Hours	Semester Hours
Area I - Written Composition:	3	ORI 101 Orientation to College 1
ENG 101 English Composition I	3	NUR 202 Fundamentals of Nursing. 6
Area II - Humanities and Fine Arts	0	NUR 103 Health Assessment. 1
Area III - Natural Science or Mathematics	11	NUR 104 Pharmacology 1
BIO 201 Human Anatomy and Physiology I.	4	NUR 105 Adult Nursing. 8
BIO 202 Human Anatomy and Physiology II	4	NUR 106 Maternal and Child Nursing 5
MTH 116 Mathematical Applications or higher math	3	NUR 107 Adult/Child Nursing 8
Area IV - History, Social, and Behavior Sciences:	0	NUR 108 Psychosocial Nursing. 3
Area V - Technical Concentration and Electives:	35	NUR 109 Role Transition 3
		Total Hours Required for Certificate
		49

NURSING ASSISTANT/ HOME HEALTH AIDE CERTIFICATE

The Nursing Assistant/Home Health Aide (NA/HHA) program is a two (2) semester, 23 credit hour program which includes classroom and lab experience at the College and clinical experience at local health care facilities. The NA/HHA program prepares the student to sit for the National Nurse Aide Certification Exam (NNAAP) administered by Promissor, Inc. 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 the courses in the second semester of 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 fully approved by the Alabama Department of Public Health. Classes begin each semester. A student must complete both semesters to receive a certificate from Shelton State Community College.

POLICIES FOR THE NURSING ASSISTANT PROGRAM

Admission Requirements for the Nursing Assistant/Home Health Aide Program

1. Completed application for admission to Shelton State Community College
2. Completed application for admission to the NA/HHA program.
3. A copy of an official high school transcript, GED, or a passing score on the Ability-to-Benefit Test. (Send transcript to the Office of Admissions and Records, Shelton State Community College, 9500 Old Greensboro, Rd., Tuscaloosa, AL 35405), Call the Office of Admissions and Records, 205-391-2241 for additional information.
4. A cumulative GPA of 2.0 on a 4.0 scale on all previous college credit.
5. Eligibility to enroll in COM 100 Introductory Technical English or higher and MAH 101 Introductory Mathematics or higher as measured by COMPASS Testing. Placement testing is scheduled through the Counseling Center 205-391-2232.
6. Students may be required to take a WorkKeys assessment prior to admission to the program.

Grading and Progression 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 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.

In addition, the following policies are required for success and progression in the program of study:

1. Students must achieve a **C** (75%) average on unit exams and comprehensive final exam in each course to successfully complete the course.
2. A grade of **C** (70% or above) is required for all general education (non-nursing) courses.
3. Fulfillment of all concurrent courses. Failure to attain the required passing grades in any course will result in non completion of the program.
4. If a nursing course is failed it may be repeated. If a passing grade is not attained on the second attempt, the student is suspended from the Nursing Assistant Program.
5. A satisfactory level of mental and physical health including maintaining current immunizations, Hepatitis B vaccinations, annual TB testing and ability to meet the Essential Function standards.
6. Current liability insurance is required.
7. Current CPR certification at the Health Care Provider level is required.

CERTIFICATION IN THE NURSING ASSISTANT/HOME HEALTH AIDE PROGRAM

The Alabama Department of Health has contracted with Promissor, Inc. 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 Promissor, Inc. to schedule and administer the examination. To be eligible, candidates must have completed a nurse aide training course approved by the Alabama Department of Health's Division of Provider Services within the last twenty-four months. Individuals who demonstrate competency on the exam are placed on the Nurse Aid Registry maintained by the Alabama Department of Public Health, 334 206-5169. To maintain certification, a nurse aide must work at least eight (8) hours in twenty-four (24) months. If not, the nurse aide must retrain and retest.

The examination process consists of two 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.promissor.com.

	Semester Hours
Area I-Written Composition:	3
COM 100 Introductory Technical English or higher course.	3
Area II- Humanities and Fine Art:	0
Area III-Natural Sciences or Mathematics:	3
MAH 101 Introductory Mathematics I or higher course . .	3
Area IV-History, Social, and Behavior Sciences:	0
Area V-Technical Concentration and Electives:	17
ORI 101 Orientation to College	1
NAS 111 Fundamentals of Long Term Care	5
NAS 112 Fundamentals of Long Term Care Clinical	2
NAS 113 Fundamentals of Home Health Care	5
NAS 114 Home Health Aide Clinical	2
NAS 115 CPR and First Aid.	2
Total Hours Required for Certificate	23

RESPIRATORY THERAPIST ASSOCIATE IN APPLIED SCIENCE

Respiratory therapists work with physicians and other allied health professionals to diagnose and treat patients with disorders associated with the respiratory and cardiovascular systems. Therapists may be required to exercise considerable independent clinical judgment under the direct or indirect supervision of a physician and are trained to act as technical resource persons for both physicians and other health care professionals.

The Respiratory Therapist 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. The respiratory courses **must** be taken in sequential order. Effective January 26, 2007, the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in conjunction with the Committee on Accreditation for Respiratory Care (CoARC) placed the RPT program on probationary accreditation. This status will NOT affect the ability of those students entering the program in August 2007, to graduate from an accredited program and be eligible to sit for all applicable national credentialing examinations. Graduates are eligible to sit for the Entry Level and Advanced Practitioner Examinations administered by the National Board for Respiratory Care (NBRC). CoARC is located at 1248 Harwood Road, Bedford, Texas, 76021-4244, (817) 283-2835. It is strongly advised that all students interested in applying to the Respiratory Therapy program obtain a copy of the Student Handbook which contains important additional information about the program.

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

POLICIES FOR THE RESPIRATORY THERAPIST PROGRAM

Health and Health-Related Policies

Because participation in clinical instruction is an integral part of the Respiratory Therapist program curriculum, each student is required to comply with all the policies and procedures of the contracted clinical agencies and the RPT program. Therefore, each student is expected to uphold the contractual terms 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 program:

1. Submit within eight weeks of acceptance into the Respiratory program a completed RPT Health Form (physical examination packet) current within one year which includes:
 - a. evidence of having received the first two Hepatitis B vaccination series
 - b. varicella immunity (immunization record or titer)
 - c. proof of tetanus vaccination
 - d. documentation of a TB skin test
2. Current CPR certification at the health care provider level (BLS/Infant/Child) with in eight weeks of admission
3. Purchase of liability and accident insurance that is purchased through the College
4. Students are required to complete a pre-clinical **drug screen** prior to admission and before the first day of class. The student must have a negative screen prior to being assigned to a clinical agency. The complete drug screen policy is located in the RPT Program Student Handbook
5. Students are required to have a **background check** prior to admission and before the first day of class. All students must sign a release form for permission to perform a background check as required by federal law. The student must have a negative background check prior to being assigned to a clinical agency. The student must abide by the RPT 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.

Universal Precaution

Students entering a health care field should be aware that they may be exposed to various contagious diseases during their clinical education and career. Precautions and protective procedures are discussed prior to the first clinical course. Additional information may be provided by each clinical facility. Students are required to make use of any protective devices available and to use universal precautions.

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.

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 respiratory 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 respiratory programs with or without reasonable accommodations. As part of clinical training, students are required to perform respiratory procedures/tasks in area hospitals. Students are required to have a physician or health care practitioner verify that the student fully meets 100% of the minimum physical requirements criteria or is unable to fully meet the criteria. If the physician or health care practitioner responds less than 100% to any criterion, an explanation and/or additional information will be required. Requests for reasonable accommodations should be directed to the Office of the Dean of Student Services, 205-391-2217 on the third floor of the Martin Campus.

The following essential function standards are required for admission and progression in the Respiratory Program which is in compliance with the American Disabilities Act (ADA).

1. Lifting and Carrying

Lifting fifty (50) pounds maximum with frequent lifting and/or carrying of objects weighing up to twenty five (25) pounds.

2. Coordination

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 movements.

3. Climbing and/or Balancing

Ascending or descending ladders, stairs, ramps and the like, using the feet and legs and/or hands and arms. Maintaining body equilibrium to pre-

vent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces.

4. Stooping, Kneeling, Crouching, and/or Crawling

Stooping: Bending the body downward and forward by bending the spine at the waist.

Kneeling: Bending the legs at the knees to come to rest on the knee or knees.

Crouching: Bending the body downward and forward by bending the legs and spine.

5. Reaching, Handling, Fingering and/or Feeling

Reaching: Extending the hands and arms in any direction.

Handling: Seizing, holding, grasping, turning, or otherwise working with the hand or hands.

Fingering Picking, pinching, or otherwise working with the fingers primarily.

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.

6. Talking, Hearing, Seeing, and Smelling

Talking: Expressing or exchanging ideas by means of the spoken word.

Hearing: Perceiving the nature of sounds by ear in order to communicate.

Seeing: Use of vision or corrected vision to determine characteristics of objects.

Smelling: Ability to smell body and environmental odors such as bodily secretions or electrical equipment burning.

Admission Requirements for RPT Program:

Applications for the Respiratory Therapy Programs are accepted annually with a June 1 deadline. Selections are made in July for admission in the fall semester. Application does not assure acceptance. The criteria for admission are:

1. An official transcript of all college work.
2. A copy of current class schedule, if enrolled.
3. Completion of RPT 256 (May be taken the first semester of the program if all other requirements are met.)
4. 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.
5. Completion of all prerequisite courses with a grade of **C** (70%) or above: MTH 100, ENG 101, BIO 201, RPT 256, and CIS 146.
6. Students may be required to take a WorkKeys assessment prior to admission to the program.

Grading Policy and Academic Standards

In the Respiratory program, each student is evaluated on a scheduled basis to determine comprehension of theoretical concepts, safe performance and psychomotor skills in clinical areas. Ethical and appropriate affective behaviors are expected of the professional practitioner at

all times. The Respiratory Therapist program uses the following academic grading system:

A = 90 – 100	Excellent
B = 80 – 89	Good
C = 75 – 79	Average
D = 60 – 74	Poor
F = 0 – 59	Failing

Progression Policies

1. A student must achieve a minimum grade of **C** (75) or above in every RPT course and a grade of 70 or above in every academic course for which they are registered for during the semester.
2. Respiratory curriculum courses are taught sequentially. **(A student must have a minimum grade of C in every course in a given semester's work to proceed to the courses taught in the next semester. See required RTP curriculum sequence below.)**
3. In the event that a student makes a grade below 75 in an RPT course or below 70 in an academic course, the student must withdraw from the program immediately.
4. The student may apply for re-admission to the program. Acceptance is conditional upon:
 - a. completion of application for readmission.
 - 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 Student Handbook.
5. If the student does not achieve the minimum 75 grade in the second attempt of the same RPT course, or fails to achieve the minimum 75 in any other RPT course, the student will be withdrawn from the program. The student may seek admission as a new student after a period of three (3) years.
6. A student absent from the respiratory course sequence for more than three semesters must apply as a new student.
7. A student will not be readmitted to the program more than once.

Advanced Placement Policies

Certified Respiratory Therapists (CRT) who desire to become eligible to take the NBRC Advanced Practitioner (RRT) exams must:

1. meet all criteria for general admission to Shelton State Community College. Academic credits will transfer as usual; however, all biology credits, anatomy and physiology credits, and computer credits must be within the past ten (10) years.
2. complete all non-core course work such that student will be eligible for the Associate in Applied Science degree when she/he graduates from the respiratory program.

3. attain the CRT credential.
4. document of full time work as a CRT for a minimum of two (2) full consecutive years.

Readmission Policy

Students who request readmission to the program will be accepted based on the following criteria:

1. fulfillment of admission criteria (academic and clinical)
2. space availability of class and clinical
3. completion of an application for readmission to the Program
4. one prior admission only
5. successful completion of validation requirements in Psychomotor Domain and Cognitive/ Knowledge/Academic Content Domain.

Note: Any student who has been absent from the Respiratory course sequence for more than three (3) semesters, must apply as a new student.

Graduation Requirements

Requirements for graduation in AA, AS, and AAS degree programs are listed in the college catalog. Refer to the section in the College Catalog for detailed information on general college graduation requirements.

Required RPT Review and Exit Examinations

In the interest of preparing students for success on the CRT, RRT, and CSE credentialing and registry examinations, SSCC RPT students are required to take a review course and comprehensive exit examinations prior to graduation from the program. The student is responsible for the costs of the review and examinations. Every effort will be made to keep costs minimal, but the student should plan for approximately \$400.00 for the review course, and \$145* for the exams.

The comprehensive exit examination is comprised of three (3) separate National Board for Respiratory Care (NBRC) secure self-assessment examinations (SAEs):

1. the Entry Level Exam (ELE)
2. the advanced Written Registry Test (RRT)
3. advanced level Clinical Simulation Examinations (CSE)

The student is required to take the review course and all three exit examinations as a partial requirement for completing RPT 243 during their final semester in the program. All students are required to pass the exit exam prior to graduation.

In addition, all graduating students are required to complete online registration for the CRT exam prior to graduation. The registration cost is \$190.00. Passage of the CRT examination qualifies the graduate as a Certified Respiratory Therapist. (Refer to the Program Handbook for further information).*

***At the time of the printing of this Catalog; costs of the review and the examinations are as printed above for a total of \$735, but are subject to change. Students will be informed of any increase as soon as the information becomes available.**

RESPIRATORY THERAPIST PROGRAM CURRICULUM SEQUENCE

Course	Total Credit	Theory/lecture Hours	Lab* Hours	Clinical Hours	Total Contact Hours
Prerequisite Courses 14 Semester Hours					
BIO 201 Anatomy & Physiology I (Lab 2:1)	4	3	2	0	5
CIS 146 Microcomputer Applications	3	3	0	0	3
ENG 101 English Composition I	3	3	0	0	3
MTH 100 Intermediate Algebra	3	3	0	0	3
RPT 256 Writings and Research for the RCP/I**	1	1	0	0	1
Total	14	13	2	0	15
**May be taken first semester if all other admission criteria are met.					
First Semester					
ORT 100 Orientation to College	1	1	0	0	1
BIO 202 Human Anatomy and Physiology (Lab 2:1)	4	3	2	0	5
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 & Physiology for the Respiratory Care Practitioner	3	3	0	0	3
RPT 214 Pharmacology for the Respiratory Care Practitioner	2	2	0	0	2
Semester Total	18	13	6	10	29
Second Semester					
RPT 220 Clinical Practice II (Preceptor 5:1)	2	0	0	10	10
RPT 221 Pathology for the Respiratory Care Practitioner I	3	2	2	0	4
RPT 222 Fundamentals of Respiratory Care II	4	2	4	0	6
RPT 223 Acid Base Regulation and Arterial Blood Gas Analysis	2	2	0	0	2
RPT 234 Mechanical Ventilation for the Respiratory Care Practitioner	3	2	2	0	4
PSY 200 General Psychology	3	3	0	0	3
Semester Total	17	11	8	10	29
Third Semester					
RPT 231 Pathology for the Respiratory Care Practitioner II	3	2	2	0	4
RPT 232 Diagnostic Procedures for the Respiratory Care Practitioner	2	2	0	0	2
RPT 233 Special Procedures for the Respiratory Care Practitioner	2	2	0	0	2
RPT 242 Perinatal/Pediatric Respiratory Care (Lab 2:1)	3	2	2	0	4
SPH 106 or 107 or 116	3	3	0	0	3
Semester Total	13	11	4	0	15
Fourth Semester					
RPT 230 Clinical Practice III (Preceptor 5:1)	2	0	0	10	10
RPT 240 Clinical Practice IV(Preceptor 5:1)	4	0	0	20	20
RPT 241 Rehabilitation and Home Care for the Respiratory Care Practitioner	2	2	0	0	2
RPT 243 Computer Applications for the Respiratory Care Practitioner (lab 2:1)	2	1	3	0	4
RPT 244 Critical Care Considerations for the RPT Care Practitioner	2	0	0	0	2
RPT 266 Seminar in Respiratory Medicine I	1	0	0	0	1
Semester Total	13	3	3	30	39
Program Credit Hour Totals: 75					

*Refer to Clock-Hour to Credit-Hour Ratio

RESPIRATORY THERAPIST

	Semester Hours
Area I - Written Composition:	3
ENG 101 English Composition	3
Area II - Humanities and Fine Arts:	3
SPH 106, 107, or 116	3
Area III - Natural Science or Mathematics:	11
MTH 100 Intermediate Algebra	3
BIO 201 Human Anatomy and Physiology I	4
BIO 202 Human Anatomy and Physiology II	4
Area IV - History, Social, and Behavioral Sciences:	3
PSY 200 General Psychology	3
Area V - Technical Concentration and Electives:	55
ORI 101 Orientation to College	1
CIS 146 Microcomputer Applications	3
RPT 210 Clinical Practice I	2
RPT 211 Introduction to Respiratory Care	2
RPT 212 Fundamentals of Respiratory Care I	4
RPT 213 Anatomy and Physiology for the Respiratory Care Practitioner	3
RPT 214 Pharmacology for the Respiratory Care Practitioner	2
RPT 220 Clinical Practice II	2
RPT 221 Pathology for the Respiratory Care Practitioner I	3
RPT 222 Fundamentals of Respiratory Care II	4
RPT 223 Acid Base Regulation and Arterial Blood Gas Analysis	2
RPT 230 Clinical Practice III	2
RPT 231 Pathology for the Respiratory Care Practitioner II	3
RPT 232 Diagnostic Procedures for the Respiratory Care Practitioner	2
RPT 233 Special Procedures for the Respiratory Care Practitioner	2
RPT 234 Mechanical Ventilation for the Respiratory Care Practitioner	3
RPT 240 Clinical Practice IV	4
RPT 241 Rehabilitation and Home Care for the Respiratory Care Practitioner	2
RPT 242 Perinatal/Pediatric Respiratory Care	3
RPT 243 Computer Applications for the Respiratory Care Practitioner	2
RPT 244 Critical Care Considerations for the RCP	2
RPT 256 Writings and Research for the RCP/I	1
RPT 266 Seminar in Respiratory Medicine I	1
Total Hours Required for Degree	75

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

	Semester Hours
Area I - Written Composition:	3
ENG 101 English Composition I	3
Area II - Humanities and Fine Arts:	6
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives	3
<i>Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.</i>	
Area III - Natural Science or Mathematics:	9-10
MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
Math or Natural Science Elective	3-4
Area IV - History, Social, and Behavioral Sciences:	3
<i>Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, and Sociology.</i>	
Area V - Technical Concentration and Electives:	49-52
ORI 101 Orientation to College	1
ACR 111 Principles of Refrigeration	3
ACR 112 HVACR Service Procedures	3
ACR 113 Refrigeration Piping Practices	3
ACR 119 Fundamentals of Gas Heating Systems	3
ACR 121 Principles of Electricity for HVACR	3
ACR 122 HVACR Electric Circuits	3
ACR 123 HVACR Electrical Components	3
ACR 127 HVACR Electric Motors and Components	3
ACR 132 Residential Air Conditioning	3
ACR 138 Customer Relations in HVAC	3
ACR 147 Refrigerant Transition and Recovery Theory	3
ACR 148 Heat Pump Systems I	3
ACR 149 Heat Pump Systems II	3
ACR 192 Apprenticeship/Internship	3
ACR 209 Commercial Air Conditioning Systems	3
ACR 210 Troubleshooting HVACR Systems	3
Electives	0-3
Recommended Electives	
HED 199 Ecological Approach to Health and Fitness or HED 221 Personal Health	3
<i>As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.</i>	
HED 299 Special Topics/Stress Management	2
WKO 107 WorkKeys Targeted Instruction	0-3
Total Hours Required for Degree	70-74

CERTIFICATE

	Semester Hours
General Education: (Areas I-IV)	12
COM 100 Introductory Technical English I or	
ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication or	
SPH 107 Fundamentals of Public Speaking	3
MAH 101 Introductory Mathematics I or	
MTH 100 Intermediate College Algebra or	
MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
Technical Concentration:	46
ORI 101 Orientation to College	1
ACR 111 Principles of Refrigeration	3
ACR 112 HVACR Service Procedures	3
ACR 113 Refrigeration Piping Practices	3
ACR 119 Fundamentals of Gas Heating Systems	3
ACR 121 Principles of Electricity for HVACR	3
ACR 122 HVACR Electric Circuits	3
ACR 123 HVACR Electrical Components	3
ACR 127 HVACR Electric Motors	3
ACR 132 Residential Air Conditioning	3
ACR 138 Customer Relations in HVAC	3
ACR 147 Refrigerant Transition and Recovery	3
ACR 148 Heat Pump Systems I	3
ACR 149 Heat Pump Systems II	3
ACR 192 Apprenticeship/Internship	3
ACR 209 Commercial Air Conditioning Systems	3
Total Hours Required for Certificate	58

SHORT-TERM CERTIFICATE

	Semester Hours
Technical Concentration:	24
ACR 111 Principles of Refrigeration	3
ACR 112 HVACR Service Procedures	3
ACR 113 Refrigeration Piping Practices	3
ACR 119 Fundamentals of Gas Heating Systems	3
ACR 121 Principles of Electricity for HVACR	3
ACR 122 HVACR Electric Circuits	3
ACR 123 HVACR Electrical Components	3
ACR 132 Residential Air Conditioning	3
Total Hours Required for Short-Term Certificate	24

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, and to refinish repaired surfaces after performing body repairs.

SHORT-TERM CERTIFICATE

	Semester Hours
Technical Concentration and Electives:	24
ABR 111 Non-Structural Repair	3
ABR 114 Non-Structural Panel Replacement	3
ABR 122 Surface Preparation	3
ABR 123 Paint Application and Equipment	3
ABR 151 Safety and Environmental Practices	3
ABR 154 Auto Glass and Trim	3
ABR 157 Automotive Plastic Repairs	3
Electives	3
Recommended Electives	
ABR 213 Automotive Structural Analysis:	3
ABR 214 Automotive Structural Repair	3
ABR 223 Automotive Mechanical Components:	3
ABR 281 Special Topics in Auto Body	3
ABR 293 Auto Body Repair Co-op	3
Total Hours Required for Short-Term Certificate	24

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

	Semester Hours
General Education: (Areas I-IV):	12
COM 100 Introductory Technical English I or	
ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication or	
SPH 107 Fundamentals of Public Speaking	3
MAH 101 Introductory Mathematics I or	
MTH 100 Intermediate College Algebra or	
MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
Technical Concentration and Electives:	48
ORI 101 Orientation to College	1
AUM 101 Fundamentals of Automotive Technology	3
AUM 110 Electrical and Electronic Systems I	3
AUM 121 Braking Systems	3
AUM 122 Steering and Suspension	3
AUM 124 Engine Repair I	3
AUM 130 Drivetrain and Axles	3
AUM 210 Electrical and Electronic Systems II	3
AUM 230 Auto Transmission and Transaxle	3
AUM 239 Engine Performance I	3
AUM 244 Engine Performance II	3
Electives	17
Recommended Electives	
AUM 112 Starting Systems, Charging Systems	
and Accessories	3
AUM 133 Motor Vehicle Air Conditioning	3

AUM 181 Special Topics.....	1
AUM 182 Special Topics.....	2
AUM 191 Co-op.....	2
AUM 220 Engine Repair II.....	3
AUM 224 Manual Transmission.....	3
AUM 246 Automotive Emissions I.....	3
AUM 281 Special Topics.....	3
AUM 291 Co-op.....	3
Total Hours Required for Certificate	60

AUTOMOTIVE ELECTRICAL AND PERFORMANCE

This program is designed to accommodate the student who does not desire to complete the entire program, but wants to specialize in one or more areas of automotive technology only. This program places emphasis on the training needed to have a working knowledge to troubleshoot, diagnose, and repair parts, components and systems related to automotive electrical, electronics and engine performance.

SHORT-TERM CERTIFICATE

	Semester Hours
Technical Concentration and Electives:	24
AUM 101 Fundamentals of Automotive Technology.....	3
AUM 110 Electrical and Electronic Systems I.....	3
AUM 112 Starting, Charging, Systems, and Accessories ...	3
AUM 133 Motor Vehicle Air Conditioning.....	3
AUM 210 Electrical and Electronic Systems II.....	3
AUM 239 Engine Performance I.....	3
AUM 244 Engine Performance II.....	3
AUM 246 Automotive Emissions I.....	3
Total Hours Required for Certificate	24

AUTOMOTIVE CHASSIS AND POWERTRAIN

This course is designed to accommodate the student who does not desire to complete the entire program, but wants to specialize in one or more areas of automotive technology. This course places emphasis on the training needed to have a working knowledge to troubleshoot, diagnose and repair components and/or systems related to the automotive chassis and powertrain.

SHORT-TERM CERTIFICATE

	Semester Hours
Technical Concentration:	24
AUM 101 Fundamentals of Automotive Technology.....	3
AUM 121 Braking Systems.....	3
AUM 122 Steering, and Suspension.....	3
AUM 124 Engine Repair I.....	3
AUM 130 Drivetrain and Axles.....	3
AUM 220 Engine Repair II.....	3
AUM 224 Manual Transmission.....	3
AUM 230 Auto Transmission and Transaxle.....	3
Total Hours Required for Certificate	24

CARPENTRY

This program is divided between classroom theory and shop practice. Course content consists of safety, use, and care of hand tools and power equipment, and the application of common building materials. Instruction includes foundations, exterior finishing, roof framing, blue-print reading, estimating materials, related mathematics and communications.

SHORT-TERM CERTIFICATE

	Semester Hours
Technical Concentration and Electives:	27
CAR 111 Construction Basics.....	3
CAR 112 Floors, Walls, Site Prep.....	3
CAR 113 Floors, Walls, Site Prep Lab.....	3
CAR 114 Construction Basics Lab.....	3
CAR 121 Introduction to Blueprint Reading.....	3
CAR 131 Roof and Ceiling Systems.....	3
CAR 132 Interior and Exterior Finishing.....	3
CAR 133 Roof and Ceiling Systems Lab.....	3
Electives.....	3
Recommended Electives	
CAR 193 Internship in CAR.....	3
CAR 203 Special Projects in CAR.....	3
Total Hours Required for Short-Term Certificate	27

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.

CERTIFICATE

	Semester Hours
General Education: (Areas I-IV):	12
ENG 101 English Composition I.....	3
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking.....	3
MTH 100 Intermediate College Algebra or more advanced mathematics.....	3
CIS 146 Microcomputer Applications.....	3
Technical Concentration and Electives	28
ORI 101 Orientation to College.....	1
CHD 100 Introduction to Early Care and Education of Children.....	3
CHD 201 Child Growth and Development Principles.....	3
CHD 202 Children's Creative Experiences.....	3
CHD 203 Children's Literature and Language Development.....	3
CHD 204 Methods and Materials for Teaching Children ...	3
CHD 205 Program Planning for Educating Young Children.....	3
CHD 206 Children's Health and Safety.....	3
CHD 215 Supervised Practical Experience in Childhood Development.....	3
Electives.....	3
Recommended Electives	
CHD 211 Child Development Seminar:.....	2
CHD 208 Administration of Child Development Programs .	3
CHD 209 Infant and Toddler Education Programs.....	3
CHD 210 Educating Exceptional Young Children.....	3
Total Hours Required for Certificate	40

CHILD DEVELOPMENT ASSOCIATE (CDA) CREDENTIAL

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

	Semester Hours
CHD 100 Introduction to Early Care and Education of Children	3
CHD 204 Methods and Materials for Teaching Children	3
CHD 211 Child Development Seminar.	2

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 Associate Dean of Academic Services.

COMMERCIAL ART

The Commercial Art program is designed to enhance and maximize artistic skills for persons who desire to work in this career.

SHORT-TERM CERTIFICATE

	Semester Hours
Technical Concentration:	24
CAT 118 Design Drawing	3
CAT 132 Basic Advertising Design.	3
CAT 142 Intermediate Advertising Design.	3
CAT 152 Digital Photography	3
CAT 175 Illustration I	3
CAT 183 Special Topics in Commercial Art	3
CAT 184 Special Topics in Commercial Art	3
CAT 185 Imaging I.	3
Total Hours Required for Short-Term Certificate	24

COMMERCIAL FOOD SERVICE

Commercial Food Service classes incorporate fundamental quantity food preparation, basic nutrition and menu planning, and management training. It is specially designed to give the student both academic study as well as ample laboratory experience. Training will include selection and grading identification of meats, seafood, fruits, vegetables and staple items as well as various methods of preparation and service. Emphasis is given on convenience foods as they are currently marketed. Workplace communication and human relations are included as part of the training. A brief history of food service with projections and trends are covered. This program is designed to prepare the student for employment.

SHORT-TERM CERTIFICATE

	Semester Hours
Technical Concentration:	24
CFS 101 Orientation to Food Service Industry	1
CFS 102 Catering	2
CFS 110 Basic Food Preparation	3
CFS 111 Foundations in Nutrition	3
CFS 112 Sanitation Safety and Food Service	2
CFS 114 Meal Management.	3
CFS 141 Food Production for Special Operations	2
CFS 201 Meat Preparation and Processing	2
CFS 260 Internship for Commercial Food Service	3
CFS 299 Special Topics in Commercial Food Preparation.	3
Total Hours Required for Short-Term Certificate	24

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 blue-prints, 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

	Semester Hours
Area I - Written Composition:	3
ENG 101 English Composition I	3
Area II - Humanities and Fine Arts:	6
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking.	3
Fine Arts or Humanities Electives	3
Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.	
Area III - Natural Science or Mathematics:	9-10
MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications <i>or demonstrated computer literacy skills or the integration of computer proficiencies within a required discipline-specific course.</i>	3
Math or Natural Science Elective	3-4
Area IV - History, Social, and Behavioral Sciences:	3
Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology	
Area V-Technical Concentration and Electives:	46
ORI 101 Orientation to College.	1
CNC 101 Introduction to CNC	6
CNC 102 CNC Turning Operations.	6
CNC 103 Manual Programming	6
CNC 104 CNC Milling Operations	6
CNC 215 Quality Control and Assurance	3
CNC 216 Quality Control II.	3

CNC 217 Tooling and Machining Data	3
CNC 222 Computer Numerical Control Graphics Programming: Turning	3
CNC 223 Computer Numerical Control Graphics Programming: Milling	3
CNC 281 Special Topics in Computerized Numerical Control	3
Electives	3
Recommended Electives	
CNC 230 Computer Numerical Control Special Projects . . .	3
EGR 125 Modern Graphics for Engineers	3
DDT 104 Basic Computer-Aided Drafting and Design	3
MTT 181 Special Topics in Machine Tool Technology	3
HED 199 Ecological Approach to Health and Fitness or HED 221 Personal Health	3
<i>As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.</i>	
HED 299 Stress Management	2
WKO 107 WorkKeys Targeted Instruction	0-3
Total Hours Required for Degree	67-68

CERTIFICATE

	Semester Hours
General Education: (Areas I-IV):	12
COM 100 Introductory Technical English I or ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
MAH 101 Introductory Mathematics I or MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
Technical Concentration and Electives:	4
ORI 101 Orientation to College	1
CNC 101 Introduction to CNC	6
CNC 102 CNC Turning Operations	6
CNC 103 Manual Programming	6
CNC 104 CNC Milling Operations	6
CNC 215 Quality Control and Assurance	3
CNC 216 Quality Control II	3
CNC 217 Tooling and Machining Data	3
CNC 222 Computer Numerical Control Graphics: Turning	3
CNC 223 Computer Numerical Control Graphics Programming: Milling	3
CNC 281 Special Topics in Computer Numerical Control	3
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 Cosmetology Instructor Examination. During the training period, the student will learn the technical skills with state-of-the-art equipment and tools.

CERTIFICATE

	Semester Hours
General Education: (Areas I-IV):	12
COM 100 Introductory Technical English I or ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
MAH 101 Introductory Mathematics I or MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
Technical Concentration and Electives:	48
ORI 101 Orientation to College	1
COS 111 Cosmetology Science and Art	3
COS 112 Cosmetology Science and Art Lab	3
COS 114 Chemical Methodology Lab	3
COS 121 Colorimetry	3
COS 122 Colorimetry Applications	3
COS 125 Career and Personal Development	3
COS 131 Aesthetics	3
COS 132 Aesthetics Applications	3
COS 133 Salon Management Technology	3
COS 141 Applied Chemistry for Cosmetology	3
COS 143 Hair Designs	3
COS 144 Hair Shaping and Design	3
COS 158 Employability Skills	3
COS 167 State Board Review	3
COS 182 Special Topics	3
COS 191 CO-OP	2
Total Hours Required for Certificate	60

COSMETOLOGY AESTHETICS

Aesthetics courses prepare students for a career as an aesthetician 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 Aesthetics Examination.

CERTIFICATE

	Semester Hours
General Education: (Areas I-IV):	12
COM 100 Introductory Technical English I or ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
MAH 101 Introductory Mathematics I or MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
Technical Concentration:	33
ORI 101 Orientation to College	1
COS 125 Career and Personal Development	3
COS 131 Aesthetics	3
COS 132 Aesthetics Applications	3
COS 160 Image Projection	3

COS 164 Facial Machine	3
COS 165 Related Subjects Aesthetician	3
COS 166 Color Psychology-Coordination	3
COS 168 Bacteriology and Sanitation	3
COS 169 Skin Functions	3
COS 181 Special Topics	3
COS 190 Internship in Cosmetology	2
Total Hours Required for Certificate	45

COSMETOLOGY INSTRUCTOR TRAINING

To enter this program a student must have a current manager's license and have at least one year's experience working in the 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

	Semester Hours
General Education: (Areas I-IV):	6
ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
Technical Concentration:	18
CIT 211 Teaching and Curriculum Development	3
CIT 212 Teacher Mentorship	3
CIT 213 Lesson Plan Development	3
CIT 221 Lesson Plan Implementation	3
CIT 222 Instructional Materials and Methods	3
CIT 223 Instructional Materials and Methods Applications	3
Total Hours Required for Short-Term Certificate	24

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

	Semester Hours
Technical Concentration:	21
COS 151 Nail Care	3
COS 152 Nail Care Applications	3
COS 153 Nail Art	3
COS 154 Nail Art Applications	3
COS 156 Career and Personal Development	3
COS 162 Special Topics - Nail Technology	3
COS 191 CO-OP	3
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

	Semester Hours
Area I - Written Composition:	3
ENG 101 English Composition I	3
Area II - Humanities and Fine Arts:	6
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives	3
Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.	
Area III - Natural Science or Mathematics:	9-10
MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<i>or demonstrated computer literacy skills or the inte- gration of computer proficiencies within a required discipline-specific course.</i>	
Math or Natural Science Elective	3-4
Area IV - History, Social, and Behavioral Sciences:	3
Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology.	
Area V - Technical Concentration and Electives:	50
ORI 101 Orientation to College	1
CUA 100 Orientation to Culinary Arts	1
CUA 101 Orientation to the Food Service Industry	1
CUA 110 Basic Food Preparation	3
CUA 111 Foundations in Nutrition	3
CUA 112 Sanitation Safety	2
CUA 113 Table Service	2
CUA 114 Meal Management	3
CUA 115 Advanced Food Preparation	3
CUA 122 Fundamentals of Quantity Cooking	3
CUA 132 Fundamentals of Restaurant Operations	3
CUA 201 Meat Preparation and Processing	2
CUA 202 Aromatic and Flavoring Combinations	3
CUA 203 Stocks and Sauces	3
CUA 204 Foundations of Baking	3
CUA 205 Introduction to Garde Manger	3
CUA 213 Food Purchasing/Cost Control	3
CUA 215 Regional Cuisines of Americas	3
CUA 260 Internship for Culinary Apprentice	3
Electives	2
Recommended Electives	
CUA 102 Catering	3
CUA 141 Food Production for Special Operations	2
CUA 181/182 Special Topics in Culinary Arts	3
CUA 183 Culinary Art Sculpture	3
CUA 208 Advanced Baking	2
CUA 210 Beverage Management	2
CUA 214 International Cuisine	3
CUA 220 Introduction to Patisserie	3
HED 199 Ecological Approach to Health and Fitness or HED 221 Personal Health	3

As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.

HED 299 Special Topics/Stress Management	2
WKO 107 WorkKeys Targeted Instruction	0-3
Total Hours Required for Degree	71-72

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

	Semester Hours
General Education: (Areas I-IV):	12
COM 100 Introductory Technical English I or ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
MAH 101 Introductory Mathematics I or MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
Technical Concentration and Electives:	43
ORI 101 Orientation to College	1
DEM 104 Basic Engines	3
DEM 111 Equipment Safety/Mechanical Fundamentals ...	3
DEM 119 Bearings and Lubricants	3
DEM 122 Heavy Vehicle Brakes	3
DEM 123 Pneumatics and Hydraulics	3
DEM 124 Electronic Engine Systems	3
DEM 125 Heavy Vehicle Drive Trains	3
DEM 126 Advanced Engine Analysis	3
DEM 127 Fuel Systems	3
DEM 130 Electrical/Electronic Fundamentals	3
DEM 158 Pneumatics and Hydraulics II	3
Electives (Selected from any technical program)	9
Recommended Electives	
DEM 105 Preventive Maintenance	3
DEM 106 Heavy Equipment Operations	3
DEM 110 Diesel Powered Auxiliary Equipment	3
DEM 114 Fluid Power Components	3
DEM 115 Heavy Vehicle Collision Repair	3
DEM 116 Track Vehicle Drive Trains	3
DEM 117 Diesel and Gas Tune-Up	3
DEM 118 Industrial and Agricultural Equipment	3
DEM 131 Computer Applications for Diesel Mechanics ...	2
DEM 134 Computer Controlled Engine and Power Train Systems	3
DEM 135 Heavy Vehicle Steering and Suspension	3
DEM 137 Heating and A/C Systems	3
DEM 154 Vehicle Maintenance and Safe Operating Practices	3
DEM 156 CDL License Test Preparation	3
DEM 159 Heavy Vehicle Drive Trains II	3

DEM 181 Special Topics in Diesel Mechanics:	3
DEM 182 Special topics in Diesel Mechanics:	3
DEM 191 Special Projects in Diesel Mechanics:	3
DEM 192 CO-OP Elective:	3
Total Hours Required for Certificate	55

SHORT-TERM CERTIFICATE

	Semester Hours
Technical Concentration:	24
DEM 104 Basic Engines	3
DEM 111 Equipment Safety/Mechanical Fundamentals ...	3
DEM 119 Bearings and Lubricants	3
DEM 122 Heavy Vehicle Brakes	3
DEM 123 Pneumatics and Hydraulics	3
DEM 125 Heavy Vehicle Drive Trains	3
DEM 126 Advanced Engine Analysis	3
DEM 127 Fuel Systems	3
Total Hours Required for Short-Term Certificate	24

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

	Semester Hours
Area I - Written Composition:	3
ENG 101 English Composition I	3
Area II - Humanities and Fine Arts:	6
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives	3
<i>Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.</i>	
Area III - Natural Science or Mathematics:	9-10
MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<i>or demonstrated computer literacy skills or the integration of computer proficiencies within a required discipline-specific course.</i>	
Math or Natural Science Elective	3-4
Area IV - History, Social, and Behavioral Sciences:	3
Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology	
Area V - Technical Concentration and Electives:	52
ORI 101 Orientation to College	1
DDT 104 Introduction to Computer Aided Drafting and Design	3
DDT 111 Fundamentals of Drafting and Design Technology	3
DDT 122 Advanced Technical Drawing	3
DDT 124 Basic Technical Drawing	3

DDT 127 Intermediate and Computer Aided Drafting and Design	3
DDT 128 Intermediate Technical Drawing	3
DDT 131 Machine Drafting Basics	3
DDT 132 Architectural Drafting	3
DDT 134 Descriptive Geometry	3
DDT 150 Theory of Residential Drafting and Design	3
DDT 213 Civil Drafting, Plat Maps	3
DDT 214 Pipe Drafting	3
DDT 225 Structural Steel Drafting	3
DDT 231 Advanced CAD	3
Electives	9
Recommended Electives	
DDT 115 Blueprint Reading for Machinists	3
DDT 116 Blueprint Reading for Construction	3
DDT 118 Basic Electrical Drafting	3
DDT 130 Fundamentals of Drafting for Related Trades	3
DDT 133 Basic Surveying	3
DDT 181 Special Topics in Drafting and Design Technology	3
DDT 182 Special Topics in Drafting and Design Technology	3
DDT 191 Drafting Internship	1
DDT 192 Drafting Internship	2
DDT 193 Drafting Internship	3
DDT 211 Intermediate Machine Drafting	3
DDT 215 Geometric Dimensioning and Tolerancing	3
DDT 221 Advanced Machine Drafting	3
DDT 222 Advanced Architectural Drafting	3
DDT 226 Technical Illustration	3
DDT 233 Three Dimensional Modeling	3
DDT 237 Current Topics in CAD	3
DDT 238 Special Topics in CAD	3
DDT 239 Independent Studies	1-4
DDT 249 Advanced CAD Applications	3
HED 199 Ecological Approach to Health and Fitness or HED 221 Personal Health	3
<i>As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.</i>	
HED 299 Special Topics/Stress Management	2
WKO 107 WorkKeys Targeted Instruction	0-3
Total Hours Required for Degree	73-74

CERTIFICATE

General Education: (Areas I-IV):	12
COM 100 Introductory Technical English I or ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
MAH 101 Introductory Mathematics I or MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
Technical Concentration and Electives:	46
ORI 101 Orientation to College	1
DDT 104 Introduction to Computer Aided Drafting and Design	3
DDT 111 Fundamentals of Drafting and Design Technology	3
DDT 122 Advanced Technical Drawing	3
DDT 124 Basic Technical Drawing	3
DDT 127 Intermediate Computer Aided	

Drafting and Design	3
DDT 128 Intermediate Technical Drawing	3
DDT 131 Machine Drafting Basics	3
DDT 132 Architectural Drafting	3
DDT 134 Descriptive Geometry	3
DDT 150 Theory of Residential Drawing and Design	3
DDT 213 Civil Drafting, Plat Maps	3
DDT 214 Pipe Drafting	3
DDT 225 Structural Steel Drafting	3
DDT 231 Advanced CAD	3
Elective	3
Recommended Electives	
DDT 115 Blueprint Reading for Machinists	3
DDT 116 Blueprint Reading for Construction	3
DDT 118 Basic Electrical Drafting	3
DDT 130 Fundamentals of Drafting for Related Trades	3
DDT 133 Basic Surveying	3
DDT 181 Special Topics in Drafting and Design Technology	3
DDT 182 Special Topics in Drafting and Design Technology	3
DDT 191 Drafting Internship	1
DDT 192 Drafting Internship	2
DDT 193 Drafting Internship	3
DDT 211 Intermediate Machine Drafting	3
DDT 212 Intermediate Architectural Drafting	3
DDT 215 Geometric Dimensioning and Tolerancing	3
DDT 221 Advanced Machine Drafting	3
DDT 222 Advanced Architectural Drafting	3
DDT 233 Three Dimensional Modeling	3
DDT 237 Current Topics in CAD	3
DDT 238 Special Topics in CAD	3
DDT 239 Independent Studies	1-4
DDT 249 Advanced CAD Applications	3
Total Hours Required for Certificate	58

SHORT-TERM CERTIFICATE

	Semester Hours
Technical Concentration and Electives:	24
DDT 104 Introduction to Computer Aided Drafting and Design	3
DDT 111 Fundamentals of Drafting and Design Technology	3
DDT 124 Basic Technical Drawing	3
DDT 127 Intermediate Computer Aided Drafting and Design	3
DDT 128 Intermediate Technical Drawing	3
DDT 134 Basic Descriptive Geometry	3
DDT Electives	6
Recommended Electives	
DDT 118 Basic Electrical Drafting	3
DDT 122 Advanced Technical Drawing	3
DDT 131 Machine Drafting Basics	3
DDT 132 Architectural Drafting	3
DDT 133 Basic Surveying	3
DDT 134 Descriptive Geometry	3
DDT 150 Theory of Residential Drawing and Design	3
DDT 181 Special Topics in Drafting and Design Technology	3
DDT 212 Intermediate Architectural Drafting	3
DDT 213 Civil Drafting, Plat Maps	3
DDT 214 Pipe Drafting	3
DDT 225 Structural Steel Drafting	3
DDT 231 Advanced CAD	3
Total Hours Required for Short-Term Certificate	24

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.

ASSOCIATE IN APPLIED SCIENCE

	Semester Hours
Area I - Written Composition:	3
ENG 101 English Composition I	3
Area II - Humanities and Fine Arts:	6
SPH 106 Fundamentals of Oral Communication or	
SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives	3
<i>Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.</i>	
Area III - Natural Science or Mathematics:	9-10
MTH 100 Intermediate College Algebra or	
MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<i>or demonstrated computer literacy skills or the inte- gration of computer proficiencies within a required discipline-specific course.</i>	
Math or Natural Science Elective	3-4
Area IV - History, Social, and Behavioral Sciences:	3
<i>Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology.</i>	
Area V - Technical Concentration and Electives:	55-58
ORI 101 Orientation to College	1
ELT 106 AC Principles of Electricity II	3
ELT 107 DC Principles of Electricity II	3
ELT 108 DC Fundamentals	3
ELT 109 AC Fundamentals	3
ELT 110 Wiring Methods	3
ELT 114 Residential Wiring I	3
ELT 115 Residential Wiring II	3
ELT 117 AC/DC Machines	3
ELT 118 Commercial Industrial Wiring	3
ELT 122 Advanced AC/DC Machines	3
ELT 206 OSHA Safety Standards	3
ELT 209 Motor Controls I	3
ELT 212 Motor Control II	3
ELT 221 Electronics for Electricians	3
ELT 231 Programmable Control I	3
ELT 232 Programmable Controls II	3
ELT 241 National Electric Code	3
Electives	3-6
Recommended Electives	
ELT 132 Commercial/Industrial Wiring II	3
ELT 181 Special Topics in ELT Technology	3
ELT 192 Practicum/Intern/CO-OP	1
ELT 193 Practicum/Intern/CO-OP	2
ELT 194 Practicum/Intern/CO-OP	3
ELT 242 Journeyman/Master Prep Exam	3
ELT 243 Electrical Cost Estimating	3
ELT 244 Conduit Bending and Installation	3
ELT 245 Electrical Grounding Systems	3

HED 199 Ecological Approach to Health and Fitness or	
HED 221 Personal Health	3
<i>As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.</i>	
HED 299 Special Topics/Stress Management	2
WKO 107 WorkKeys Targeted Instruction	0-3
Total Hours Required for Degree	73-77

CERTIFICATE

	Semester Hours
General Education: (Areas I-IV):	12
COM 100 Introductory Technical English I or	
ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication or	
SPH 107 Fundamentals of Public Speaking	3
MAH 101 Introductory Mathematics I or	
MTH 100 Intermediate College Algebra or	
MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
Technical Concentration and Electives:	46
ORI 101 Orientation to College	1
ELT 106 AC Principles of Electricity II	3
ELT 107 DC Principles of Electricity II	3
ELT 108 DC Fundamentals	3
ELT 109 AC Fundamentals	3
ELT 110 Wiring Methods	3
ELT 114 Residential Wiring I	3
ELT 115 Residential Wiring II	3
ELT 117 AC/DC Machines	3
ELT 118 Commercial Industrial Wiring	3
ELT 209 Motor Controls I	3
ELT 212 Motor Control II	3
ELT 221 Electronics for Electricians	3
ELT 231 Programmable Control I	3
ELT 241 National Electric Code	3
Electives	3
Recommended Electives	
ELT 122 Advanced AC/DC Machines	3
ELT 132 Commercial/Industrial Wiring II	3
ELT 181 Special Topics in ELT Technology	3
ELT 192 Practicum/Intern/CO-OP	1
ELT 193 Practicum/Intern/CO-OP	2
ELT 194 Practicum/Intern/CO-OP	3
ELT 206 OSHA Safety Standards	3
ELT 242 Journeyman/Master Prep Exam	3
ELT 243 Electrical Cost Estimating	3
ELT 244 Conduit Bending and Installation	3
ELT 245 Electrical Grounding Systems	3
Total Hours Required for Certificate	58

SHORT-TERM CERTIFICATE

	Semester Hours
Technical Concentration:	24
ELT 106 AC Principles of Electricity II	3
ELT 107 DC Principles of Electricity II	3
ELT 108 DC Fundamentals	3
ELT 109 AC Fundamentals	3
ELT 110 Wiring Methods	3
ELT 114 Residential Wiring I	3
ELT 115 Residential Wiring II	3
ELT 241 National Electric Code	3
Total Hours Required for Short-Term Certificate	24

FIRE SCIENCE

This program is designed primarily to serve individuals in the fire service, either career or volunteer. The institutional objective is to provide educational experiences so the individual fire fighters can secure the skills and knowledge necessary to significantly enhance their abilities and capabilities as effective administrators and managers in the fire and emergency service.

SHORT-TERM CERTIFICATE

	Semester Hours
Technical Concentration and Electives:	24
FSC 101 Introduction to the Fire Service	3
FSC 200 Fire Combat Tactics and Strategy	3
FSC 210 Building Construction for the Fire Service.....	3
FSC 240 Fire Cause Determination	3
FSC 292 Elements of Supervision/Fire Service Supervision	3
Electives	9
Recommended Electives	
FSC 103 Hazardous Materials I.....	3
FSC 104 Hazardous Materials II	3
FSC 105 Chemistry for the Fire Service.....	3
FSC 111 Fire Hydraulics	3
FSC 120 Fire Hazards	3
FSC 130 Introduction to Fire Suppression	3
FSC 205 Fire Instructor I.....	3
FSC 206 Fire Instructor II.....	3
FSC 207 Fire Instructor III.....	3
FSC 211 Building Construction and Related Codes	3
FSC 220 Fire Extinguishment Agents	3
FSC 230 The ISO (AIA) Standards	3
FSC 235 Breathing Apparatus Specialist	3
FSC 241 Arson Investigation	3
FSC 250 Fire Prevention Inspection.....	3
FSC 260 Special Service Hazards	3
FSC 270 Fire Protection Systems.....	3
FSC 280 Fire Apparatus and Equipment	3
FSC 285 Industrial Fire Protection	3
FSC 293 Fire Service Administration.....	3
FSC 294 Fire Department Management	3
FSC 297 Selected Topics in Fire Service Operations	3
FSC 299 Legal Aspects of the Fire Service	3
Total Hours Required for Certificate	24

FUNERAL SERVICE EDUCATION

This degree is offered through a linkage with Jefferson State Community College in Birmingham, Alabama. A student may complete the general education component of this program at Shelton State Community College and then transfer to Jefferson State and complete the degree. Acceptance into the program will be through application to Jefferson State. The degree is awarded by Jefferson State Community College. Students who wish to transfer into the Jefferson State Funeral Service Education program should consult with the Shelton State Community College Counseling Center. Students should consult the Jefferson State Community College website, jeffstateonline.com or call 800-239-5900.

	Semester Hours
Area I - Written Composition:	3
ENG 101 English Composition I.....	3
Area II - Humanities and Fine Arts:	6
SPH 106 Fundamentals of Speech Communications or SPH 107 Fundamentals of Public Speaking.....	3
Humanities Elective	3
<i>Choose from Area II STARS Approved Course List.</i>	
Area III - Natural Science or Mathematics:	3
MTH 100 Intermediate College Algebra or MTH 110 Finite Mathematics	3
Area IV - History, Social, and Behavior Science:	3
PSY 200 General Psychology or SOC 200 Introduction to Sociology	3
Total Hours	15

HEAVY EQUIPMENT OPERATOR

This program provides students with the basic skills in safe operation and maintenance of several pieces of equipment including bulldozers, graders, front-end loaders, and backhoes/excavators. Coordination with the Diesel Mechanics program will provide an expanded educational opportunity for students in both programs in maintenance, repair, and troubleshooting.

SHORT-TERM CERTIFICATE

	Semester Hours
Technical Concentration:	27
HEO 111 Introduction to Heavy Equipment	6
HEO 114 Bulldozer Operation	6
HEO 115 Motor Grader Operator	6
HEO 116 Excavator and Backhoe Operation	6
HEO 182 Special Topics	3
Total Hours Required for Short-Term Certificate	27

INDUSTRIAL ELECTRONICS TECHNOLOGY

The Industrial Electronics program prepares students for a career as an electronic technician. 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, robotics, communications, tools and test equipment. Students can become a certified technician after successfully completing the course.

ASSOCIATE IN APPLIED SCIENCE

	Semester Hours
Area I - Written Composition:	3
ENG 101 English Composition I.....	3
Area II - Humanities and Fine Arts:	6
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking.....	3
Fine Arts or Humanities Electives	3
<i>Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.</i>	

Area III - Natural Science or Mathematics:	9-10
MTH 100 Intermediate College Algebra or	
MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<i>or demonstrated computer literacy skills or the integration of computer proficiencies within a required discipline-specific course.</i>	
Math or Natural Science Elective	3-4
Area IV - History, Social, and Behavioral Sciences:	3
<i>Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology.</i>	
Area V - Technical Concentration and Electives:	54
ORI 101 Orientation to College	1
ILT 100 Applied Electronic Computations	3
ILT 106 Concepts of Direct Current	5
ILT 107 Concepts of Alternating Current	5
ILT 111 Concepts of Solid State Electronics	5
ILT 112 Concepts of Digital Electronics	5
ILT 113 Concepts of Electronic Circuits	5
ILT 164 Circuits Fabrication	1
ILT 169 Hydraulics and Pneumatics I	3
ILT 194 Programmable Controllers I	3
ILT 197 Motor Controls I	3
ILT 216 Industrial Robotics	3
ILT 217 Industrial Robotics Lab	2
ILT 222 Advanced Programmable Logic Controllers	3
ILT 223 Advanced Programmable Logic Controllers Lab	2
ILT 271 Independent Study	2
Electives	3
Recommended Electives	
ILT 115 Advanced Industrial Controls	3
ILT 116 Advanced Industrial Controls Lab	2
ILT 148 Automatic Control Systems	3
ILT 149 Automatic Control Systems Lab	2
ILT 166 Motors and Transformers I	3
ILT 167 AC/DC Machinery and Controls I	3
ILT 180 Special Topics	3
ILT 195 Troubleshooting Techniques I	3
ILT 251 RF Communications	3
ILT 252 Digital Communications	3
ILT 262 Certification Preparation	3
ILT 280 Special Topics	3
ILT 291 Cooperative Education	3
ILT 292 Cooperation Education	3
ILT 293 Cooperation Education	3
HED 199 Ecological Approach to Health and	
Fitness or HED 221 Personal Health	3
<i>As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.</i>	
HED 299 Special Topics/Stress Management	2
WKO 107 WorkKeys Targeted Instruction	0-3
Total Hours Required for Degree	75-76

CERTIFICATE

General Education: (Areas I-IV):	12
COM 100 Introductory Technical English I or	
ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication or	
SPH 107 Fundamentals of Public Speaking	3
MAH 101 Introductory Mathematics I or	
MTH 100 Intermediate College Algebra or	
MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3

Semester
Hours

Technical Concentration and Electives:	48
ORI 101 Orientation to College	1
ILT 100 Applied Electronic Computations	3
ILT 106 Concepts of Direct Current	5
ILT 107 Concepts of Alternating Current	5
ILT 111 Concepts of Solid State Electronics	5
ILT 112 Concepts of Digital Electronics	5
ILT 113 Concepts of Electronic Circuits	5
ILT 164 Circuits Fabrication	1
ILT 169 Hydraulics and Pneumatics I	3
ILT 194 Programmable Controllers I	3
ILT 197 Motor Controls I	3
ILT 216 Industrial Robotics	3
ILT 217 Industrial Robotics Lab	2
ILT 271 Independent Study	2
Electives	2
Recommended Electives	
ILT 115 Advanced Industrial Controls	3
ILT 116 Advanced Industrial Controls Lab	2
ILT 148 Automatic Control Systems	3
ILT 149 Automatic Control Systems Lab	2
ILT 166 Motors and Transformers I	3
ILT 167 AC/DC Machinery and Controls I	3
ILT 180 Special Topics	3
ILT 195 Troubleshooting Techniques I	3
ILT 222 Advanced Programmable Logic Controllers	3
ILT 223 Advanced Programmable Logic Controllers Lab	2
ILT 251 RF Communications	3
ILT 252 Digital Communications	3
ILT 262 Certification Preparation	3
ILT 280 Special Topics	3
ILT 291 Cooperative Education	3
ILT 292 Cooperation Education	3
ILT 293 Cooperation Education	3
Total Hours Required for Certificate	60

SHORT-TERM CERTIFICATE

	Semester Hours
Technical Concentration:	25
ILT 100 Applied Electronic Computations	3
ILT 106 Concepts of Direct Current	5
ILT 107 Concepts of Alternating Current	5
ILT 111 Concepts of Solid State Electronics	5
ILT 113 Concepts of Electronic Circuits	5
ILT 271 Independent Study	2
Total Hours Required for Short-Term Certificate	25

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 offers a technology and skills update in maintenance courses for those with previous manufacturing or maintenance experience and/or other technical training.

SHORT-TERM CERTIFICATE

	Semester Hours
Technical Concentration and Electives:	27
INT 117 Principles of Industrial Mechanics	3
INT 118 Fundamentals of Industrial Hydraulics and Pneumatics	3

INT 126 Preventive Maintenance	3
INT 127 Principles of Industrial Pumps and Piping Systems	3
INT 221 DC Fundamentals	3
INT 223 AC Fundamentals	3
INT 234 Principles of Industrial Maintenance, Welding and Metal Cutting Techniques	3
Electives	6
Electives to be chosen from ILT, ELT, MTT, DDT, WDT, and ACR	
Total Hours Required for Short-Term Certificate	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. Shelton's machine tool program teaches students how to set up and operate the various types of machines common to industry.

ASSOCIATE IN APPLIED SCIENCE

	Semester Hours
Area I - Written Composition:	3
ENG 101 English Composition I	3
Area II - Humanities and Fine Arts:	6
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives	3
<i>Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.</i>	
Area III - Natural Science or Mathematics:	9-10
MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<i>or demonstrated computer literacy skills or the inte- gration of computer proficiencies within a required discipline-specific course.</i>	
Math or Natural Science Elective	3-4
Area IV - History, Social, and Behavioral Sciences:	3
<i>Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology.</i>	
Area V - Technical Concentration and Electives:	43-46
ORI 101 Orientation to College	1
MTT 100 Machining Technology I	6
MTT 103 Machining Technology II	6
MTT 107 Machining Calculations I	3
MTT 108 Machinist Handbook Functions	3
MTT 126 Basic Blueprint Reading	3
MTT 127 Metrology	3
MTT 129 Lathe Operations	6
MTT 136 Milling Operation	6
MTT 146 Precision Grinding Machines	6
Electives	0-3
Recommended Electives	
CNC 230 Special Topics in Computerized Numerical Control	3
DDT 104 Basic Computer-Aided Drafting	3
HED 199 Ecological Approach to Health and Fitness or	

HED 221 Personal Health	3
<i>As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.</i>	
HED 299 Special Topics/Stress Management	2
MTT 281 Special Topics in Machine Tool Technology	3
MTT 291 Cooperative Education in Machine Tool Technology	3
WKO 107 WorkKeys Targeted Instruction	0-3
Total Hours Required for Degree	64-67

CERTIFICATE

	Semester Hours
General Education: (Areas I-IV):	12
COM 100 Introductory Technical English I or ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
MAH 101 Introductory Mathematics I or MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
Technical Concentration:	43
ORI 101 Orientation to College	1
MTT 100 Machining Technology I	6
MTT 103 Machining Technology II	6
MTT 107 Machining Calculations I	3
MTT 108 Machinist Handbook Functions	3
MTT 126 Basic Blueprint Reading	3
MTT 127 Metrology	3
MTT 129 Lathe Operations	6
MTT 136 Milling Operation	6
MTT 146 Precision Grinding Machines	6
Total Hours Required for Certificate	43

SHORT-TERM CERTIFICATE

	Semester Hours
Technical Concentration and Electives:	24
MTT 100 Machining Technology I	6
MTT 126 Basic Blueprint Reading	3
MTT 127 Metrology	3
MTT 129 Lathe Operations	6
MTT 136 Milling Operation	6
Total Hours Required for Short-Term Certificate	24

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

	Semester Hours
Area I - Written Composition:	3
ENG 101 English Composition I	3
Area II - Humanities and Fine Arts:	6
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives	3
<i>Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.</i>	

Area III - Natural Science or Mathematics:	9-10
MTH 100 Intermediate College Algebra or	
MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<i>or demonstrated computer literacy skills or the integration of computer proficiencies within a required discipline-specific course.</i>	
Math or Natural Science Elective	3-4
Area IV - History, Social, and Behavioral Sciences:	3
ECO 232 Principles of Microeconomics or	
Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology.	3
Area V - Technical Concentration and Electives:	40
ORI 101 Orientation to College.	1
BUS 100 Introduction to Business	3
BUS 215 Business Communications	3
BUS 241 Principles of Accounting I.	3
BUS 242 Principles of Accounting II.	3
BUS 263 Legal and Social Environment of Business	3
BUS 275 Principles of Management	3
BUS 285 Principles of Marketing	3
Electives	18
Recommended Electives. Students must choose 15 credit hours in CHD courses.	
Students who wish to specialize in child care should consider the following courses:	
CHD 100 Introduction to Early Care and Education of Children	3
CHD 201 Child Growth and Development Principles.	3
CHD 202 Children's Creative Experiences	3
CHD 203 Children's Literature and Language Development	3
CHD 204 Methods and Materials for Teaching Children	3
CHD 205 Program Planning for Educating Young Children	3
CHD 206 Children's Health and Safety.	3
CHD 208 Administration of Child Development Programs	3
CHD 209 Infant and Toddler Education Programs.	3
CHD 210 Educating Exceptional Children	3
CHD 215 Supervised Practical Experience in Childhood Development	3
ECO 232 Principles of Microeconomics	3
HED 199 Ecological Approach to Health and Fitness or HED 221 Personal Health.	3
<i>As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.</i>	
HED 299 Special Topics/Stress Management.	2
WKO 107 Workplace Skills Preparation.	1
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

	Semester Hours
Area I - Written Composition:	3
ENG 101 English Composition I.	3
Area II - Humanities and Fine Arts:	6
SPH 106 Fundamentals of Oral Communication or	
SPH 107 Fundamentals of Public Speaking.	3
Fine Arts or Humanities Electives	3
<i>Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.</i>	
Area III - Natural Science or Mathematics:	9-10
MTH 100 Intermediate College Algebra or	
MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<i>or demonstrated computer literacy skills or the integration of computer proficiencies within a required discipline-specific course.</i>	
Math or Natural Science Elective	3-4
Area IV - History, Social, and Behavioral Sciences:	3
ECO 232 Principles of Microeconomics or	
Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology.	3
Area V - Technical Concentration and Electives:	40
ORI 101 Orientation to College.	1
BUS 100 Introduction to Business.	3
BUS 215 Business Communications	3
BUS 241 Principles of Accounting I.	3
BUS 242 Principles of Accounting II.	3
BUS 263 Legal and Social Environment of Business	3
BUS 275 Principles of Management.	3
BUS 285 Principles of Marketing	3
Electives	18
Recommended Electives Students must select a minimum of 15 credit hours in BUS, ECO, RLS or CIS courses.	
BUS 186 Elements of Supervision	3
BUS 189 Human Relationships.	3
BUS 276 Human Resources Management	3
BUS 279 Small Business Management.	3
RLS 101 Real Estate Principles	4
HED 199 Ecological Approach to Health and Fitness or	
HED 221 Personal Health:	3
<i>As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.</i>	
HED 299 Special Topics/Stress Management	2
WKO 107 WorkKeys Targeted Instruction:	0-3
Total Hours Required for Degree	61-62

MANAGEMENT AND SUPERVISION INFORMATION TECHNOLOGY

This curriculum guide is designed for students who would like 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 would 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

	Semester Hours
Area I – Written Composition:	3
ENG 101 English Composition I	3
Area II – Humanities and Fine Arts:	6
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives	3
<i>Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.</i>	
Area III – Natural Science or Mathematics:	9-10
MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<i>or demonstrated computer literacy skills or the inte- gration of computer proficiencies within a required discipline-specific course.</i>	
Math or Natural Science Elective	3-4
Area IV – History, Social, and Behavioral Sciences:	3
ECO 232 Principles of Microeconomics or Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology.	3
Area V – Technical Concentration and Electives:	40
ORI 101 Orientation to College	1
BUS 100 Introduction to Business	3
BUS 215 Business Communications	3
BUS 241 Principles of Accounting I	3
BUS 242 Principles of Accounting II	3
BUS 263 Legal and Social Environment of Business	3
BUS 275 Principles of Management	3
BUS 285 Principles of Marketing	3
CIS 117 Database Management Software Applications	3
CIS 203 Introduction to the Information Highway	3
CIS 286 Computerized Management Information Systems	3
CIS 299 Directed Studies in Computer Science	3
Electives	6
Recommended Electives Students must select a minimum of 3 credit hours from any BUS or CIS courses.	
HED 199 Ecological Approach to Health and Fitness or HED 221 Personal Health	3
<i>As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.</i>	
HED 299 Special Topics/Stress Management	2
WKO 107 WorkKeys Targeted Instruction:	0-3
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

	Semester Hours
Area I – Written Composition:	3
ENG 101 English Composition I	3
Area II – Humanities and Fine Arts:	6
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives	3
<i>Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.</i>	
Area III – Natural Science or Mathematics:	9-10
MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<i>or demonstrated computer literacy skills or the inte- gration of computer proficiencies within a required discipline-specific course.</i>	
Math or Natural Science Elective	3-4
Area IV – History, Social, and Behavioral Sciences:	3
ECO 232 Principles of Microeconomics or Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology.	3
Area V – Technical Concentration and Electives:	40
ORI 101 Orientation to College	1
BUS 100 Introduction to Business	3
BUS 215 Business Communications	3
BUS 241 Principles of Accounting I	3
BUS 242 Principles of Accounting II	3
BUS 263 Legal and Social Environment of Business	3
BUS 275 Principles of Management	3
BUS 285 Principles of Marketing	3
PRL 101 Introduction to Paralegal Studies	3
PRL 102 Basic Legal Research and Writing	3
PRL 103 Advanced Legal Research and Writing	3
PRL 262 Civil Law and Procedures	3
Electives	6
Recommended Electives Students must select a minimum of three (3) credit hours from any PRL or RLS courses	
RLS 101 Real Estate Principles	3
HED 199 Ecological Approach to Health and Fitness or HED 221 Personal Health:	3
<i>As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.</i>	
HED 299 Special Topics/Stress Management:	2
WKO 107 WorkKeys Targeted Instruction:	0-3
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 would be able to perform functions for small business such as basic Web design, some customs programming and basic network problem-solving as well as being able to handle other functions typically needed in a general business environment.

ASSOCIATE IN APPLIED SCIENCE

	Semester Hours
Area I - Written Composition:	3
ENG 101 English Composition I	3
Area II - Humanities and Fine Arts:	6
SPH 106 Fundamentals of Oral Communication or	
SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives	3
<i>Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.</i>	
Area III - Natural Science or Mathematics:	9-10
MTH 100 Intermediate College Algebra or	
MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<i>or demonstrated computer literacy skills or the inte- gration of computer proficiencies within a required discipline-specific course.</i>	
Math or Natural Science Elective	3-4
Area IV - History, Social, and Behavioral Sciences:	3
ECO 232 Principles of Microeconomics or	
Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology.	3
Area V - Technical Concentration and Electives:	40
ORI 101 Orientation to College	1
BUS 100 Introduction to Business.	3
BUS 215 Business Communications	3
BUS 241 Principles of Accounting I.	3
BUS 242 Principles of Accounting II.	3
BUS 263 Legal and Social Environment of Business	3
BUS 275 Principles of Management.	3
BUS 285 Principles of Marketing	3
Electives	18
Recommended Electives	
CIS 191 Introduction to Computer Programming Concepts .	3
CIS 193 Introduction to Computer Programming	
Concepts Lab.	1
CIS 203 Introduction to the Information Highway	3
CIS 212 Visual Basic Programming	3
CIS 273 Introduction to Networking Communication	3
CIS 286 Computerized Management Information Systems .	3
CIS 299 Directed Studies in Computer Science	3
HED 199 Ecological Approach to Health and Fitness or	
HED 221 Personal Health:	3
<i>As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.</i>	
HED 299 Special Topics/Stress Management:	2
WKO 107 WorkKeys Targeted Instruction:	0-3
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

	Semester Hours
Area I - Written Composition:	3
ENG 101 English Composition I.	3
Area II - Humanities and Fine Arts:	6
SPH 106 Fundamentals of Oral Communication or	
SPH 107 Fundamentals of Public Speaking.	3
Fine Arts or Humanities Electives	3
<i>Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.</i>	
Area III - Natural Science or Mathematics:	9-10
MTH 100 Intermediate College Algebra or	
MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<i>or demonstrated computer literacy skills or the inte- gration of computer proficiencies within a required discipline-specific course.</i>	
Math or Natural Science Elective	3-4
Area IV - History, Social, and Behavioral Sciences:	3
ECO 232 Principles of Microeconomics or	
Choose from Anthropology, Economics, Geography History, Political Science, Psychology, or Sociology.	3
Area V - Technical Concentration and Electives:	40
ORI 101 Orientation to College	1
BUS 100 Introduction to Business.	3
BUS 215 Business Communications	3
BUS 241 Principles of Accounting I.	3
BUS 263 Legal and Social Environment of Business	3
BUS 275 Principles of Management.	3
BUS 285 Principles of Marketing	3
Electives	21
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 from the following list:	
BUS 186 Elements of Supervision	3
BUS 189 Human Relationships.	3
BUS 279 Small Business Management.	3
HED 199 Ecological Approach to Health and Fitness.	3
HED 221 Personal Health	3
HED 231 First Aid	3
HED 299 Special Topics/Stress Management	2
PED Electives	3
REC 231 Health and Fitness Club Management	3
REC 232 Health and Fitness Club Management Internship .	3
WKO 107 WorkKeys Targeted Instruction:	0-3
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 operations of the business office of typical businesses.

ASSOCIATE IN APPLIED SCIENCE

	Semester Hours
Area I – Written Composition:	3
ENG 101 English Composition I	3
Area II – Humanities and Fine Arts:	6
SPH 106 Fundamentals of Oral Communications or	
SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives	3
<i>Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.</i>	
Area III – Natural Science or Mathematics:	9-10
MTH 100 Intermediate College Algebra or	
MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<i>Or demonstrated computer literacy skills or the inte- gration of computer proficiencies within a required discipline-specific course.</i>	
Math or Natural Science Elective	3-4
Area IV – History, Social, and Behavioral Sciences:	3
ECO 232 Principles of Microeconomics or	
Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology . . .	3
Area V – Technical Concentration and Electives:	46
43 hours if one of the listed OAD classes is taken as CIS for	
Area III	
ORI 101 Orientation to College	1
OAD 101 Beginning Keyboarding	3
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing (also available as CIS 196A)	3
OAD 126 Advanced Word Processing	
(also available as CIS 196B)	3
OAD 131 Business English	3
OAD 133 Business Communications	3
OAD 137 Electronic Financial Record Keeping	3
OAD 138 Records and Information Management	3
OAD 232 Electronic OFFICE (also available	
as CIS 196 D)	3
OAD 233 Trends in Office Technology	3
OAD 243 EXCEL (or CIS 286) (also available	
as CIS 196E)	3
BUS 241 Accounting I	3
BUS 242 Accounting II	3
ECO 232 Microeconomics	3
CIS 196H Quickbooks I	3
CIS 197A Quickbooks II	3
Electives	3
HED 199 Ecological Approach to Health and Fitness or	
HED 221 Personal Health	3
<i>As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.</i>	
HED 299 Special Topics/Stress Management	2
WKO 107 WorkKeys Targeted Instruction	0-3
Total Hours Required for Degree	64-68

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, work 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

	Semester Hours
Area I - Written Composition:	3
ENG 101 English Composition I	3
Area II - Humanities and Fine Arts:	6
SPH 106 Fundamentals of Oral Communication or	
SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives	3
<i>Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.</i>	
Area III - Natural Science or Mathematics:	9-10
MTH 100 Intermediate College Algebra or	
MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<i>or demonstrated computer literacy skills or the inte- gration of computer proficiencies within a required discipline-specific course.</i>	
Math or Natural Science Elective	3-4
Area IV - History, Social, and Behavioral Sciences:	3
ECO 232 Principles of Microeconomics or	
Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology . . .	3
Area V - Technical Concentration and Electives:	43-46
43 hours if one of the listed OAD classes is taken as CIS for	
Area III	
ORI 101 Orientation to College	1
OAD 101 Beginning Keyboarding	3
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing (also available as CIS 196A)	3
OAD 126 Advanced Word Processing	
(also available as CIS 196B)	3
OAD 131 Business English	3
OAD 133 Business Communications	3
OAD 137 Electronic Financial Record keeping	3
OAD 138 Records and Information Management	3
OAD 230 Electronic Publishing	3
OAD 232 Electronic OFFICE (also available as	
CIS 196D)	3
OAD 233 Trends in Office Technology	3
OAD 243 EXCEL (or CIS 286) (also available as	
CIS 196E)	3
OAD 244 Microsoft ACCESS (also available as	
CIS 196G)	3
Electives	6
Recommended Electives: Students must select a minimum of	
3 credit hours from OAD, CIS, or PRL courses.	
HED 199 Ecological Approach to Health and Fitness or	
HED 221 Personal Health:	3
<i>As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health.</i>	

These courses transfer to most four-year colleges and universities as an elective.

HED 299 Special Topics/Stress Management:.....	2
WKO 107 WorkKeys Targeted Instruction:.....	0-3
Total Hours Required for Degree	64-68

CERTIFICATE

General Education: (Areas I-IV):	12
COM 100 Introduction to Technical English I or	
ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication or	
SPH 107 Fundamentals of Public Speaking	3
MAH 101 Introductory Mathematics I or	
MTH 100 Intermediate College Algebra or	
MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
Technical Concentration and Electives:	40
ORI 101 Orientation to College	1
OAD 101 Beginning Keyboarding	3
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing (also available as CIS 196A) ...	3
OAD 126 Advanced Word Processing (also available	
as CIS 196B)	3
OAD 131 Business English	3
OAD 133 Business Communications	3
OAD 137 Electronic Financial Record keeping	3
OAD 138 Records and Information Management	3
OAD 230 Electronic Publishing	3
OAD 232 Electronic OFFICE (also available as CIS 196D) ..	3
OAD 233 Trends in Office Technology	3
OAD 243 EXCEL (or CIS 286) (also available as CIS 196E) .	3
OAD 244 Microsoft ACCESS (also available as CIS 196G) ..	3
Electives	6
Recommended Electives: Students must select a minimum of 6 credit hours from OAD, CIS or PRL 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 a personal computer. Practitioners review lay journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to the firm's officials.

ASSOCIATE IN APPLIED SCIENCE

	Semester Hours
Area I - Written Composition:	3
ENG 101 English Composition I	3
Area II - Humanities and Fine Arts:	6
SPH 106 Fundamentals of Oral Communication or	
SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives	3
<i>Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.</i>	
Area III - Natural Science or Mathematics:	9-10
MTH 100 Intermediate College Algebra or	
MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3

or demonstrated computer literacy skills or the integration of computer proficiencies within a required discipline-specific course.

Math or Natural Science Elective	3-4
Area IV - History, Social, and Behavioral Sciences:	3
ECO 232 Principles of Microeconomics or	
Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology. ...	3
Area V - Technical Concentration and Electives:	46
43 hours if one of the listed OAD classes is taken as CIS for Area III	
ORI 101 Orientation to College	1
OAD 101 Beginning Keyboarding	3
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing (also available as CIS 196A) ...	3
OAD 126 Advanced Word Processing (also available	
as CIS 196B)	3
OAD 131 Business English	3
OAD 133 Business Communications	3
OAD 137 Electronic Financial Record keeping	3
OAD 138 Records and Information Management	3
OAD 232 Electronic OFFICE (also available as CIS 196D) ..	3
OAD 233 Trends in Office Technology	3
OAD 243 EXCEL (or CIS 286) (also available as CIS 196E) .	3
PRL 101 Introduction to Paralegal Study	3
Electives	9
Students must select 6 credit hours from CIS, OAD or PRL courses.	
HED 199 Ecological Approach to Health and Fitness or	
HED 221 Personal Health:	3
<i>As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.</i>	
HED 299 Special Topics/Stress Management:	2
WKO 107 WorkKeys Targeted Instruction:	0-3
Total Hours Required for Degree	64-68

CERTIFICATE

General Education: (Areas I-IV):	12
ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication or	
SPH 107 Fundamentals of Public Speaking	3
MAH 101 Introductory Mathematics I or	
MTH 100 Intermediate College Algebra or	
MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
Technical Concentration and Electives:	46
ORI 101 Orientation to College	1
OAD 101 Beginning Keyboarding	3
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing (also available as CIS 196A) ...	3
OAD 126 Advanced Word Processing (also available	
as CIS 196B)	3
OAD 131 Business English	3
OAD 133 Business Communications	3
OAD 137 Electronic Financial Record keeping	3
OAD 138 Records and Information Management	3
OAD 232 Electronic OFFICE (also available as CIS 196D) ..	3
OAD 233 Trends in Office Technology	3
OAD 243 EXCEL (or CIS 286) (also available as CIS 196E) .	3
PRL 101 Introduction to Paralegal Study	3
Electives	9
Recommended Electives: Students must select 9 credit hours from CIS, OAD or PRL courses.	
Total Hours Required for Certificate	58

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

	Semester Hours
Area I - Written Composition:	3
ENG 101 English Composition I.....	3
Area II - Humanities and Fine Arts:	6
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking.....	3
Fine Arts or Humanities Electives	3
<i>Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.</i>	
Area III - Natural Science or Mathematics:	9-10
MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<i>or demonstrated computer literacy skills or the inte- gration of computer proficiencies within a required discipline-specific course.</i>	
Math or Natural Science Elective	3-4
Area IV - History, Social, and Behavioral Sciences:	3
ECO 232 Principles of Microeconomics or Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology. ...	3
Area V - Technical Concentration and Electives:	43-49
ORI 101 Orientation to College.....	1
BIO 120 Medical Terminology	3
BIO 150 Human Biology	3
HIT 230 Medical Coding Systems I	3
HIT 232 Medical Coding Systems II.....	3
HIT 260 Preceptorship for Medical Coding (Internship) ...	3
OAD 101 Beginning Keyboarding.....	3
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing (also available as CIS 196A) ...	3
OAD 131 Business English	3
OAD 133 Business Communications	3
OAD 137 Electronic Financial Recordkeeping	3
OAD 138 Records and Information Management	3

OAD 200 Beginning Medical Transcription.....	3
OAD 214 Medical Office Procedures	3
Electives.....	0-6
Recommended Electives: Students must select a minimum of 3 credit hours in OAD or CIS courses.	
HED 199 Ecological Approach to Health and Fitness or HED 221 Personal Health.....	3
<i>As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.</i>	
HED 299 Special Topics/Stress Management	2
WKO 107 WorkKeys Targeted Instruction	0-3
Total Hours Required for Degree	64-71

CERTIFICATE

General Education: (Areas I-IV):	12
ENG 101 English Composition I.....	3
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking.....	3
MAH 101 Introductory Mathematics I or MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
Technical Concentration and Electives:	46
ORI 101 Orientation to College.....	1
BIO 120 Medical Terminology	3
BIO 150 Human Biology	3
HIT 230 Medical Coding Systems I	3
HIT 232 Medical Coding Systems II.....	3
HIT 260 Preceptorship for Medical Coding (Internship) ...	3
OAD 101 Beginning Keyboarding.....	3
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing (also available as CIS 196A) ...	3
OAD 131 Business English	3
OAD 133 Business Communications	3
OAD 137 Electronic Financial Recordkeeping	3
OAD 138 Records and Information Management	3
OAD 200 Beginning Medical Transcription.....	3
OAD 214 Medical Office Procedures	3
Electives	3
Recommended Electives: Students must select a minimum of 3 credit hours in OAD or CIS courses.	
Total Hours Required for Certificate	58

OFFICE ADMINISTRATION MEDICAL TRANSCRIPTION

A medical transcriptionist prepares a written document from a physician's dictation about a patient's health status, i.e. surgical procedures, medical condition, prognosis, etc. Educational preparation requires medical transcription, proofreading, report format, editing and production.

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 accreditation agencies.

ASSOCIATE IN APPLIED SCIENCE

	Semester Hours
Area I - Written Composition:	3
ENG 101 English Composition I	3
Area II - Humanities and Fine Arts:	6
SPH 106 Fundamentals of Oral Communication or	
SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives	3
<i>Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.</i>	
Area III - Natural Science or Mathematics:	9-10
MTH 100 Intermediate College Algebra or	
MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<i>or demonstrated computer literacy skills or the inte- gration of computer proficiencies within a required discipline-specific course.</i>	
Math or Natural Science Elective	3-4
Area IV - History, Social, and Behavioral Sciences:	3
ECO 232 Principles of Microeconomics or	
Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology.	3
Area V - Technical Concentration and Electives:	43-49
ORI 101 Orientation to College	1
BIO 120 Medical Terminology	3
BIO 150 Human Biology	3
OAD 101 Beginning Keyboarding	3
OAD 102 Speed and Accuracy	3
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing (also available as CIS 196A)	3
OAD 131 Business English	3
OAD 133 Business Communications	3
OAD 137 Electronic Financial Recordkeeping	3
OAD 138 Records and Information Management	3
OAD 200 Beginning Medical Transcription	3
OAD 212 Intermediate Medical Transcription	3
OAD 213 Advanced Medical Transcription	3
OAD 214 Medical Office Procedures	3
Electives	0-6
Recommended Electives: Students must select a minimum of 3 credit hours in OAD or CIS courses.	
HED 199 Ecological Approach to Health and Fitness or	
HED 221 Personal Health	3
<i>As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.</i>	
HED 299 Special Topics/Stress Management	2
WKO 107 WorkKeys Targeted Instruction	0-3
Total Hours Required for Degree	64-71

CERTIFICATE

General Education: (Areas I-IV):	12
ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication or	
SPH 107 Fundamentals of Public Speaking	3
MAH 101 Introductory Mathematics I or	
MTH 100 Intermediate College Algebra or	
MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
Technical Concentration:	46
ORI 101 Orientation to College	1
BIO 120 Medical Terminology	3
BIO 150 Human Biology	3

OAD 101 Beginning Keyboarding	3
OAD 102 Speed and Accuracy	3
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing (also available as CIS 196A)	3
OAD 131 Business English	3
OAD 133 Business Communications	3
OAD 137 Electronic Financial Record Keeping	3
OAD 138 Records and Information Management	3
OAD 200 Beginning Medical Transcription	3
OAD 212 Intermediate Medical Transcription	3
OAD 213 Advanced Medical Transcription	3
OAD 214 Medical Office Procedures	3
Electives	3

**Recommended Electives: Students must select
3 credit hours in OAD or CIS courses.**

Total Hours Required for Certificate **58**

**OFFICE ADMINISTRATION
PARALEGAL**

This concentration is designed so that office adminis-
tration graduates may be able to have substantial paralegal
background for employment in a law office.

ASSOCIATE IN APPLIED SCIENCE

	Semester Hours
Area I – Written Composition:	3
ENG 101 English Composition I	3
Area II – Humanities and Fine Arts:	6
SPH 106 Fundamentals of Oral Communication or	
SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives	3
<i>Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.</i>	
Area III – Natural Science or Mathematics:	9-10
MTH 100 Intermediate College Algebra or	
MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<i>Or demonstrated computer literacy skills or the inte- gration of computer proficiencies within a required discipline-specific course</i>	
Math or Natural Science Elective	3-4
Area IV – History, Social, and Behavioral Sciences:	3
ECO 232 Principles of Microeconomics or	
History, Political Science, Psychology, or Sociology	3
Area V – Technical Concentration and Electives:	46
Can be 43 hours if one of the listed OAD classes is taken as CIS for Area III	
ORI 101 Orientation to College	1
OAD 101 Beginning Keyboarding	3
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing (also available as CIS 196A)	3
OAD 131 Business English	3
OAD 133 Business Communications	3
OAD 137 Electronic Financial Record Keeping	3
OAD 138 Records and Information Management	3
OAD 233 Trends in Office Technology	3
OAD 243 EXCEL (or CIS 286) (also available as CIS 196E)	3
PRL 101 Introduction to Paralegal Study	3
PRL 102 Basic Legal Research and Writing	3
PRL 103 Advanced Legal Research and Writing	3
PRL 262 Civil Law and Procedures	3
Electives	6

Recommended Electives: Students must select a minimum of 3 credit hours from RLS 101, BUS 263, or PRL courses.

HED 199 Ecological Approach to Health and Fitness
or HED 221 Personal Health 3

As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.

HED 299 Special Topics/Stress Management 3

WKO 107 WorkKeys Targeted Instruction 0-3

Total Hours Required for Degree 64-68

SHORT – TERM CERTIFICATE

	Semester Hours
Technical Concentration:	27 Semester Hours
OAD 101 Beginning Keyboarding	3
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing (also available as CIS 196A) . . .	3
OAD 131 Business English	3
OAD 133 Business Communications	3
OAD 137 Electronic Financial Record keeping	3
OAD 138 Records and Information Management	3
OAD 233 Trends in Office Technology	3
OAD 243 EXCEL (or CIS 286) (also available as CIS 196E) .	3
Total Hours Required for Short-Term Certificate	27

PARALEGAL

SHORT – TERM CERTIFICATE

	Semester Hours
Technical Concentration:	24 Semester Hours
PRL 101 Introduction to Paralegal Study	3
PRL 102 Basic Legal Research and Writing	3
PRL 103 Advanced Legal Research and Writing	3
PRL 262 Civil Law and Procedures	3
Paralegal (PRL) Elective Courses	12
Total Hours Required for Short-Term Certificate	24

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

	Semester Hours
General Education: (Areas I-IV):	12
COM 100 Introductory Technical English I or	
ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication or	
SPH 107 Fundamentals of Public Speaking	3
MAH 101 Introductory Mathematics I or	
MTH 100 Intermediate College Algebra or	
MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3

Technical Concentration:	43
ORI 101 Orientation to College	1
WDT 108 Shielded Metal Arc Theory	3
WDT 109 SMAW Fillet/PAC/CAC	3
WDT 110 Industrial Blueprint Reading	3
WDT 119 Gas Metal Arc Theory	3
WDT 120 Shielded Metal Arc Grooves Theory	3
WDT 122 Shielded Metal Arc Lab	3
WDT 123 SMAW Fillet/PAC/CAC Lab	3
WDT 124 Gas Metal Arc Lab	3
WDT 125 Shielded Metal Arc Grooves Lab	3
WDT 217 SMAW Carbon Pipe Theory	3
WDT 221 Pipe Fitting and Fabrication	3
WDT 228 Gas tungsten Arc Theory	3
WDT 257 SMAW Carbon Pipe Lab	3
WDT 268 Gas Tungsten Arc Lab	3
Total Hours Required for Certificate	54-55

SHORT – TERM CERTIFICATE

	Semester Hours
Technical Concentration:	24
WDT 108 Shielded Metal Arc Theory	3
WDT 109 SMAW Fillet/PAC/CAC	3
WDT 119 Gas Metal Arc Theory	3
WDT 120 Shielded Metal Arc Grooves Theory	3
WDT 122 Shielded Metal Arc Lab	3
WDT 123 SMAW Fillet/PAC/CAC Lab	3
WDT 124 Gas Metal Arc Lab	3
WDT 125 Shielded Metal Arc Grooves Lab	3
Total Hours Required for Short-Term Certificate	24

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

	Semester Hours
Technical Concentration:	20
ORI 100 Orientation to College	1
CFS 199 Healthy Cooking	1
HED 231 First Aid and Safety	3
HED 221 Personal Health	3
PED 101/102 Slimnastics I or II	1
PED 103/104 Weight Training	1
PED 118/119 General Conditioning	1
PED 107 Aerobic Dance	1
PED 105 Personal Fitness	1
PED 223 Methods of Instruction	3
PED 295 Practicum in Physical Education	2
HED 299 Special Topics/Stress Management	2
Total Hours Required for Short-Term Certificate	20

COURSE DESCRIPTIONS INDEX

ACR	Air Conditioning.....	86	HEO	Heavy Equipment Operator	122
AFS	Air Force Studies	87	HIS	History.....	122
ANT	Anthropology	88	HEC	Home Economics	123
ART	Art	88	HUM	Humanities	123
AST	Astronomy.....	89	ILT	Industrial Electronics	123
ABR	Auto Body Repair	90	INT	Industrial Maintenance Technology	126
AUM	Automotive Technology	90	IDS	Interdisciplinary Studies	128
BSS	Basic Study Skills/Personal Development ..	91	LBS	Library Science	128
BIO	Biology.....	92	MTT	Machine Tool Technology	128
BUS	Business	92	MCM	Mass Communications	129
CAR	Carpentry.....	93	MTH	Mathematics	129
CHM	Chemistry	94	MSC	Military Science	131
CHD	Child Development.....	95	MUL	Music Ensembles	132
CAT	Commercial Art.....	96	MUP	Music Performance.....	132
CFS	Commercial Food Services.....	98	MUS	Music.....	132
CNC	Computerized Numerical Control	99	NAS	Nursing Assistant	134
CIS	Computer Science.....	100	NUR	Nursing	135
COS	Cosmetology	101	OAD	Office Administration.....	136
CIT	Cosmetology Instructor Training	104	ORI	Orientation	139
CRJ	Criminal Justice.....	104	PRL	Paralegal	139
CUA	Culinary Arts/Chef Training.....	105	PHL	Philosophy.....	139
DNC	Dance.....	107	PED	Physical Education	139
DEM	Diesel Mechanics	107	PHS	Physical Science	143
DDT	Drafting	109	PHY	Physics.....	143
ECO	Economics	112	POL	Political Science	143
ELT	Electrical Technology	112	PSY	Psychology.....	143
EGR	Engineering	115	RDG	Reading	144
ENG	English.....	115	RLS	Real Estate.....	144
EMS	Emergency Medicine	117	REC	Recreation	144
EMS	Emergency Medical Training I (Basic).....	117	REL	Religion	144
EMP	Emergency Medicine/Paramedic	117	RPT	Respiratory	144
EMS	Refresher Courses (Continuing Education) .	119	SPA	Spanish	147
FSC	Fire Science/Fire Services Management ...	120	SPH	Speech	147
FRN	French	121	SOC	Sociology.....	148
GEO	Geography	121	THR	Theatre.....	148
GLY	Geology	121	WDT	Welding	149
HED	Health Education	121	WKO	Workplace Skills Enhancement	150
HIT	Health Information Technologies.....	122			

AIR CONDITIONING (ACR)**ACR 111 PRINCIPLES OF REFRIGERATION 3 Hrs.**
PREREQUISITE: None.

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, students should identify system components and understand their functions, identify and use common and specialty HVACR tools, and maintain components of a basic compression refrigeration system.

ACR 112 HVACR SERVICE PROCEDURES 3 Hrs.
PREREQUISITE: None.

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.
PREREQUISITE: None.

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 119 FUNDAMENTALS OF GAS HEATING SYSTEMS 3 Hrs.
PREREQUISITE: None

This course provides instruction on general service and installation for common gas furnace systems components. Upon completion, students will be able to install and service gas furnaces in a wide range of applications.

ACR 120 FUNDAMENTALS OF ELECTRIC HEATING SYSTEMS 3 Hrs.
PREREQUISITE: None

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

ACR 121 PRINCIPLES OF ELECTRICITY FOR HVACR 3 Hrs.
PREREQUISITE: None.

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.
PREREQUISITE: None.

This course provides students with advanced applications of electrical circuits and diagrams. Students construct a variety of wiring diagrams commonly found in HVACR electrical systems. Upon completion, students should understand standard wiring dia-

grams and symbols and be able to construct various types of electrical circuits.

ACR 123 HVACR ELECTRICAL COMPONENTS 3 Hrs.
PREREQUISITE: None.

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, students should be able to install various electrical components and determine their proper operation.

ACR 126 COMMERCIAL HEATING SYSTEMS 3 Hrs.
PREREQUISITE: None.

This course covers the theory and application of larger heating systems. Emphasizing commercial applications such as gas heaters, boilers, unit heaters, duct heaters, and hydronic systems. Upon completion, students will be able to troubleshoot and perform general maintenance on commercial heating systems.

ACR 127 HVACR ELECTRIC MOTORS AND COMPONENTS 3 Hrs.
PREREQUISITE: None

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, students should be able to install and service various types of HVACR electric motors and related components.

ACR 130 COMPUTER ASSISTED HVACR TROUBLESHOOTING 1 Hr.
PREREQUISITE: None.

This course focuses on troubleshooting procedures. Emphasis is placed on the proper use of test equipment and machine/electrical malfunctions. Upon completion, the student should be able to diagnosis and repair service problems in HVACR equipment.

ACR 132 RESIDENTIAL AIR CONDITIONING 3 Hrs.
PREREQUISITE: None

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.
PREREQUISITE: None.

This course introduces students to ice machine types and their operation emphasizing function, installation, maintenance, and troubleshooting. Upon completion, students will be able to perform installation and maintenance procedures.

ACR 138 CUSTOMER RELATIONS IN HVAC 3 Hrs.
PREREQUISITE: None.

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

ACR 144 BASIC DRAWING AND BLUEPRINT READING IN HVAC 3 Hrs.
PREREQUISITE: None.

This course covers basic drawing and blueprint reading as applied to the HVAC industry. Emphasis is placed on three-view drawings, basic duct systems, and isometric piping. Upon completion, the student should be able to perform basic drawings related to HVAC systems and read pertinent blueprints.

- ACR 147 REFRIGERATION TRANSITION AND RECOVERY** 3 Hrs.
PREREQUISITE: None.
This course is EPA-approved and covers material relating to the requirements necessary for type I, II, III and universal certification. Upon completion, students should be prepared to take the EPA 608 certification exam.
- ACR 148 HEAT PUMP SYSTEMS I** 3 Hrs.
PREREQUISITE: None
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, students will be able to install and service heat pumps.
- ACR 149 HEAT PUMP SYSTEMS II** 3 Hrs.
PREREQUISITE: None
This is a continuation course of the basis 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, students should be able to install and service heat pumps.
- ACR 181/182 SPECIAL TOPICS IN AIR CONDITIONING AND REFRIGERATION** 3 Hrs.
PREREQUISITE: None.
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.
PREREQUISITE: None.
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 203 COMMERCIAL REFRIGERATION** 3 Hrs.
PREREQUISITE: ACR 111.
This course focuses on commercial refrigeration systems. Emphasis is placed on evaporators, condensers, compressors, expansion devices, special refrigeration components, and application of refrigeration systems. Upon completion, the student should be able to service and repair commercial refrigeration systems.
- ACR 204 COMMERCIAL AIR CONDITIONING** 3 Hrs.
PREREQUISITE: ACR 111.
This course focuses on commercial air conditioning systems. Topics include maintenance, repair, and troubleshooting. Upon completion, the student should be able to service and repair commercial air conditioning systems.
- ACR 205 SYSTEM SIZING AND AIR DISTRIBUTION** 3 Hrs.
PREREQUISITE: None.
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 209 COMMERCIAL AIR CONDITIONING SYSTEMS** 3 Hrs.
PREREQUISITE: None
This course focuses on servicing and maintaining HVACR systems commonly found in various types of commercial applications. Topics include system component installation and removal and service techniques. Upon completion, students should be able to troubleshoot and perform general maintenance on commercial HVACR systems.
- ACR 210 TROUBLESHOOTING HVACR SYSTEMS** 3 Hrs.
PREREQUISITE: None
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, students 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.
PREREQUISITE: None.
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 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.
PREREQUISITE: None.
This course is an introduction to interpersonal communications. Seminars focus on effective listening techniques, 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.
PREREQUISITE: None.
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 FAS 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.
PREREQUISITE: None.
This course is an analysis of leadership and followership traits in the context of a modern military force. 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: ENG 093 or equivalent placement in ENG101

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

ANT 210 PHYSICAL ANTHROPOLOGY 3 Hrs.
 PREREQUISITE: ENG 093 or equivalent placement in ENG 101

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 study of both primitive and modern society.

ANT 230 INTRODUCTION TO ARCHAEOLOGY 3 Hrs.
 PREREQUISITE: ENG 093 or equivalent placement in ENG 101

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

ART (ART)

ART 100 ART APPRECIATION 3 Hrs.
 PREREQUISITE: None.

This course is designed to help the student find personal meaning in works of art and develop a better understanding of the nature and validity of art. Emphasis is on the diversity of form and content in original art work. Upon completion, the student should understand the fundamentals of art, the materials used, and have a basic overview of the history of art.

ART 101 ART WORKSHOP I 3 Hrs.
 PREREQUISITE: None.

The course provides an art experience for both non-art and art majors who are interested in a variety of art projects concerned with community or college related activities. Emphasis is placed on the organization of ideas in advancing their creative process. Upon completion, the student should be able to present visual evidence of the activities involved and explain how the experience advanced his or her artistic skills.

ART 102 ART WORKSHOP II 3 Hrs.
 PREREQUISITE: Art Workshop I and/or None.

This course provides an art experience for both non-art and art majors who are interested in a variety of art projects concerned with community or college related activities. Emphasis is placed on the organization of ideas in advancing their creative process. Upon completion, the student should be able to present visual evidence of the activities involved and explain how the experience advanced their artistic skills.

ART 109 ART MUSEUM SURVEY 3 Hrs.
 PREREQUISITE: None.

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.
 PREREQUISITE: None.

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.
 PREREQUISITE: None.

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 122 TWO DIMENSIONAL COMPOSITION II 3 Hrs.
 PREREQUISITE: ART 113 or ART 121.

This course covers the theories and practice of composing two-dimensional images. Emphasis is placed on the relation between the basic elements and principles of design and their impact on the visual message. Upon completion, the student should, through personal expression, 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 133 CERAMICS I 3 Hrs.
 PREREQUISITE: None.

This course introduces methods of clay forming as a means of expression. Topics may include hand building, wheel throwing, glazing, construction, design, and the functional and aesthetic aspects of pottery. Upon completion, the student should demonstrate through his or her work, a knowledge of the methods, as well as an understanding of the craftsmanship and aesthetics involved in ceramics.

ART 134 CERAMICS II 3 Hrs.
 PREREQUISITE: ART 133.

This course develops the methods of clay forming as a means of expression. Topics may include hand building, glazing, design and the functional and aesthetic aspects of pottery, although emphasis will be placed on the wheel throwing method. Upon completion, the student should demonstrate improved craftsmanship and aesthetic quality in the production of pottery.

ART 143 CRAFTS II 3 Hrs.
 PREREQUISITE: None.

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, a knowledge of the fundamentals of art, and an understanding of craftsmanship, and aesthetic quality.

ART 173 PHOTOGRAPHY I 3 Hrs.
PREREQUISITE: None.

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 a 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 180 INTRODUCTION TO GRAPHIC DESIGN 3 Hrs.
PREREQUISITE: None.

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: None.

COREQUISITE: ENG 093 and RDG 085 or equivalent placement score. 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: None.

COREQUISITE: ENG 093 and RDG 085 or equivalent placement score. 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 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 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 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: None.

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.**
PREREQUISITE: None.
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.**
PREREQUISITE: None
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.**
PREREQUISITE: None
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 EQUIPEMENT 3 Hrs.**
PREREQUISITE: None
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.**
PREREQUISITE: None.
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.**
PREREQUISITE: None.
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 AUTO CUTTING AND WELDING 3 Hrs.**
PREREQUISITE: None.
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.**
PREREQUISITE: None
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 213 AUTOMOTIVE STRUCTURAL ANALYSIS 3 Hrs.**
PREREQUISITE: None
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.**
PREREQUISITE: None
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.
- ABR223 AUTOMOTIVE MECHANICAL COMPONENTS 3 Hrs.**
PREREQUISITE: None
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.**
PREREQUISITE: None.
This course introduces students to the various types of suspension and steering systems used in the automotive industry. Emphasis is placed on system components, suspension angles and effect of body/frame alignment on these components and angles. Upon completion, the student should be able to repair and/or replace damaged components and prepare the vehicle for alignment.
- ABR 281 SPECIAL TOPICS IN AUTO BODY 3 Hrs.**
PREREQUISITE: None.
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 291 AUTO BODY REPAIR CO-OP 1 Hr.**
PREREQUISITE: None.
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.
- ABR 292 AUTO BODY REPAIR CO-OP 2 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.
- 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.**
PREREQUISITE: None.
This course provides basic instruction in Fundamentals of Automotive Technology.
- AUM 110 ELECTRICAL AND ELECTRONIC SYSTEMS I 3 Hrs.**
PREREQUISITE: None
This is an introductory course in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components.

- AUM 112 STARTING, CHARGING SYSTEMS AND ACCESSORIES** 3 Hrs.
PREREQUISITE: None.
This course is designed to provide the basic knowledge of troubleshooting, maintenance, and repair of automotive electrical accessories. This includes the use of special tools when servicing batteries, starting systems, changing, and lighting systems. All troubleshooting and maintenance procedures must be in accordance with manufacturer's specifications.
- AUM 121 BRAKING SYSTEMS** 3 Hrs.
PREREQUISITE: None
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.
PREREQUISITE: None.
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: AUM 101 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: AUM 101 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.
PREREQUISITE: None
This course provides basic instruction in theory, operation, and repair of automotive heating and air conditioning systems. Phasis 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 181/182/281 SPECIAL TOPICS** 1-3 Hrs.
PREREQUISITE: As required by project choice
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 191/291 CO-OP** 2-3 Hrs.
PREREQUISITE: None.
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 211 AUTOMOTIVE ELECTRONICS** 3 Hrs.
PREREQUISITE: None
This course builds on the principles of laws of electricity. Emphasis is placed on series, parallel, and series-parallel circuits. Upon completion, the student should be able to calculate, build, and measure circuits.
- AUM 220 ENGINE REPAIR II** 3 Hrs.
PREREQUISITE: 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: 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: AUM 130
This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and powerflow of automatic transmissions and repairing or replacing internal and external components.
- AUM 239 ENGINE PERFORMANCE** 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: 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 110, 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.
- BASIC STUDY SKILLS/PERSONAL DEVELOPMENT (BSS)**
- BSS 090 BASIC STUDY SKILLS** 1-3 Hrs.
PREREQUISITE: None
This course is designed to introduce students 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. May be repeated for credit.

- BSS 118 COLLEGE STUDY SKILLS 1 Hr.**
PREREQUISITE: None
 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.**
CREDIT TOWARD GRADUATION WILL NOT BE GIVEN FOR BOTH BIO 101 AND 103.
PREREQUISITE: None.
 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 120 minute laboratory is required.
- BIO 102 INTRODUCTION TO BIOLOGY II 4 Hrs.**
PREREQUISITE: 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 120 minute laboratory is required..
- BIO 103 PRINCIPLES OF BIOLOGY I 4 Hrs.**
CREDIT TOWARD GRADUATION WILL NOT BE GIVEN FOR BOTH BIO 101 AND 103.
PREREQUISITE: None.
 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 120 minute laboratory is required.
- BIO 104 PRINCIPLES OF BIOLOGY II 4 Hrs.**
PREREQUISITE: 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 180 minute laboratory is required.
- BIO 120 MEDICAL TERMINOLOGY 3 Hrs.**
PREREQUISITE: None.
 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: None.
 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: BIO 103*
 *Students with a strong background in biology should talk with a counselor to determine if they may

be exempt from this prerequisite or to discuss the validated system-wide biology placement exam. This is subject to change based on state wide policies.
 Human Anatomy and Physiology I covers the structure and function of the human body. Included is an orientation of the human body, basic principles of chemistry, a study of cells and tissues, metabolism, joints, the integumentary, skeletal, muscular, and nervous systems, and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120 minute laboratory is required.

- BIO 202 HUMAN ANATOMY and PHYSIOLOGY II 4 Hrs.**
PREREQUISITE: BIO 103* and BIO 201**
 *Students with a strong background in biology should talk with a counselor to determine if they may be exempt from this prerequisite or to discuss the validated system-wide biology placement exam. This is subject to change based on state wide policies.
 ** A grade of C or better in BIO 201
 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 120 minute laboratory is required.
- BIO 220 GENERAL MICROBIOLOGY 4 Hrs.**
PREREQUISITE: BIO 103*, 201 OR 202 (ADDITIONALLY, 4 SEMESTER HOURS OF CHEMISTRY IS RECOMMENDED)
 *Students with a strong background in biology should talk with a counselor to determine if they may be exempt from this prerequisite or to discuss the validated system-wide biology placement exam. This is subject to change based on state wide policies.
 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 120 minute laboratory is required.

BUSINESS (BUS)

- BUS 100 INTRODUCTION TO BUSINESS 3 Hrs.**
PREREQUISITE: None.
 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: None.
 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: None.
 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: None.
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 190 MANAGEMENT WORKSHOP I** 1-3 Hrs.
PREREQUISITE: None.
This course is a part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business and industry.
- BUS 191 MANAGEMENT WORKSHOP II** 1-3 Hrs.
PREREQUISITE: None.
This course is a part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business and industry.
- BUS 215 BUSINESS COMMUNICATION** 3 Hrs.
PREREQUISITE: None.
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: MTH 100 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.
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: None.
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: None.
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: None.
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: None.
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: None.
This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior.
- BUS 291 ALTERNATING BUSINESS CO-OP** 1-3 Hrs.
PREREQUISITE: None.
This three-course sequence allows students to alternate semesters of full-time work in a job closely related to the student's academic major with semesters of full-time academic work. Emphasis is placed on a student's work experience as it integrates academic knowledge with practical applications in the business environment. The grade is based on the employer's evaluation of student productivity, evaluative reports submitted by the student, and the development and assessment by the student of a learning contract.

CARPENTRY (CAR)

- CAR 111 CONSTRUCTION BASICS** 3 Hrs.
PREREQUISITE: None.
This course introduces students to the opportunities in and requirements of the construction industry. Topics include economic outlook for construction, employment outlook, job opportunities, training, apprenticeship, entrepreneurship, construction tools, materials, and equipment, and job safety. Upon completion, the student should be able to identify the job market, types of training, knowledge of apprenticeship opportunities, construction tools, materials, equipment, and safety procedures.
- CAR 112 FLOORS, WALLS, SITE PREP** 3 Hrs.
COREQUISITE: CAR 113.
This course introduces the student to floor and wall layout and construction. Topics include methods of house framing, components of floor framing, layouts, sub-flooring, connectors and fasteners, and site preparation. Upon completion, the student will be able to identify various types of floor framing systems, select the sizes of floor joists, identify types of house framing, list types of fasteners, and identify property lines, set backs, and demonstrate a working knowledge of terrain and batter boards.
- CAR 113 FLOORS, WALLS, SITE PREP LAB** 3 Hrs.
COREQUISITE: CAR 112.
The student will engage in applications of floor and wall construction, application of required tools, use of the builder transit, level rod, tape measure, and grade stakes. Emphasis is placed on cutting sill plates, floor joists, girders, header bridging, sub-flooring, stud wall partitions, door and window headers, wall bracing, leveling instruments, and batter boards.

Upon completion, the student should be able to lay-out and construct a floor, including the sill, joist bridging and openings, install sub-flooring, construct interior and exterior walls, and layout property stakes of site plans.

CAR 114 CONSTRUCTION BASICS LAB 3 Hrs.
COREQUISITE: CAR 111.

This course provides practical and safe application of hand, portable power, stationary and pneumatic tools, use of building materials, fasteners and adhesives, and job site safety. Emphasis is placed on the safe use of hand, power, and pneumatic tools, proper selection of lumber, plywood, byproducts, nails, bolts, screws, adhesives, fasteners, construction materials, and job safety. Upon completion, the student should be able to identify hand, power, stationary and pneumatic tools and demonstrate their safe use; identify and properly select wood and non-wood building products, and properly use nails, fasteners and adhesives.

CAR 121 INTRODUCTION TO BLUEPRINT READING 3 Hrs.
PREREQUISITE: None.

This course introduces the student to the basic concepts of blueprint reading. Topics include scales, symbols, site plans, and notations. Upon completion, the student should be able to identify drawings, scale various drawings, and identify different types of lines, symbols, and notations.

CAR 122 CONCRETE AND FORMING 3 Hrs.
COREQUISITE: CAR 123.

This course introduces the student to the properties and uses of concrete and to the procedures for designing concrete forms. Topics include making and pouring concrete, constructing concrete forms, reinforcement methods, finishing concrete, and job safety. Upon completion, the student should be able to list safety rules for the job site, identify components of concrete, describe how concrete forms are built, and how concrete is poured, reinforced, and finished.

CAR 123 CONCRETE AND FORMING LAB 3 Hrs.
COREQUISITE: CAR 122.

This course provides students with practical experience in concrete applications. Emphasis is placed on job site safety, concrete forming, mixing, pouring, finishing, and reinforcing. Upon completion, the student should be able to safely set forms, reinforce, mix, pour, and finish concrete.

CAR 131 ROOF AND CEILING SYSTEMS 3 Hrs.
PREREQUISITE: CAR 111.

This course focuses on the design and installation of roof and ceiling systems. Emphasis is placed on rafters, trusses, ceiling joists, roof decking, and roofing materials. Upon completion, the student should be able to design a roof and ceiling system, identify proper installation methods of roofing materials, and describe applicable safety rules.

CAR 132 INTERIOR AND EXTERIOR FINISHING 3 Hrs.
PREREQUISITE: CAR 111.

This course introduces the student to interior and exterior finishing materials and techniques. Topics include interior trim of windows and doors, ceilings and wall moldings, exterior sidings, trim work, painting, and masonry finishes. Upon completion, the student should be able to identify different types of doors, windows and moldings and describe the uses of each, identify types of exterior sidings and trim, and describe the different types of paint and their proper application.

CAR 133 ROOF and CEILING SYSTEMS LAB 3 Hrs.
COREQUISITE: CAR 131.

The course provides students with practical experience in building and installing roof and ceiling systems. Emphasis is placed on job site safety, layout and cutting of rafters and joists, cutting and building trusses, installing roof decking, and roofing materials. Upon completion, the student should be able to cut and install rafters, joists and trusses, cut and apply roof decking and roofing materials, and apply safety rules for job site.

CAR 193 INTERNSHIP IN CARPENTRY 3 Hrs.
PREREQUISITE: CAR 111

This course is designed to provide exposure to carpentry practices in non-employment situations. Emphasis is placed on techniques used in the carpentry profession. This course allows students to refine their skills necessary for entry-level employment.

CAR 203 SPECIAL TOPICS IN CARPENTRY 3 Hrs.
PREREQUISITE: NONE.

This course allows the student to plan, execute, and present results of individual projects in carpentry. Emphasis is placed on enhancing skills attainment in the carpentry field. This culminating course allows students to independently apply skills attained in previous courses.

CHEMISTRY (CHM)

CHM 104 INTRODUCTION TO INORGANIC CHEMISTRY 4 Hrs.

PREREQUISITE: MTH 098 (Developmental Algebra II) or equivalent mathematics placement score.

This is a survey course of general chemistry for students who do not intend to major in science or engineering and may not be substituted for CHM 111. Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions. Laboratory is required.

CHM 105 INTRODUCTION TO ORGANIC CHEMISTRY 4 Hrs.

PREREQUISITE: 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 109 INTRODUCTORY CHEMISTRY FOR NONMAJORS I 4 Hrs.

PREREQUISITE or COREQUISITE: MTH 100.

Three lectures and one three-hour laboratory. This is a survey course to teach basic scientific literacy and chemical principles. Includes environmental chemistry, household chemicals, and other subjects pertinent to non-majors. Not open to students that have earned credits in CHM 104 or CHM 111.

CHM 110 INTRODUCTORY CHEMISTRY FOR NONMAJORS II 4 Hrs.

PREREQUISITE: CHM 109.

This is a survey course to teach basic scientific literacy and chemical principles. Includes environmental chemistry, household chemicals, nutrition, genetic

engineering, and other subjects pertinent to non-majors. Not open to students that have earned credits in CHM 105 or CHM 112.

CHM 111 COLLEGE CHEMISTRY I 4 Hrs.
PREREQUISITE: MTH 112 or equivalent math placement score.

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 thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required.

CHM 112 COLLEGE CHEMISTRY II 4 Hrs.
PREREQUISITE: CHM 111.

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

CHM 221 ORGANIC CHEMISTRY I 4 Hrs.
PREREQUISITE: CHM 112.

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

CHM 222 ORGANIC CHEMISTRY II 4 Hrs.
PREREQUISITE: CHM 221.

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

CHILD DEVELOPMENT (CHD)

CHD 100 INTRODUCTION TO EARLY CARE AND EDUCATION OF CHILDREN 3 Hrs.
PREREQUISITE: ENG 092 or equivalent placement in ENG 093

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: ENG 092 or equivalent placement in ENG 093

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: ENG 092 or equivalent placement in ENG 093

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: ENG 092 or equivalent placement in ENG 093

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: ENG 092 or equivalent placement in ENG 093

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: ENG 092 or equivalent placement in ENG 093

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: ENG 092 or equivalent placement in ENG 093

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: ENG 092 or equivalent placement in ENG 093

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: ENG 092 or equivalent placement in ENG 093

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: ENG 092 or equivalent placement in ENG 093

This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing, and visual impairments; gifted and talented children; mental retardation; emotional, behavioral, and neurological handicaps. Upon completion, the student should be able to identify appropriate strategies for working with young exceptional children.

CHD 211 CHILD DEVELOPMENT SEMINAR 2 Hrs.
PREREQUISITE: ENG 092 or equivalent placement in ENG 093

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 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 ART (CAT)

CAT 118 DESIGN DRAWING 3 Hrs.
PREREQUISITE: None.

This course introduces students to five basic drawing component skills. Topics include the perception of edges, space, relationships, shadow, and lights. Upon completion, the student should be able to apply the fundamentals of drawing and be able to use different mediums and techniques.

CAT 126 TYPESETTING FUNDAMENTALS 3 Hrs.
PREREQUISITE: None.

This course introduces students to type and text production. Emphasis is placed on development of the typographic form from historic pictography representation to modern-type styles and high-resolution electronic image setting. Upon completion, the student should be able to demonstrate basic keyboarding skills for computer typesetting systems and applications, text/type specifications, measurement, and text proofing.

CAT 130 PRINCIPLES OF DESIGN 3 Hrs.
PREREQUISITE: None.

This course introduces students to the basic principles and elements of design. Emphasis is placed on design concepts including asymmetrical, symmetrical, and radial design, as well as line, shape, texture, value, and color in design. Upon completion, the student should be able to apply design concepts.

CAT 132 BASIC ADVERTISING DESIGN 3 Hrs.
PREREQUISITE: None.

This course focuses on design assignments related to the commercial art field and introduces students to graphic design techniques and camera-ready art. Emphasis is placed on creating and producing advertising design pieces. Upon completion, the student should be able to apply creative thinking in design communications and should be able to produce advertising design from concept to the printed pieces.

CAT 140 PHOTOGRAPHY 3 Hrs.
PREREQUISITE: None.

This course is an introduction to black and white 35mm photography. Emphasis is placed on photographic composition and aesthetic and technical aspects of photography. Upon completion, the student should be able to operate a single reflex camera, and be able to apply techniques of technical camera applications, film processing, and darkroom printing.

CAT 142 INTERMEDIATE ADVERTISING DESIGN 3 Hrs.
PREREQUISITE: CAT 132.

This course includes advance design concepts and assignments. Emphasis is placed on various design elements including artistic rendering, photo illustrations, typography, and computer layout as applied to advertising campaigns. Upon completion, the student should be able to use his or her graphic arts skills to produce professional art work.

CAT 144 BASIC AIRBRUSH ARTISTRY 3 Hrs.
PREREQUISITE: None.

This course introduces beginning students to the fundamentals of airbrush art using basic control and modeling exercises. Topics include airbrush maintenance, the rendering of a cube, cylinder, circle, and graduated wash. Upon completion, the student should be able to produce a finished illustration.

CAT 146 INTERMEDIATE AIRBRUSH ARTISTRY 3 Hrs.
PREREQUISITE: CAT 144.

This course focuses on intermediate level airbrush techniques. Topics include the rendering of textures

- and surfaces such as chrome, glass, wood, and reflections used in technical illustrations. Upon completion, the student should be able to create portfolio quality work.
- CAT 148 ADVANCED AIRBRUSH ARTISTRY 3 Hrs.**
PREREQUISITE: CAT 146.
This course is an advanced study for students proficient in airbrush techniques. Topics include technical illustrations such as editorials, advertising, and self-promotional pieces. Upon completion, the student should be able to develop strong design concepts.
- CAT 150 ADVANCED ADVERTISING DESIGN 3 Hrs.**
PREREQUISITE: CAT 142.
This course allows students to create, design, and produce a corporate image project. Emphasis is placed on the development of the repetitive grids, using photographs as clip art, scanned images, and page layout software. Upon completion, the student should be able to apply manual and computer skills to advertising design projects.
- CAT 152 DIGITAL PHOTOGRAPHY 3 Hrs.**
PREREQUISITE: CAT 140.
This course introduces the student to digital imaging techniques. Emphasis is placed on the technical application of the camera and on digital photographic lighting methods. Upon completion, the student should be able to determine the need for digital photography versus reproduction quality advertising photography and understand both concepts.
- CAT 160 PORTFOLIO 3 Hrs.**
PREREQUISITE: CAT 150.
This course provides the advanced student an opportunity to use previous commercial art training to design and produce a professional and marketable portfolio for final presentation. Emphasis is placed on a complete portfolio, resume, cover letter, and self-promotional piece. Upon completion, the student should be able to formulate portfolio qualify work for job interviews.
- CAT 175 ILLUSTRATION I 3 Hrs.**
PREREQUISITE: None.
This course introduces the student to the fundamentals of illustration using assorted media including pencil, watercolor, gouche, colored pencil, pastels, etc. Emphasis is placed on drawing and illustrating perception, color, and execution. Dynamic illustrations are pursued through layouts for print advertisements, articles, and books.
- CAT 176 ILLUSTRATION II 3 Hrs.**
PREREQUISITE: CAT 175.
This course develops the student's ability to illustrate and apply those illustrations to practical projects incorporating advertising and page illustrations for articles, books and assorted applications. Realistic and stylized illustration concepts will be explored along with different media.
- CAT 180 CURRENT TOPICS IN COMMERCIAL ART 3 Hrs.**
PREREQUISITE: None.
This course is a survey of current trends in the commercial art industry. Emphasis is placed on perspective drawing, watercolor and medical illustration, typography design and font management, comic art and computer animation, digital graphics, and advanced computer graphics. Upon completion, the student should be able to perform skills in graphic illustration and should be able to use current technology in the industry.
- CAT 182 3D GRAPHICS AND ANIMATION 3 Hrs.**
PREREQUISITE: CAT 111.
This course is designed to tap the imagination of the student in a three dimensional problem solving environment. Topics include a basic introduction to the concepts of 3D design and animation as applied to a design project. Upon completion, the student should be able to create and animate objects in a three-dimensional environment.
- CAT 183/184 SPECIAL TOPICS IN COMMERCIAL ART 3 Hrs.**
PREREQUISITE: None.
These courses provide specialized instruction in various areas related to the commercial art industry. Emphasis is placed on meeting students' needs.
- CAT 185 IMAGING I 3 Hrs.**
PREREQUISITE: None.
Introduction to Illustrator and Photoshop software on the Macintosh computer. Emphasis is placed on using the tools in both software programs and advancing to practical advertising and page layouts using stock photos, images, and basic design principles. Comprehending and applying commands and procedures is the objective.
- CAT 186 IMAGING II 3 Hrs.**
PREREQUISITE: CAT 185.
This course develops the student's techniques with scanned images, stock photos, and images in combination with graphic design. Projects for page layouts to article and booklet layout will be introduced and emphasis placed on total execution from concept to printed piece.
- CAT 191 COOPERATIVE WORK EXPERIENCE IN COMMERCIAL ART 1 Hr.**
PREREQUISITE: CAT 142.
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.
- CAT 194 PUBLISHING II 3 Hrs.**
PREREQUISITE: None.
This course is designed to continue developing the student's techniques for effective layouts through more complex graphic design projects. Use of color and preparation of work for four color printing are introduced. The student is guided through complex imaging challenges to develop a professional imaging portfolio representing his/her own unique style.
- CAT 202 ADVERTISING 3 Hrs.**
PREREQUISITE: None.
Through a variety of projects simulating various real world advertising media, this course guides students to apply design in persuasive commercial communications. Students study understanding the target audience, psychology of persuasive communication, types of advertising approaches, and working with the advertising client. Emphasis is on learning to think from the customers point of view in order to identify the types of visual communication most likely to enhance sales.

COMMERCIAL FOOD SERVICES (CFS)

CFS 101 ORIENTATION TO THE FOOD SERVICE INDUSTRY 1 Hr.
PREREQUISITE: None.

This course is an introduction to the food service industry and employment opportunities. This course focuses on the different types of food service/hospitality outlets. Upon completion, the student will be knowledgeable of business and career opportunities within the food service industry.

CFS 102 CATERING 2 Hrs.
PREREQUISITE: None.

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.

CFS 110 BASIC FOOD PREPARATION 3 Hrs.
PREREQUISITE: CFS 101, CFS 111, and CFS 114.

This course introduces the fundamental concepts, skills, and techniques involved in basic cookery. Topics include scientific principles of food preparation and the relationship of food composition and structure to food preparation. The student will develop competencies in food preparation as it relates to the food service industry.

CFS 111 FOUNDATIONS IN NUTRITION 3 Hrs.
PREREQUISITE: None.

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.

CFS 112 SANITATION, SAFETY, AND FOOD SERVICE 2 Hrs.
PREREQUISITE: None.

This course introduces the basic principles of sanitation and safety to food handling including purchasing, storing, preparing, and serving. Topics include the scientific principles of food sanitation, food spoilage, food-borne disease, personal health and hygiene, and the sanitary care of the physical plant and equipment. Upon completion, the student will be able to demonstrate an understanding of sanitation and safety procedures related to H.A.C.C.P. regulations and the implementation of H.A.C.C.P. systems.

CFS 113 TABLE SERVICE 2 Hrs.
PREREQUISITE: None.

This course is a guide for the modern wait staff. Topics include laying the cover, taking the order, surveying of different styles of table service from the casual to the very formal, tabulating and presenting the bill, and bussing and turning the table. Upon completion, the student should be able to demonstrate proficiency in the art of table service.

CFS 114 MEAL MANAGEMENT 3 Hrs.
PREREQUISITE: CFS 101, CFS 110, CFS 111, and CFS 112.

This course covers the principles of meal management. Topics include menu planning, food selection, recipe standardization, food preparation, and meal service for all phases of food service. Upon completion, the student will be able to apply efficient work habits, sanitation and safety in the kitchen.

CFS 141 FOOD PRODUCTION FOR SPECIAL OPERATIONS 2 Hrs.
PREREQUISITE: None.

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 should be able to plan, organize, and prepare food service items for special operations.

CFS 199 HEALTHY COOKING 1 Hr.
PREREQUISITE: None.

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.

CFS 201 MEAT PREPARATION AND PROCESSING 2 Hrs.
PREREQUISITE: None.

This course focuses on meat preparation and processing. The student will be responsible for the preparing of meats including beef, pork, poultry, fish, and seafood so they can be used for final preparations in the other stations of the kitchens. Upon completion, the student will be able to demonstrate an understanding of the principles in meat preparation and processing.

CFS 204 FOUNDATIONS OF BAKING 3 Hrs.
PREREQUISITE: None.

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.

CFS 213 FOOD PURCHASING AND COST CONTROL 3 Hrs.
PREREQUISITE: None.

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.

CFS 251 MENU DESIGN 2 Hrs.
PREREQUISITE: None.

This course introduces menu design. Topics include development of standardized recipes, layout, nutritional concerns, product utilization, demographics, and customer needs. Upon completion, the student should be able to write, lay out, and produce effective menus for a variety of hospitality settings.

CFS 260 INTERNSHIP FOR COMMERCIAL FOOD SERVICE 3 Hrs.
PREREQUISITE: Permission of instructor.

This course is designed to give students practical, on-the-job experiences in all phases of food service operations under the supervision of a qualified food service professional.

CFS 299 SPECIAL TOPICS IN COMMERCIAL FOOD PREPARATION 3 Hrs.
PREREQUISITE: Permission of instructor.

This course provides instruction in special topics in commercial food preparation. Emphasis is placed on timely topics related to commercial food preparation

and service and may be repeated as subject matter varies. Upon completion, the student will have an understanding of timely topics relative to the commercial food preparation industry.

COMPUTERIZED NUMERICAL CONTROL (CNC)

- CNC 101 INTRODUCTION TO CNC 6 Hrs.**
PREREQUISITE: None.
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.**
PREREQUISITE: None.
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.**
PREREQUISITE: None.
This course will emphasize calculations for CNC machine tools. Topics will include G and M codes, radius programming, and cutter compensations. 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.**
PREREQUISITE: None.
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. Student will learn to produce finished parts on the CNC milling machines.
- CNC 142 APPLIED GEOMETRY FOR CNC MACHINE 3 Hrs.**
PREREQUISITE: None.
This course introduces applied geometry as it relates to CNC. Emphasis is placed on geometry applied to problem solving used to make calculations for machining parts for CNC from engineering drawings. Upon completion, the student should be able to solve problems required for planning, making, and checking of machined parts.
- CNC 143 APPLIED TRIGONOMETRY FOR CNC MACHINING 3 Hrs.**
PREREQUISITE: None.
This course introduces the concepts of applied trigonometry for CNC machining. Topics include computing unknown sides, angles, projection of auxiliary lines to solve two or more right triangles as it relates to CNC programming and precision machining. Upon completion, the student should be able to analyze and make computations in orderly steps to make and inspect parts.
- CNC 181/281 SPECIAL TOPICS IN COMPUTERIZED NUMERICAL CONTROL 3 Hrs.**
PREREQUISITE: None.
These courses provide specialized instruction in various areas related to CNC. Emphasis is placed on meeting student's needs.
- CNC 215 QUALITY CONTROL AND ASSURANCE 3 Hrs.**
PREREQUISITE: None.
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.**
PREREQUISITE: None.
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.**
PREREQUISITE: None.
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 218 PROGRAMMING AND SET-UP FOR ELECTRICAL DISCHARGE MACHINING 6 Hrs.**
PREREQUISITE: None.
This course introduces the student to the concept of EDM (Electrical Discharge Machining). Topics include principles, programming techniques, set-up, and operation. Students will learn to produce basic machine parts.
- CNC 222 COMPUTER NUMERICAL CONTROL GRAPHICS: TURNING 3 Hrs.**
PREREQUISITE: None.
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, include machine selection, tool selection, operational sequence, speed, feed, and cutting depth.
- CNC 223 COMPUTER NUMERICAL CONTROL GRAPHICS PROGRAMMING: MILLING 3 Hrs.**
PREREQUISITE: None.
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 227 INTRODUCTION TO STATISTICAL PROCESS CONTROL 3 Hrs.**
PREREQUISITE: None.
This is an introductory course in statistical process control of manufacturing processes. Topics include control charts, pareto diagrams, and cause - effect diagrams. Upon completion, the student is expected to perform basic functions in analysis and control of manufacturing processes.
- CNC 229 TOTAL QUALITY MANAGEMENT 3 Hrs.**
PREREQUISITE: None.
This is an introductory course designed to cover Total Quality Management (TQM) concepts. Topics include common direction, team building, statistical analysis, and problem solving skills and techniques. Upon completion, the student will acquire a knowledge in TQM as it relates to the industrial setting.

CNC 230 COMPUTER NUMERICAL CONTROL SPECIAL PROJECTS 3 Hrs.
PREREQUISITE: None.

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 234 PRECISION MACHINING PRACTICES 5 Hrs.
PREREQUISITE: None.

This course is designed to teach construction, operation, and safety precautions of the JIG-BORE and hardinge chucker lathe. Topics include precision boring, facing head, and rotary table. Upon completion, the student should be able to manufacture parts with extreme close tolerance.

COMPUTER SCIENCE (CIS)

CIS 117 DATABASE MANAGEMENT SOFTWARE APPLICATIONS 3 Hrs.
PREREQUISITE: MTH 098 or MTH 100 or equivalent placement score.

This course provides students with hands-on experience using database management software. Students 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: None.

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 will understand common applications and be able to utilize selected features of these packages.

CIS 191 INTRO TO COMPUTER SCIENCE 3 Hrs.
PREREQUISITE: MTH 100 or equivalent math placement score.

This course introduces fundamental concepts, including an algorithmic approach to problem-solving via the design and implementation of programs in selected language such as Pascal, C, Ada, Visual Basic, or other appropriate languages. Structured programming techniques involving input/output, conditional statements, loops, files, arrays, and structures, and simple data structures are introduced. Upon completion, the student will be able to demonstrate knowledge of the subject through the completion of programming assignments and testing.

CIS 193 INTRO TO COMPUTER PROGRAMMING LAB 1 Hr.
COREQUISITE: CIS 191.

In the Programming laboratory, students develop and apply the basic programming skills taught in CIS 191.

CIS 196A 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 placed 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 and generate appropriately

formatted, accurate, and attractive business documents such as memos, letters, tables, and reports.

CIS 196B 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 through classroom instruction and outside lab. Emphasis is on the use of 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.

CIS 196C WORDPERFECT 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 placed 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 and generate appropriately formatted, accurate, and attractive business documents such as memos, letters, tables, and reports. The State Department of Education refers to this course as Office Applications.

CIS 196D THE ELECTRONIC OFFICE 3 Hrs.
PREREQUISITE: OAD 125/CIS 196A or OAD 231/CIS 196C or CIS 146.

Electronic Office is designed to work with each of the four Microsoft Office program: Word, Excel, PowerPoint, and Access to create meaningful projects and perform business tasks. Students will learn how to streamline specific applications by integrating two or more of the Office programs, and how to use the World Wide Web to gather information. Upon completion, the student should be able to demonstrate the ability to use industry-standard software and generate appropriately formatted, accurate, and attractive business documents.

CIS 196E MICROSOFT EXCEL 3 Hrs.
PREREQUISITE: OAD 101

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, 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 196F ELECTRONIC 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 outside lab. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents.

CIS 196G MICROSOFT ACCESS AND POWERPOINT 3 Hrs.
PREREQUISITE: OAD 101

Access is a computer program used to enter, maintain, and retrieve related data in a format known as a data-

base. Upon completion, the student should be able to create a database, organize and update the data, prepare queries to find the needed information, and choose attractive and functional methods for viewing the information on screen and in printed reports.

PowerPoint is a presentation graphics program that is used to organize and present information directly from a computer or printed for distribution. Upon completion, the student should be able to prepare a PowerPoint presentation, modify a presentation, format slides, add visual appeal and animation to presentations, share and connect data, link and embed objects and files, and save a presentation as a Website. The State Department of Education refers to this course as Database Applications.

CIS 196H QUICKBOOKS I COMMERCIAL SOFTWARE APPLICATIONS

3 Hrs.

PREREQUISITE: OAD 137, BUS 241 and BUS 242

This is a "hands-on" introduction of the Quickbooks program, with the emphasis being primarily on use of an existing ledgers and accounts.

CIS 197A QUICKBOOKS II ADVANCED COMMERCIAL SOFTWARE APPLICATIONS

3 Hrs.

PREREQUISITE: CIS 196H

This is a "hands-on" introduction to the Quickbooks program, with the emphasis being construction of ledgers and financial management systems using advanced features of this program.

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. Students 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 212 VISUAL BASIC

3 Hrs.

PREREQUISITE: None.

This course is a continuation of CIS 211, with emphasis being on BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics such as advanced file handling techniques, simulation, and other selected areas. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 251 C PROGRAMMING

3 Hrs.

PREREQUISITE: None.

This course is an introduction to the C programming language. Included in this course are topics in an algorithmic approach to problem solving, structured programming techniques and constructs, using functions and macros, simple data structures, and using files for input and output. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 273 NETWORKING AND DATA COMMUNICATIONS

3 Hrs.

PREREQUISITE: Any programming course

This course is an introduction to computer networks and data communications technology. Topics included in this course are networking and communications hardware, software, topologies, models, and protocols. Upon completion, the student will be able to demonstrate knowledge on the topics through completion of assignments and appropriate tests.

CIS 286 COMPUTERIZED MANAGEMENT INFO SYSTEMS

3 Hrs.

PREREQUISITES: MTH 100 placement and one of the following: CIS 146 or CIS 231 or CIS 191.

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 294 SPECIAL TOPICS

3 Hrs.

PREREQUISITE: Permission of instructor

This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate knowledge of the course topic through completion of assignments and appropriate tests.

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 will be able to demonstrate knowledge of the topics as specified by the instructor.

COSMETOLOGY (COS)

COS 111 COSMETOLOGY SCIENCE AND ART

3 Hrs.

PREREQUISITE: None.

COREQUISITE: COS 112, COS 125 and COS 143

In this course, students are provided a study of personal and professional image, ethical conduct, sanitation, hair styling, and nail care. Topics include personal and professional development, bacteriology, decontamination, infection control, draping, shampooing, conditioning, hair shaping, and hair styling. Upon completion, the student should be able to apply safety rules and regulations and write procedures for skills identified in this course.

COS 112 COSMETOLOGY SCIENCE and ART LAB

3 Hrs.

PREREQUISITE: None.

COREQUISITE: COS 111, COS 125, and COS 143

In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, hairstyling, and nail care. Emphasis is placed on sterilization, shampooing, hair shaping, hairstyling, manicuring, and pedicuring. Upon completion, the student should be able to perform safety and sanitary precautions, shampooing, hair shaping, hairstyling, and nail care procedures.

COS 114 CHEMICAL METHODOLOGY LAB

3 Hrs.

PREREQUISITE: COS 111, COS 112, COS 125 and COS 143

COREQUISITE: COS 121, COS 122, and COS 141

In this course, students are provided the practical experience of permanent waving, chemical relaxing, and hair analysis. Topics include permanent waving, chemical relaxing, soft curl, and scalp and hair analysis. Upon completion, the student should be able to analyze the scalp and hair and perform these chemical services using safety and sanitary precautions.

COS 121 COLORIMETRY

3 Hrs.

PREREQUISITE: COS 111, COS 112, COS 125, and COS 143

COREQUISITE: COS 114, COS 122, and COS 141

In this course, students learn the techniques of hair

coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color, and problem solving. Upon completion, the student should be able to identify all phases of hair coloring and the effects on the hair.

COS 122 COLOR APPLICATIONS 3 Hrs.
PREREQUISITE: None.

In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test, and procedures and applications of all phases of hair coloring and lightening. Upon completion, the student should be able to perform procedures for hair coloring and hair lightening.

COS 125 CAREER AND PERSONAL DEVELOPMENT 3 Hrs.
PREREQUISITE: None.

COREQUISITE: COS 111, COS 112, and COS 143

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 should be able to communicate effectively and practice methods for building and retaining clientele.

COS 131 AESTHETICS 3 Hrs.

PREREQUISITE: COS 111, COS 112, COS 114, COS 121, COS 122, COS 125, COS 141, and COS 143

COREQUISITE: COS 132, 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, and hair removal. Upon completion, the student should be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, and disorders of the skin.

COS 132 AESTHETICS APPLICATIONS 3 Hrs.

PREREQUISITE: COS 111, COS 112, COS 114, COS 121, COS 122, COS 125, COS 141, and COS 143

COREQUISITE: COS 131, 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, and hair removal. Upon completion, the student should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions.

COS 133 SALON MANAGEMENT TECHNOLOGY 3 Hrs.

PREREQUISITE: COS 111, COS 112, COS 114, COS 121, COS 122, COS 125, COS 131, COS 132, COS 141, 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 should be able to list job-seeking and management skills and the technology that is available for use in the salon.

COS 141 APPLIED CHEMISTRY FOR COSMETOLOGY 3 Hrs.

PREREQUISITE: COS 111, COS 112, COS 125, and COS 143

COREQUISITE: COS 114, COS 121, and COS 122

This course focuses on chemistry relevant to professional hair and skin care products, hair and its related structures, permanent waving, chemical hair relaxing, and hair coloring. Topics include knowledge of basic chemistry, pH scale measurements, water, shampooing and cosmetic chemistry, physical and chemical changes in hair structure. Upon completion, the student should be able to define chemistry, types of matter, and describe chemical and cosmetic reactions as related to the hair and skin structure.

COS 143 HAIR DESIGNS 3 Hrs.

PREREQUISITE: None.

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 should 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 121, COS 122, COS 125, COS 141, and COS 143

COREQUISITE: COS 131, COS 132, 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 should be able to demonstrate the techniques and procedures for creating hair designs.

COS 151 NAIL CARE 3 Hrs.

PREREQUISITE: None.

COREQUISITE: COS 152 and COS 156

This course focuses on all aspects of nail care. Topics include salon conduct, professional ethics, sanitation, nail structure, manicuring, pedicuring, nail disorders, and anatomy and physiology of the arm and hand. Upon completion, the student should be able to demonstrate professional conduct, recognize nail disorders and diseases, and identify the procedures for sanitation and nail care services.

COS 152 NAIL CARE APPLICATIONS 3 Hrs.

PREREQUISITE: None.

COREQUISITE: COS 151 and COS 156

This course provides practice in all aspects of nail care. Topics include salon conduct, professional ethics, bacteriology, sanitation and safety, manicuring and pedicuring. Upon completion, the student should be able to perform nail care procedures.

COS 153 NAIL ART 3 Hrs.

PREREQUISITE: COS 151, COS 152, and COS 156

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 156

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 should be able to perform the procedures for nail sculpturing and nail art.

COS 156 CAREER AND PERSONAL DEVELOPMENT 3 Hrs.

PREREQUISITE: None.

COREQUISITE: COS 151 and COS 152

This course is designed to focus on personal development and career building. Emphasis is placed on

building and retaining clientele, communication skills, customer service, continuing education, and setting goals. Upon completion, the student should be able to list types of communication skills, state personal goals, and develop a continuing education plan.

COS 158 EMPLOYABILITY SKILLS 3 Hrs.

PREREQUISITE: COS 111, COS 112, COS 114, COS 121, COS 122, COS 125, COS 141, and COS 143

COREQUISITE: COS 131, COS 132, 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, students should be prepared to obtain employment in the field for which they have been trained.

COS 160 IMAGE PROJECTION 3 Hrs.

PREREQUISITE: COS 131, COS 132, and COS 168

COREQUISITE: COS 164 and COS 169

This course includes the study of professionalism, personal development, and ethics related to skin care. Topics include practical applications for hygiene, care of the feet and nails, and human relations. Upon completion, the student will be able to project visual poise and demonstrate professionalism needed in customer service.

COS 162 SPECIAL TOPICS IN COSMETOLOGY 3 Hrs.

PREREQUISITE: COS 151, COS 152, and COS 156

COREQUISITE: COS 153, COS 154, and COS 191

This course is designed to survey current trends and developing technology for the cosmetology profession. Emphasis is placed on, but is not limited to, dependability, attitude, professional judgment, emerging trends, new styling techniques, and practical cosmetology skills. Upon completion, the student should have developed new skills in areas of specialization for the cosmetology profession.

COS 164 FACIAL MACHINE 3 Hrs.

PREREQUISITE: COS 131, COS 132, and COS 168

COREQUISITE: COS 160 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 AESTHETICIANS 3 Hrs.

PREREQUISITE: COS 131, COS 132, COS 160, COS 164, COS 168, and COS 169

COREQUISITE: COS 125 and COS 166

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 166 COLOR PSYCHOLOGY-COORDINATION 3 Hrs.

PREREQUISITE: COS 131, COS 132, COS 160, COS 164, COS 168, and COS 169

COREQUISITE: COS 125 and COS 165

This skin care course is designed for the make-up artist requirements to be a professional make-up artist. Topics this course includes are make-up techniques for all skin types, sanitation of application tools and color tonality as it relates to make-up. Upon completion, the student will be able to apply make-up

after determining correct skin tones, skin types and facial shapes, and design personalized make-up techniques for clients.

COS 167 STATE BOARD REVIEW 1-3 Hrs.

PREREQUISITE: COS 111, COS 112, COS 114, COS 121, COS 122, COS 125, COS 131, COS 132, COS 141, 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 his or her training in the program. Upon completion, the student should 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.

PREREQUISITE: None.

COREQUISITE: COS 131 and COS 132

In this skin care course, emphasis is placed on the decontamination, infection control, and safety practiced in the esthetics facility. Topics covered include demonstration of sanitation, sterilization methods, and bacterial prevention. Upon completion, the student will be able to properly sanitize facial implements and identify non-reusable items.

COS 169 SKIN FUNCTIONS 3 Hrs.

PREREQUISITE: COS 131, COS 132, and COS 168

COREQUISITE: COS 160 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 131, COS 132, COS 160, COS 164, COS 165, COS 166, COS 168, and COS 169

COREQUISITE: COS 190

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 114, COS 121, COS 122, COS 125, COS 131, COS 132, 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 190 INTERNSHIP IN COSMETOLOGY 1-3 Hrs.

PREREQUISITE: COS 125, COS 131, COS 132, COS 160, COS 164, COS 165, COS 166, COS 168, and COS 169

COREQUISITE: COS 181

This course is designed to provide exposure to cosmetology practices in non-employment situations. Emphasis is on dependability, attitude, professional judgment, and practical cosmetology skills. Upon completion, the student should have gained skills necessary for entry-level employment.

COS 191 CO-OP 1-3 Hrs.

PREREQUISITE: COS 111, COS 112, COS 114, COS 121, COS 122, COS 125, COS 131, COS 132, COS 141, COS 143, COS 144, and COS 158

COREQUISITE: COS 133, COS 167, and COS 182

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.

PREREQUISITE: None

COREQUISITE: CIT 212 and CIT 213

This course focuses on principles of teaching, teaching maturity, personality conduct, and the development of cosmetology curriculum. Emphasis is placed on teacher roles, teaching styles, teacher challenges, aspects of curriculum development, and designing individual courses. Upon completion, 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.

PREREQUISITE: None

COREQUISITE: CIT 211 and CIT 213

This course is designed to provide the practice through working with a cosmetology instructor in a mentoring relationship. Emphasis is placed on communication, student assessment, and assisting students in the lab. Upon completion, the student should be able to communicate with students, develop a course of study, and apply appropriate teaching methods.

CIT 213 LESSON PLAN DEVELOPMENT 3 Hrs.

PREREQUISITE: None

COREQUISITE: CIT 211 and CIT 212

The course introduces students to methods for developing lesson plans. Emphasis is placed on writing lesson plans and on the four-step teaching plan. Upon completion, the student should be able to write daily lesson plans and demonstrate the four-step teaching method.

CIT 221 LESSON PLAN IMPLEMENTATION 3 Hrs.

PREREQUISITE: CIT 211, CIT 212, and CIT 213

COREQUISITE: CIT 222 and CIT 223

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 INSTRUCTIONAL MATERIALS AND METHODS 3 Hrs.

PREREQUISITE: CIT 211, CIT 212, and CIT 213

COREQUISITE: CIT 221 and CIT 223

This course focuses on visual and audio aids and materials. Emphasis is placed on the use and characteristics of instructional aids. Upon completion, the student should be able to prepare teaching aids and determine their most effective use.

CIT 223 INSTRUCTIONAL MATERIALS AND METHODS APPLICATIONS 3 Hrs.

PREREQUISITE: CIT 211, CIT 212, and CIT 213

COREQUISITE: CIT 221 and CIT 222

This course is designed to provide practice in preparing and using visual and audio aids and materials. Emphasis is placed on the preparation and use of different categories of instructional aids. Upon completion, the student should be able to prepare and effectively present different types of aids for use with a four step lesson plan.

CRIMINAL JUSTICE (CRJ)

CRJ 100 INTRODUCTION TO CRIMINAL JUSTICE 3 Hrs.

PREREQUISITE: ENG 092 or equivalent placement in ENG 093

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: ENG 092 or equivalent placement in ENG 093

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: ENG 092 or equivalent placement in ENG 093

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: ENG 092 or equivalent placement in ENG 093

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 177 CRIMINAL AND DEVIANT BEHAVIOR 3 Hrs.

PREREQUISITE: ENG 092 or equivalent placement in ENG 093

This course analyzes criminal and deviant behavior systems. An emphasis is placed on sociological and psychological theories of crime causation.

CRJ 178 NARCOTICS/DANGEROUS DRUGS 3 Hrs.

PREREQUISITE: ENG 092 or equivalent placement in ENG 093

This course surveys the history and development of drug abuse in society. Theories of drug abuse, identification and classification of drugs are covered. Strategies for combating the drug problem are discussed.

CRJ 216 POLICE ORGANIZATION AND ADMINISTRATION 3 Hrs.

PREREQUISITE: ENG 092 or equivalent placement in ENG 093

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: ENG 092 or equivalent placement in ENG 093

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: ENG 092 or equivalent placement in ENG 093

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: ENG 092 or equivalent placement in ENG 093
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: ENG 092 or equivalent placement in ENG 093
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: ENG 092 or equivalent placement in ENG 093
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: ENG 092 or equivalent placement in ENG 093
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: ENG 092 or equivalent placement in ENG 093
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 100 ORIENTATION TO THE CULINARY ARTS 1 Hr.**
PREREQUISITE: None.
This course is an introduction to the culinary arts. Emphasis is placed on identifying and designing basic layout and flow charts for effective kitchen use. Upon completion, the student will be able to identify, operate, and clean commercial equipment.
- CUA 101 ORIENTATION TO THE FOOD SERVICE INDUSTRY 1 Hr.**
PREREQUISITE: None
This course is an introduction to the food service industry and employment opportunities. This course focuses on the different types of food service/hospitality outlets. Upon completion of this course, the student will be knowledgeable of business and career opportunities within the food service industry.
- CUA 102 CATERING 3 Hrs.**
PREREQUISITE: None.
This course includes the theory and practice of oper-

ating a catering business. Topics include food production and management related to catering and other special services. Upon completion, the student will have a working knowledge of the principles involved in operating a catering business.

- CUA 110 BASIC FOOD PREPARATION 3 Hrs.**
PREREQUISITE: CUA 100, 111, or 114.
This course introduces the fundamental concepts, skills, and techniques involved in basic cookery. Topics include scientific principles of food preparation and the relationship of food composition and structure to food preparation. The student will develop competencies in food preparation as it relates to the food service industry.
- CUA 111 FOUNDATIONS IN NUTRITION 3 Hrs.**
PREREQUISITE: None.
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 2 Hrs.**
PREREQUISITE: None.
This course introduces the basic principles of sanitation and safety to food handling including purchasing, storing, preparing, and serving. Topics include the scientific principles of food sanitation, food spoilage, food-borne disease, personal health and hygiene, and the sanitary care of the physical plant and equipment. Upon completion, the student will be able to demonstrate an understanding of sanitation and safety procedures related to H.A.C.C.P. regulations and the implementation of H.A.C.C.P. systems.
- CUA 113 TABLE SERVICE 2 Hrs.**
PREREQUISITE: None.
This course is a guide for the modern wait staff. Topics include laying the cover, taking the order, surveying of 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 should be able to demonstrate proficiency in the art of table service.
- CUA 114 MEAL MANAGEMENT 3 Hrs.**
PREREQUISITE: CUA 100 or 110, 111, and 112.
This course covers the principles of meal management. Topics include menu planning, food selection, recipe standardization, food preparation, and meal service for all phases of food service. Upon completion, the student will be able to apply efficient work habits, sanitation and safety in the kitchen.
- CUA 115 ADVANCED FOOD PREPARATION 3 Hrs.**
PREREQUISITE: CUA 100 or 110, 111, 112, 114, and 206
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 100, 111, and 114
This course covers the principles and methods of quality cooking. Topics include weights and meas-

ures, costing and converting 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 132 FUNDAMENTALS OF RESTAURANT OPERATIONS 3 Hrs.
PREREQUISITE: None.

This course covers ordering, receiving, storing and issuing food stores, keeping records, and producing financial statements. Emphasis is placed on entry-level management skills. Upon completion, the student should be able to apply effective purchasing, inventory, and issuing techniques.

CUA 134 CULINARY FRENCH 2 Hrs.
PREREQUISITE: None.

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 2 Hrs.
PREREQUISITE: None.

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 should be able to plan, organize, and prepare food service items for special operations.

CUA 181/182 SPECIAL TOPICS IN CULINARY ARTS 3 Hrs.
PREREQUISITE: None.

These courses provide 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.
PREREQUISITE: None.

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 2 Hrs.
PREREQUISITE: None.

This course focuses on meat preparation and processing. Students will be responsible for the preparing of meats including beef, pork, poultry, fish, and seafood so they can be used for final preparations in other stations of the kitchens. Upon completion, the student will be able to demonstrate an understanding of the principles in meat preparation and processing.

CUA 202 AROMATIC AND FLAVORING COMBINATIONS 3 Hrs.
PREREQUISITE: None.

The student will learn the difference between spices and herbs. The student will further learn the categories of herbs and spices which enable them to create his or her finest dishes. The student will 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.
PREREQUISITE: None.

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 will learn why or why not a particular sauce will go with a particular dish. The student will focus on brown and white stocks; consommé's, fumets and essences; glazes and roux's. The student will further develop mother sauces and compound sauces.

CUA 204 FOUNDATIONS OF BAKING 3 Hrs.
PREREQUISITE: None.

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 INTRO TO GARDE MANGER 3 Hrs.
PREREQUISITE: CUA 110, 111, and 114

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, hor 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 2 Hrs.
PREREQUISITE: CUA 110, 111, 114 and 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 carving decorative substances 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 2 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.
PREREQUISITE: None.

This is a survey course of basic alcoholic and non-alcoholic beverages as they relate to food service. Topics include wine and food appreciation and laws related to alcohol services. Upon completion, students should be able to determine what beverages compliment various cuisines and particular tastes.

CUA 213 FOOD PURCHASING AND COST CONTROL 3 Hrs.
PREREQUISITE: None.

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 111 and 112.
 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, students should be able to research and execute international menus.
- CUA 215 REGIONAL CUISINES OF THE AMERICAS 3 Hrs.**
PREREQUISITE: CUA 114.
 This course provides a brief history of the ancient American foods that enhanced the world's cuisines. Emphasis is placed on how these foods influenced the "American Cuisines" of today. Upon completion, the student will be able to research and execute regional American cuisines.
- CUA 220 INTRODUCTION TO PATISSERIE 2-3 Hrs.**
PREREQUISITE: None.
 This is an introductory course to patisserie. Emphasis is placed on individual desserts, blown sugars, pulled sugar, pastillage gum paste, 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 2 Hrs.**
PREREQUISITE: None.
 This course introduces menu design. Topics include development of standardized recipes, layout, nutritional concerns, product utilization, demographics, and customer needs. Upon completion, the student should 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.

DANCE (DNC)

- DNC 110 INTRODUCTION TO DANCE STYLES 2 Hrs.**
PREREQUISITE: None.
 This course is an introduction to dance styles.
- DNC 121 ELEMENTARY BALLET 2 Hrs.**
PREREQUISITE: None.
 This course is a studio course in classical ballet at the elementary level. Offered in the fall semester.
- DNC 143/144 BALLET I and II 3 Hrs.**
PREREQUISITE: Previous training is essential before taking these courses.
 These courses offer 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 his or her ability to perform the work to the required standard.
- DNC 160 DANCE WORKSHOP I 1-2 Hrs.**
PREREQUISITE: None.
 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 1-2 Hrs.**
PREREQUISITE: DNC 160
 This course is a continuation of DNC 160.

- DNC 243/244 BALLET III and 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.

DIESEL MECHANICS (DEM)

- DEM 104 BASIC ENGINES 3 Hrs.**
PREREQUISITE: None.
 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.**
PREREQUISITE: None.
 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 106 HEAVY EQUIPMENT OPERATIONS 3 Hrs.**
PREREQUISITE: None.
 This course provides instruction in heavy equipment operation. Emphasis is placed on the operation of graders, dozers, packers, pans, cranes, draglines, and other equipment. Upon completion, the student should be able to diagnose, adjust, or repair new or used heavy equipment.
- DEM 110 DIESEL POWERED AUXILIARY EQUIPMENT 3 Hrs.**
PREREQUISITE: None.
 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.**
PREREQUISITE: None.
 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.**
PREREQUISITE: None.
 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 115 HEAVY VEHICLE COLLISION REPAIR 3 Hrs.**
 PREREQUISITE: None.
 This course provides instruction in heavy vehicle collision repair. Topics include estimating damage, removal, repair, or replacement of components, and the refinishing of medium and heavy duty cabs and chassis. Upon completion, the student should be able to analyze and perform repairs to a vehicle which has received structural damage.
- DEM 116 TRACK VEHICLE DRIVE TRAINS 3 Hrs.**
 PREREQUISITE: None.
 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 117 DIESEL AND GAS TUNE-UP 3 Hrs.**
 PREREQUISITE: None.
 This course introduces tune-up and troubleshooting according to manufacturers' specifications. Topics include troubleshooting engine systems, tune-up procedures, and use and care of special test tools and equipment. Upon completion, the student should be able to troubleshoot, diagnose, and repair engines and components using appropriate diagnostic equipment.
- DEM 118 INDUSTRIAL AND AGRICULTURAL EQUIPMENT 3 Hrs.**
 PREREQUISITE: None.
 This course provides instruction in the fundamentals of agricultural and industrial tractor repair, maintenance, and basic service procedures. Emphasis is placed on operating and troubleshooting, combines, hoes, bailers, loaders, and other equipment. Upon completion, the student should be able to diagnose, adjust, and repair new or used industrial and agricultural equipment.
- DEM 119 BEARINGS AND LUBRICANTS 3 Hrs.**
 PREREQUISITE: None.
 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.**
 PREREQUISITE: None.
 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.**
 PREREQUISITE: None.
 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.**
 PREREQUISITE: None.
 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.**
 PREREQUISITE: None.
 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.**
 PREREQUISITE: None.
 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.**
 PREREQUISITE: None.
 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 128 POWER TRAIN LAB 3 Hrs.**
 PREREQUISITE: None.
 This lab provides reinforcement of material covered in DEM 116, DEM 125, and DEM 127.
- DEM 129 DIESEL ENGINE LAB 3 Hrs.**
 PREREQUISITE: None.
 This lab allows the student to refine the skills required to repair diesel engines.
- DEM 130 ELECTRICAL / ELECTRONIC FUNDAMENTALS 3 Hrs.**
 PREREQUISITE: None.
 This course introduces the student to basic Electrical / Electronic concepts and fundamentals.
- DEM 131 COMPUTER APPLICATIONS FOR DIESEL MECHANICS 2 Hrs.**
 PREREQUISITE: None.
 This course introduces the student to the use of microcomputers. It includes keyboarding exercises, disk operating systems, formatting, and diagnostic applications for internal combustion engines. Upon completion, the student should be able to perform simple operations on the microcomputer, such as use of DOS, Windows 95, and word processing operations, and use the microcomputer with diesel engine diagnostic software to identify and correct engine malfunctions.
- DEM 134 COMPUTER CONTROLLED ENGINE AND POWER TRAIN SYSTEMS 3 Hrs.**
 PREREQUISITE: None.
 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.**
 PREREQUISITE: None.
 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 137 HEATING AND A/C SYSTEMS 3 Hrs.
PREREQUISITE: DEM 136.

This course provides instruction in fundamentals, diagnosis, and repair of cab and cargo heating and refrigeration systems. Topics include operation theory, safety, maintenance, recycling and recovery procedures, recharging procedures, troubleshooting procedures, refrigerant leaks, and system repairs.

DEM 154 VEHICLE MAINTENANCE AND SAFE OPERATING PRACTICES 3 Hrs.
PREREQUISITE: None.

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 will have the skill and knowledge to safely operate a commercial motor vehicle.

DEM 156 CDL LICENSE TEST PREPARATION 3 Hrs.
PREREQUISITE: None.

This is a course designed to prepare students for the Alabama Commercial Driver's License written examination. The course includes a review of major topics, sample tests, as well as basic CDL information and test-taking procedures.

DEM 158 PNEUMATICS AND HYDRAULICS II 3 Hrs.
PREREQUISITE: None

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.
PREREQUISITE: None

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 181/182 SPECIAL TOPICS IN DIESEL MECHANICS 3 Hrs.
PREREQUISITE: None.

These courses provide specialized instruction in various areas related to the diesel mechanics industry. Emphasis is placed on meeting student's needs.

DEM 190 SELECTED TOPICS 3 Hrs.
PREREQUISITE: None.

This course covers selected topics in the diesel mechanics field. Emphasis is placed on topics which keep the student informed about the latest changes in diesel technology.

DEM 191 SPECIAL PROJECTS IN DIESEL MECHANICS 2-3 Hrs.
PREREQUISITE: None.

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 1-3 Hrs.
PREREQUISITE: None.

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 193 PRACTICUM 3 Hrs.
PREREQUISITE: None.

This course provides work experience in selected areas to enhance the student's manipulative skills.

DRAFTING (DDT)

DDT 104 BASIC COMPUTER -AIDED DRAFTING 3 Hrs.
PREREQUISITE: None

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.
PREREQUISITE: None.

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 115 BLUEPRINT READING FOR MACHINISTS 3 Hrs.
PREREQUISITE: None.

This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the machine trades. Topics include multi-view projection, pictorial drawings, dimensions and notes, lines and symbols, and sketching. Upon completion, the student should be able to interpret blueprint drawings used in the machine trades.

DDT 116 BLUEPRINT READING FOR CONSTRUCTION 3 Hrs.
PREREQUISITE: None.

This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the construction trades. Topics include multi view projection, dimensions and notes, lines and symbols, sketching, foundations plans, site plans, floor plans, elevations, sections, details, schedules, electrical plans and specifications. Upon completion, the student should be able to interpret blueprint drawings used in the construction trades.

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, and 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 122 ADVANCED TECHNICAL DRAWING 3 Hrs.**
PREREQUISITE: DDT 128
 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, the student 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 124 BASIC TECHNICAL DRAWING 3 Hrs.**
PREREQUISITE: None
 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, students 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.**
PREREQUISITE: DDT 111, DDT 124
 This course covers surface intersections and developments. Emphasis is placed on the basic types of intersections using simple geometric forms. Upon completion, the student should be able to draw common types of surface intersection and handle them simply as applications of the 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, students should be able to project and develop auxiliary views, locate and specify points, lines and planes in space, develop axonometric, oblique, and perspective drawings.
- DDT 130 FUNDAMENTALS OF DRAFTING FOR RELATED TRADES 3 Hrs.**
PREREQUISITE: None
 This course provides an overview of related technical trades drafting. Theory is covered within a broad range of drafting specialties including civil, structural, electrical, mechanical, and electronic drawing. Emphasis is placed on a basic understanding of what each of these fields require for graphic communication.
- DDT 131 MACHINE DRAFTING BASICS 3 Hrs.**
PREREQUISITE: DDT 111 and DDT 124
 This course in machine drafting and design provides instruction in the largest specialty area of drafting in the United States, in terms of scope and job opportunities. Emphasis will be placed on the applications of multi-view drawings, including drawing organization and content, title blocks and parts lists, assembly drawings, detail drawings, dimensioning and application of engineering controls in producing industrial-type working drawings. Upon completion, 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.**
PREREQUISITE: None.
 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 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 181/182 SPECIAL TOPICS IN DRAFTING AND DESIGN TECHNOLOGY 3 Hrs.**
PREREQUISITE: None.
 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 that is directly related to the field of drafting and design and is coordinated with the drafting instructor. The student must spend at least 5 hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, the student will 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 that is 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 will 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 that is 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 will have gained valuable work experience in a well-planned, coordinated training/work situation.
- DDT 211 INTERMEDIATE MACHINE DRAFTING 3 Hrs.**
PREREQUISITE: DDT 131
 This second course in machine drafting and design provides more advanced instruction in the largest specialty area of drafting. Topics include applications of previously developed skills in the organization and development of more complex working drawings, use of vendor catalogs and the Machinery's Handbook for developing specifications, and use of standardized abbreviations in working drawings.
- DDT 212 INTERMEDIATE ARCHITECTURAL DRAFTING 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, with emphasis 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, along with 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 3-4 Hrs.**
PREREQUISITE: DDT 111 and DDT 124
 This course covers the theory and practical application needed to understand piping fundamentals as used in refineries and petrochemical plants. Topics include process and mechanical flow diagrams, plant equipment, isometric drawings, instrumentation symbols, pipe symbols, flanges, fittings, and applications of basic math and trigonometry. Upon completion, 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 215 GEOMETRIC DIMENSIONING AND TOLERANCING 3 Hrs.**
PREREQUISITE: None.
 This course is designed to teach fundamental concepts of size description by geometric methods, including appropriate engineering controls. Emphasis is placed on the drawing and application of common geometric dimensioning and tolerancing symbols to engineering drawings as designated by the latest ANSI/ASME Standards. Upon completion, the student should be able to use geometric dimensioning and tolerancing symbols in applying size information and manufacturing controls to working drawings.
- DDT 221 ADVANCED MACHINE DRAFTING 3 Hrs.**
PREREQUISITE: DDT 131
 This third course in machine drafting and design covers the development of complex, advanced working drawings by applying previously developed skills. Topics include application of previously developed skills in the organization and development of complex, advanced-level working drawings, including sub-assemblies and a basic design problem. Upon completion, the student should be able to organize, layout, and produce complex, advanced-level working drawings, including sub-assemblies and a basic design problem.
- DDT 222 ADVANCED ARCHITECTURAL DRAFTING 3 Hrs.**
PREREQUISITE: DDT 104, 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, and 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 226 TECHNICAL ILLUSTRATION 3 Hrs.**
PREREQUISITE: None.
 This course provides the student with various methods of illustrating structures and machine parts. Topics include axonometric drawings, exploded assembly drawings, one point, two point, and three

point perspectives, surface textures, and renderings. Upon completion, the student should be able to produce drawings and illustrations using the previously described methods.

DDT 231 ADVANCED COMPUTER AIDED DRAFTING (CAD) 3-4 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 3D 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 4 Hrs.

PREREQUISITE: DDT 231

This course provides instruction in 3D Design Modeling utilizing the 3D capabilities of CAD software. Emphasis is placed on 3D wire-frame, surface and solids modeling along with the development of 2D detail drawings from 3D models. Upon completion, the student should be able to generate 3D surface and solid models and 2D orthographic production drawings from created solid models.

DDT 237 CURRENT TOPICS IN CAD 3 Hrs.

PREREQUISITE: None.

This course serves to introduce changing technology and current CAD subjects and software and the computing hardware needed to utilize new products. Topics include current trends in how industries use CAD applications, new developments, improvements and progressions within specific CAD applications as well as the necessary hardware. Upon completion, 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 in improving his or her 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 3D 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 1-4 Hrs.

PREREQUISITE: None.

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. Upon completion, the student will demonstrate the application of previously attained skills and

knowledge in the solution of typical drafting applications and problems.

DDT 249 ADVANCED CAD APPLICATIONS 2-3 Hrs.

PREREQUISITE: None.

This course is a direct applications lab. Emphasis is placed on extensive CAD usage, finished product hard copy, speed and accuracy.

ECONOMICS (ECO)

ECO 231 PRINCIPLES OF MACROECONOMICS 3 Hrs.

PREREQUISITE: None.

This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade.

ECO 232 PRINCIPLES OF MICROECONOMICS 3 Hrs.

PREREQUISITE: None.

This course is an introduction of the microeconomic theory, analysis, and applications. Topics include scarcity, the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of Microeconomics.

ELECTRICAL TECHNOLOGY (ELT)

ELT 104 DISTRIBUTION SYSTEMS 3 Hrs.

PREREQUISITE: ELT 106 and ELT 109

This course involves the theory, applications, calculations, and connections associated with transformers and power distribution systems commonly used in the electrical field.

ELT 106 AC PRINCIPLES OF ELECTRICITY II 3 Hrs.

PREREQUISITE: ELT 107 and ELT 108

COREQUISITE: ELT 109

This course is a study of AC magnetic devices including single phase and three phase transformers, basic motor principles of electromagnetism, AC relay principles, and testing these components. Topics covered include AC transformer, AC motor, and AC relay principles and their applications. Upon completion, the student should be able to explain, wire, troubleshoot and test these basic components in various real world circuits.

ELT 107 DC PRINCIPLES OF ELECTRICITY II 3 Hrs.

PREREQUISITE: None

COREQUISITE: ELT 108

This course is a study of energy sources, and measurements, batteries, conductor sizes and ratings electric magnetic fields, and electrical safety. Emphasis is on energy transfer, electric heating, battery supplies, conductor ratings, and protection, magnetic fields and safety. Upon completion, the student should be able to explain types of energy, batteries, different types of conductors and wire batteries, magnetic coils, and power circuits and troubleshoot them.

ELT 108 DC FUNDAMENTALS 3 Hrs.

PREREQUISITE: None

COREQUISITE: ELT 107

This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel, and series parallel circuits. Inductors and capacitors are introduced and their effects of DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuits variables with the use of Ohm's Law and to use basic electronic test equipment.

ELT 109	AC FUNDAMENTALS PREREQUISITE: ELT 107 and ELT 108 COREQUISITE: ELT 106 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, students should be able to design AC circuits and explain the function of alternating circuits such as RLC, impedance, phase relationships and power factor.	3 Hrs.	ELT 181	SPECIAL TOPICS IN ELT TECHNOLOGY PREREQUISITE: None This course provides specialized instruction in various areas related to electrical technology. Emphasis is placed on meeting students' needs.	3 Hrs.
ELT 110	WIRING METHODS PREREQUISITE: ELT 106 and ELT 109 This course is a study of various tasks, wiring methods, materials, and associated NEC requirements that students will be required to work with in residential and commercial wiring courses.	3 Hrs.	ELT 192	PRACTICUM/INTERN/CO-OP PREREQUISITE: Complete at least 15 hours in electrical classes This course provides practical experience in the field early in the student's training as an electrician's helper on the job, working a special project or conducting 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. Upon completion, the student should possess a higher state of proficiency in the basic skills of connecting electrical wiring and conduit; this course may be repeated with the instructor's permission.	1 Hr.
ELT 114	RESIDENTIAL WIRING METHODS PREREQUISITE: None This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations.	3 Hrs.	ELT 193	PRACTICUM/INTERN/CO-OP PREREQUISITE: Complete at least 15 hours in electrical classes This course provides practical experience in the electrical craft as an electrician's helper on the job, working a special project or conducting 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. Upon completion, the student should possess a higher state of proficiency in the basic skills of connecting electrical wiring and conduit; this course may be repeated with the instructor's permission.	2 Hrs.
ELT 115	RESIDENTIAL WIRING METHODS II PREREQUISITE: ELT 114 This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations.	3 Hrs.	ELT 194	PRACTICUM/INTERN/CO-OP 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.	3 Hrs.
ELT 117	AD/DC MACHINES PREREQUISITE: ELT 106 and ELT 109 This course covers the theory and operation of DC motors single and three phase AC motors and the labs will reinforce this knowledge. Emphasis is placed on the various types of single and three phase motors, wiring diagrams, starting devices, and practical application in the lab.	3 Hrs.	ELT 195	PRACTICUM/INTERN/CO-OP PREREQUISITE: Complete at least 15 hours in electrical classes This course provides additional practical experience in the electrical craft as an apprentice electrician or higher level working advanced projects or research/study in a directed area of the field. Emphasis is placed on gaining more hands-on experience with tools of the trade as well as NEC directives while studying in the classroom two hour per week. Upon completion, the student should possess a higher state of proficiency in all electrician skills and a better knowledge of testing for the Electrical Journeyman's Block Test.	4 Hrs.
ELT 118	COMMERCIAL/INDUSTRIAL WIRING I PREREQUISITE: ELT 106 and ELT 109 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.	3 Hrs.	ELT 200	SPECIAL PROJECTS 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 his/her 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 his/her chosen field of study.	TBA
ELT 122	ADVANCED AC/DC MACHINES PREREQUISITE: ELT 106 and ELT 109 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.	3 Hrs.			
ELT 132	COMMERCIAL/INDUSTRIAL WIRING II PREREQUISITE: ELT 106 and ELT 109 This course is a continuation of ELT 131 and is all inclusive, including the study of branch circuits, installation requirements for services, feeders and special equipment considerations, including the NEC code requirements. Emphasis is placed on load calculations, conductors, service sizing, installation requirements, NEC code requirements, transformers, lighting, HVAC, and special equipment considerations. Upon completion, the student should be able to know how to size complete electrical commercial/industrial systems and know the NEC requirements for each system.	3 Hrs.			

- ELT 206 OSHA SAFETY STANDARDS 3 Hrs.**
PREREQUISITE: None.
 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 106 and ELT 109
 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 106, ELT 109, and ELT 209
 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 221 ELECTRONICS FOR ELECTRICIANS 3 Hrs.**
PREREQUISITE: ELT 106 and ELT 109
 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 224 SECURITY AND ALARM SYSTEMS 3 Hrs.**
PREREQUISITE: ELT 107 and ELT 108
 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 106 and ELT 109
COREQUISITE: None
 This state-of-the art course includes the fundamental principals 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 106 and ELT 109
COREQUISITE: ELT 231.
 This state-of-the-art course includes the principals of PLC's, 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 PLC's. 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 PLC's, and troubleshooting the system if necessary.
- ELT 241 NATIONAL ELECTRIC CODE 3 Hrs.**
PREREQUISITE: None.
 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: None.
 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 principals, 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 cope of work required, sue various take-off sheets, and correct means by which to arrive at total job costs. Upon completion, students should be able to perform actual calculations of sample jobs including overhead and operating costs.
- ELT 244 CONDUIT BENDING AND INSTALLATION 3 Hrs.**
PREREQUISITE: None.
 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.
- ELT 245 ELECTRICAL GROUNDING SYSTEMS 3 Hrs.**
PREREQUISITE: ELT 106 and ELT 109
 This course provides the knowledge to understand how to properly ground an electrical system.

Emphasis is placed on, but not limited to the following residential installations, commercial installations, and the function of independent grounding elements. Upon completion, the students should be able to explain and design a simple grounding system.

ENGINEERING (EGR)

EGR 125 MODERN GRAPHICS FOR ENGINEERS 3 Hrs.
PREREQUISITE: None.

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.
PREREQUISITE: MTH 115.

This course consists of engineering applications using the FORTRAN IV computer programming language.

ENGLISH (ENG)

ENG 080 ENGLISH LABORATORY 1-2 Hrs.
PREREQUISITE: None.

This course, which may be repeated as needed, provides students with a laboratory environment where they can receive help from qualified instructors on English assignments at the developmental level. Emphasis is placed on one-to-one guidance to supplement instruction in English courses. A student's success in this course is measured by success in those other English courses in which the student is enrolled.

ENG 092 BASIC ENGLISH I 3-4 Hrs.
PREREQUISITE: None

This course is a review of basic writing skills and basic grammar. Emphasis is placed on the composing process of sentences and paragraphs in standard American written English. The student will demonstrate these skills chiefly through the writing of well-developed, multi-sentence paragraphs.

ENG 093 BASIC ENGLISH II 3-4 Hrs.
PREREQUISITE: ENG 092 or equivalent placement score

This course is a review of composition skills and grammar. Emphasis is placed on coherence and the use of a variety of sentence structures in the composing process and on standard American written English usage. The student will demonstrate these skills chiefly through the writing of paragraph blocks and short essays.

ENG 097 PHONICS 1-2 Hrs.
PREREQUISITE: None.

This course provides help to students who are experiencing English-language difficulties associated with sound. Emphasis is placed on the sounds of English words, intonation, differentiating accents, pronunciation, and listening skills. The student's grade will reflect the degree of improvement demonstrated by that student from the beginning to the end of the semester.

COM 100 INTRODUCTORY TECHNICAL ENGLISH I 3 Hrs.
PREREQUISITE: ENG 092 or equivalent placement score.

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon com-

pletion, the student should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace.

ENG 101 ENGLISH COMPOSITION I 3 Hrs.
PREREQUISITE: ENG 093 or equivalent placement score.

English Composition I provides instruction and practice in the writing of at least six (6) extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage.

ENG 102 ENGLISH COMPOSITION II 3 Hrs.
PREREQUISITE: A grade of C or better 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 130 TECHNICAL REPORT WRITING 3 Hrs.
PREREQUISITE: ENG 101.

This course provides instruction in the production of technical and/or scientific reports. Emphasis is placed on research, objectivity, organization, composition, documentation, and presentation of the report. The student will demonstrate the ability to produce a written technical or scientific report by following the prescribed process and format.

ENG 225 EARLY ENGLISH LITERATURE 3 Hrs.
PREREQUISITE: A grade of C or better in ENG 102.

This course begins with the Anglo-Saxon period and ends with the publication of *Paradise Lost* and includes extensive treatment of Chaucer, Shakespeare, and Milton, as well as other important early authors including a significant number of early American writers. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate these works to their historical and literary contexts, and understand relevant criticism and research.

ENG 226 MODERN LITERATURE IN ENGLISH 3 Hrs.
PREREQUISITE: A grade of C or better in ENG 102.

This is a survey course of eighteenth- and nineteenth-century literature written in English. It includes roughly equal treatment of Enlightenment, Romantic, and Victorian literature in both England and America. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate these works to their historical and literary contexts, and understand relevant criticism and research.

ENG 227 TWENTIETH CENTURY LITERATURE IN ENGLISH 3 Hrs.
PREREQUISITE: A grade of C or better in ENG 102.

Coverage of this course starts with the beginning of the 20th century and ends with the present. This course will cover standard literary texts from both England and America, with an inclusion of literature, which reflects the globalization of English in the 20th Century. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate these works to their historical and literary contexts, and understand relevant criticism and research.

- ENG 246 CREATIVE WRITING I 3 Hrs.**
PREREQUISITE: A grade of C or better 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 247 CREATIVE WRITING II 3 Hrs.**
PREREQUISITE: A grade of C or better in ENG 246.
 A continuation of ENG 246, 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 248 CREATIVE WRITING III 3 Hrs.**
PREREQUISITE: A grade of C or better in ENG 247.
 A continuation of ENG 247, 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 249 CREATIVE WRITING IV 3 Hrs.**
PREREQUISITE: A grade of C or better in ENG 248.
 A continuation of ENG 248, 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 grade of C or better 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 will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.
- ENG 252 AMERICAN LITERATURE II 3 Hrs.**
PREREQUISITE: A grade of C or better 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 will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.
- ENG 261 ENGLISH LITERATURE I 3 Hrs.**
PREREQUISITE: A grade of C or better 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 that shaped these works and that are reflected in them. Upon completion and in written compositions, the student will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.
- ENG 262 ENGLISH LITERATURE II 3 Hrs.**
PREREQUISITE: A grade of C or better 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 that shaped these works and that are reflected in them. Upon completion and in written compositions, the student will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.
- ENG 271 WORLD LITERATURE I 3 Hrs.**
PREREQUISITE: A grade of C or better 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 that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.
- ENG 272 WORLD LITERATURE II 3 Hrs.**
PREREQUISITE: A grade of C or better 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 that shaped these works and that are reflected in them. Upon completion and in written compositions, the student will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.
- ENG 273 GREAT WORLD MASTERPIECES I 3 Hrs.**
PREREQUISITE: A grade of C or better in ENG 102.
 This course is a survey of the significant literature of Western civilization, beginning with ancient Greece and continuing through the Renaissance. Emphasis is placed on representative works and writers, on the ideas that shaped and that are reflected in these works, and on the literary periods and movements during which these works were produced. The student will demonstrate through tests and literary critiques with appropriate research and documentation an understanding of these works.
- ENG 274 GREAT WORLD MASTERPIECES II 3 Hrs.**
PREREQUISITE: A grade of C or better in ENG 102.
 This course is a survey of the significant literature of Western civilization, beginning with the Renaissance and continuing through the present. Emphasis is placed on representative works and writers, on the ideas that shaped and that are reflected in these works, and on the literary periods and movements during which these works were produced. The student will demonstrate through tests and literary critiques with appropriate research and documentation an understanding of these works.
- ENG 299 DIRECTED STUDIES IN LANGUAGE AND LITERATURE 1-3 Hrs.**
PREREQUISITE: Permission of Instructor.
 This course, which may be repeated for credit so long as the topics differ, provides the student the opportunity to study an English-language or literary topic

chosen by the student in consultation with the instructor. Emphasis is placed on the student's investigating the topic and reporting the results of the investigation. The student will demonstrate knowledge of the topic through either a written or an oral presentation.

EMERGENCY MEDICINE (EMS)

EMERGENCY MEDICAL TRAINING I (Basic)

EMS 105 FIRST RESPONDER 3 Hrs.

PREREQUISITE: None

This course provides theory in emergency procedures as contained in the current National Standard Training Curriculum (NSTC) for the First Responder. The course is an introduction to the emergency medical services system and provides fundamentals for students to improve the quality of emergency care provided as the first person to an emergency scene until emergency medical services arrive. Completion of specific student competencies, as outlined in the current NSTC for the First Responder, are required for successful course completion.

EMS 107 EMERGENCY VEHICLE OPERATOR AMBULANCE 1 Hr.

PREREQUISITE: Must present a valid driver's license as required by program.

The Emergency Vehicle Operator Course Ambulance provides the student with training as contained in the current National Standard Training Curriculum (NSTC) for the Emergency Vehicle Operator Course (EVOC) Ambulance. The course provides the knowledge and skill practice necessary for individuals to learn how to safely operate all types of ambulances. Topics include introduction to the NSTC for ambulance operators; legal aspects of ambulance operation; communication and reporting; roles and responsibilities; ambulance types and operation, ambulance inspection, maintenance, and repair; navigation and route planning; basic maneuvers and normal operating situations; operations in emergency mode and unusual situations, special considerations in safety; and the run. Completion of specific student competencies, utilizing NSTC guidelines, are required for successful completion of this course. NOTE: To qualify for licensure status as an ambulance driver in the State of Alabama, students must successfully complete this course and meet additional requirements as required by the Alabama Department of Public Health.

EMS 116 EMS BASIC THEORY AND LABORATORY 6 Hrs.

PREREQUISITE: Admission to the EMT- Basic Program.

COREQUISITE: EMS 117

This course is required to apply for certification as an EMT basic. This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include: EMS preparatory, airway maintenance, patient assessment, treating trauma patients, various medical procedures, treating infants and children, and various EMS operations. This course is based on the Emergency Medical Technician-Basic National Standard Curriculum.

EMS 117 EMS BASIC CLINICAL COMPETENCIES 1 Hr.

PREREQUISITE: Admission to the EMT- Basic Program.

COREQUISITE: EMS 116

This course is required to apply for certification as an EMT basic. This course provides students with clinical education experiences to enhance knowledge and

skills learned in the EMS 116, EMS Basic Theory and Lab. This course helps student prepare for the National Registry Exam.

EMS 280 BASIC LIFE SUPPORT INSTRUCTOR 1 Hr.

PREREQUISITE: Successful completion, within the past 12 months, of all areas of basic life support training (CPR).

This course provides students with concepts as related to areas of basic life support instruction. Topics include history, concepts, and systems of emergency cardiac care; cardiopulmonary physiology, dysfunction, and actions for survival; introduction to the performance of CPR; foreign body airway obstruction management; pediatric basic life support; special techniques/resuscitation situations, pitfalls, and complications; teaching and learning in basic life support; teaching strategies; and basic provider course organizations. Student will also successfully participate in practice teaching of a cardiopulmonary resuscitation (CPR) class prior to course completion. Students successfully completing this course will receive appropriate documentation of course completion.

EMS 282 BASIC TRAUMA LIFE SUPPORT INSTRUCTOR 1 Hr.

PREREQUISITE: EMS 267 and/or as required by program.

This course provides students with theory and practice in the techniques of teaching Basic Trauma Life Support (BTLS). The course is taught to provide instructor training in trauma care and management in accordance with national standards. Students will also successfully participate in practice teaching of a BTLS provider course prior to course completion. Students successfully completing this course will receive appropriate documentation of course completion.

EMT-P (Paramedic)

EMP 189 APPLIED ANATOMY AND PHYSIOLOGY FOR THE PARAMEDIC 4 Hrs.

PREREQUISITE: Admission to the EMT-Paramedic Program.

This course introduces human anatomy and physiology and includes concepts related to basic chemistry; fluid, electrolyte, and acid-based balance; functions of cell, tissues, organs, and systems; pathophysiology; and associated medical terminology. Emphasis is placed on applying content to signs, symptoms, and treatments; and situations commonly seen by paramedics. Upon completion, the student should be able to demonstrate a basic understanding of the structure and function of the human body.

EMP 191 PARAMEDIC PREPARATORY 2 Hrs.

PREREQUISITE: Admission to the EMT-Paramedic Program.

COREQUISITE: Approved anatomy and physiology course(s).

NOTE: HPS-110, Introduction to Health Care, may be substituted for this course.

This course introduces issues related to the practice of prehospital advanced life support as a career, with a focus on issues common to all health care professions. Content areas include: paramedic roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical-legal-ethical issues, therapeutic communications, and medical terminology. Upon completion, the student will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

- EMP 192 PARAMEDIC OPERATIONS 3 Hrs.**
PREREQUISITE: Admission to the EMT- Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s).
 This course focuses on the operational knowledge and skills needed for safe and effective patient care within the paramedic's scope of practice. Content areas include: pathophysiology, life span development, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, crime scene awareness, and Alabama EMS laws and rules. Upon completion, the student will have demonstrated competency in those respective component of the National Standard Curriculum for the EMT- Paramedic and requirements set forth by the Alabama Department of Public Health.
- EMP 193 PATIENT ASSESSMENT AND MANAGEMENT 3 Hrs.**
PREREQUISITE: Admission to the EMT- Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s).
 This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and to communicate assessment findings and patient care verbally and in writing. Content areas include: airway management, history taking, techniques of the physical examination, patient assessment, clinical decision making, communications, documentation, and assessment based management. Upon completion, the student will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.
- EMP 194 PARAMEDIC GENERAL PHAMACOLOGY 2 Hrs.**
PREREQUISITE: Admission to the EMT- Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s).
NOTE: HPS-104, General Pharmacology for the Health Sciences, may be substituted for this course.
 This course introduces basic pharmacological agents and concepts, with an emphasis on drug classifications and the knowledge and skills required for safe, effective medication administration. Content areas include: general principles of pharmacology and pharmacologic pathophysiology; venous and intraosseous access techniques, the metric and apothecary system; computation of dosage and solution problems, administration of pharmacologic agents; and nasogastric tube placement. Upon completion, the student will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.
- EMP 195 ADVANCED TRAUMA MANAGEMENT A 6 Hrs.**
PREREQUISITE: Admission to the EMT- Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s), approved for clinical studies.
NOTE: The combination of EMP- 196, Advanced Trauma Management-B, and EMP-197, Clinical Competencies-I will substitute for this course.
 This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to: trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries; burns; and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment, trauma management, advanced airway management, I.V./I.O. initiation and medication administration. Upon completion, the student will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT- Paramedic and requirements set forth by the Alabama Department of Public Health.
- EMP 198 MEDICAL PATIENT MANAGEMENT I 3 Hrs.**
PREREQUISITE: Admission to the EMT- Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s).
 This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: pulmonology, neurology, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient. Upon completion, the student will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.
- EMP 199 CARDIOVASCULAR ELECTROPHYSIOLOGY 3 Hrs.**
PREREQUISITE: Admission to the EMT- Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s).
 This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. Content areas include: cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and prehospital 12-lead electrocardiogram monitoring and interpretation. Upon completion, the student will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT- Paramedic and requirements set forth by the Alabama Department of Public Health.
- EMP 200 MEDICAL PATIENT MANAGEMENT IIA 6 Hrs.**
PREREQUISITE: Admission to the EMT- Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s), approved for clinical studies.
NOTE: The combination of EMP-201, Medical Patient Management-IIB, and EMP-202, Clinical Competencies-II will substitute for this course.
 This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: endocrinology, allergies and anaphylaxis, behavioral/psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. In the clinical setting, theory and skills are applied to a variety of medical situations across the life span of the patient, with a focus on communication with and management of cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges. Upon completion, the student will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT- Paramedic and requirements set forth by the Alabama Department of Public Health.

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EMP 203 CARDIOVASCULAR PATIENT MANAGEMENT

3 Hrs.

PREREQUISITE: Admission to the EMT- Paramedic Program, EMP-199.

COREQUISITE: Approved anatomy and physiology course(s).

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include: assessment of the cardiovascular patient, pathophysiology of cardiovascular disease, and techniques of management including appropriate pharmacologic agents and electrical therapy. Upon completion, the student will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 204 TRANSITION TO PARAMEDIC PRACTICE

3 Hrs.

PREREQUISITE: Admission to the EMT- Paramedic Program.

COREQUISITE: Approved anatomy and physiology course(s).

This course is designed to meet additional state and local educational requirements for paramedic practice. Content may include: prehospital protocols, transfer medications, topics in critical care and transport, system presentation, and/or national standard certification courses as dictated by local needs or state requirement. Upon completion, the student should have met all ancillary educational requirements set forth by the Alabama Department of Public Health and local employers.

EMP 205 PARAMEDIC TERMINAL COMPETENCIES

2 Hrs.

PREREQUISITE: Admission to the EMT- Paramedic Program, approved anatomy and physiology course(s). This course is designed to review the National Standard Curriculum for the EMT- Paramedic and to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, computer simulation, and practice testing. Upon completion, the student should be sufficiently prepared to sit for the paramedic licensure examination.

EMP 206 PARAMEDIC FIELD PRECEPTORSHIP

6 Hrs.

PREREQUISITE: Admission to the EMT- Paramedic Program.

Approved anatomy and physiology course(s), approved for clinical studies.

This course provides field experiences in the prehospital setting with advanced life support EMS units. Under the direct supervision of a field preceptor, students synthesize cognitive knowledge and skills developed in the skills laboratory and hospital clinical to provide safe and effective patient care in the prehospital environment. Upon completion, the student should have refined and validated his or her patient care practices to provide safe and effective patient care over a broad spectrum of patient situations and complaints.

EMP 207 PARAMEDIC TEAM LEADER PRECEPTORSHIP

1 Hr.

PREREQUISITE: Admission to the EMT- Paramedic Program, approved anatomy and physiology course(s). This course is designed to evaluate the student's ability to integrate didactic, psychomotor skills, clinical,

and field internship instruction to serve as a competent entry-level paramedic. This final evaluative (rather than instructional) course focuses on the student's professional attributes and integrative competence in clinical decision-making and team leadership in the pre-hospital setting. Upon completion, the student should have demonstrated adequate knowledge and skills, professional attitudes and attributes, clinical decision-making, and team leadership abilities to effectively function as a competent entry-level paramedic.

REFRESHER COURSES (Continuing Education)

EMS 113 INFECTION CONTROL FOR HEALTH PROFESSIONALS

1 Hr.

PREREQUISITE: None.

This course is designed for students planning to enter a health related field of study or public service occupations. The course focuses on the sources of communicable diseases and describes methods for prevention of transmission of bloodborne and airborne pathogens. Topics include prevention; universal precautions (body-substance isolation) and asepsis; immunization; exposure control; disposal; labeling; transmission; exposure determination; post-exposure reporting; and an exposure control plan. The course is taught following current guidelines set forth by the Occupational Safety and Health Administration (OSHA). Upon completion, the student should be able to participate in the clinical setting, identify potential sources of bloodborne and airborne pathogens, and use appropriate universal precautions.

EMS 150 EMT-BASIC REFRESHER

2 Hrs.

PREREQUISITE: Completion of a NSTC course for EMT-Basic or None.

This course provides the student with theory in review of the current National Standard Training Curriculum (NSTC) for the EMT-Basic. It also serves as a transition or bridge course when a new national curriculum is adopted. This course contains specific content areas as defined by the NSTC. The student is required to complete specific competencies, as outlined by the NSTC, for successful course completion.

EMS 153 EMS DISPATCHER

3 Hrs.

PREREQUISITE: None.

This course provides students with theory as contained in the National Training Curriculum (NSTC) for EMS Dispatcher.

This course is designed to prepare EMS dispatcher personnel to operate a telecommunication base station for the purpose of receiving request for emergency medical services and allocating community resources in a response to such request. Upon completion, the student should have an understanding of emergency medical services dispatch procedures and be able to effectively receive a call or dispatch appropriate personnel, utilizing a scenario in a simulated situation.

EMS 190 EMT-INTERMEDIATE REFRESHER

2 Hrs.

PREREQUISITE: Completion of a NSTC course for the EMT-Intermediate.

This course provides students with a review of material contained in the National Standard Training Curriculum (NSTC) for the EMT-Intermediate. It also serves as a transition or bridge course when a new national curriculum is adopted. This course contains specific content areas as defined by the NSTC and the Alabama Department of Public Health. The student is required to complete specific competencies according to the NSTC for successful course completion.

EMS 265 PARAMEDIC REFRESHER 3 Hrs.
PREREQUISITE: Completion of a NSTC course for the Paramedic or None.
 This course provides students with a review of material contained in the current National Standard Training Curriculum (NSTC) for the Paramedic. It also serves as a transition or bridge course when a new national curriculum is adopted. This course contains specific content areas as defined by the NSTC. The student is required to complete specific competencies for successful course completion.

FIRE SCIENCE/FIRE SERVICES MANAGEMENT (FSC)

FSC 100 BASIC FIREMANSHIP 2 Hrs.
PREREQUISITE: None.
 This course is an introduction to the basics of Fire Science, including fire chemistry, salvage, hydraulics, laying hose, laddering, and overhaul work.

FSC 101 INTRODUCTION TO THE FIRE SERVICE 3 Hrs.
PREREQUISITE: None.
 This course is a survey of the philosophy and history of fire protection, loss of property and life by fire, review of municipal fire defenses, and the organization and function of federal, state, county, city, and private fire protection.

FSC 103 HAZARDOUS MATERIALS I 3 Hrs.
PREREQUISITE: None.
 This is a survey of fundamental facts and operations applicable to hazardous materials incidents. The emphasis is on storage, handling, standards, special equipment, toxicology, and monitoring.

FSC 104 HAZARDOUS MATERIALS II 3 Hrs.
PREREQUISITE: FSC 103.
 This course is a continuation of the study of hazardous materials and application to specialized hazardous materials response teams. Emphasis is placed on specialized skills and equipment required to mitigate a hazardous materials incident.

FSC 105 CHEMISTRY FOR THE FIRE SERVICE 3 Hrs.
PREREQUISITE: None.
 This is a survey of general chemistry as applied to the fire service. Emphasis is on fundamental facts, principles, theories, and applications.

FSC 111 FIRE HYDRAULICS 3 Hrs.
PREREQUISITE: None.
 This course is a review of basic mathematics, hydraulic laws and formulae as applied to the fire service, water supply problems, and underwriters' requirement for pumps.

FSC 120 FIRE HAZARDS 3 Hrs.
PREREQUISITE: None.
 The course includes the characteristics and behavior of fire; fire-hazard properties of solid, liquid, and gas materials; and the storage and handling of these materials.

FSC 130 INTRODUCTION TO FIRE SUPPRESSION 3 Hrs.
PREREQUISITE: None.
 This course is a study of fire suppression, organization, fire suppression equipment, characteristics and behavior of fire, and fire hazard properties of ordinary materials.

FSC 200 FIRE COMBAT TACTICS AND STRATEGY 3 Hrs.
PREREQUISITE: None.
 This course is a review of fire chemistry, equipment and manpower, basic fire fighting tactics and strategy, methods of attack, and pre-planning fire problems

FSC 205 FIRE INSTRUCTOR I 3 Hrs.
PREREQUISITE: None.
 This course is a study of the instructor's roles and responsibilities; factors that influence the teaching/learning process; the techniques of planning, preparing, and presenting an effective lesson; training aids and their utilization; and the purpose and principles of testing and evaluation.

FSC 206 FIRE INSTRUCTOR II 3 Hrs.
PREREQUISITE: FSC 205.
 This is a study of task and job analysis; behavioral/performance objectives; lesson plan and instructional material development; the teaching/learning process; methods of instruction and evaluation; and the use of references.

FSC 207 FIRE INSTRUCTOR III 3 Hrs.
PREREQUISITE: FSC 206.
 This is a study of occupational analysis; development of course instructional materials, evaluations, and training records and reports.

FSC 210 BUILDING CONSTRUCTION FOR THE FIRE SERVICE 3 Hrs.
PREREQUISITE: None.
 This course highlights and assesses the problems and hazards to fire personnel when a building is attacked by fire or is under stress from other factors dealing with collapse.

FSC 211 BUILDING CONSTRUCTION AND RELATED CODES 3 Hrs.
PREREQUISITE: None.
 This course includes a thorough examination of national, state, and local laws and ordinances which regulate and/or influence the field of fire prevention.

FSC 220 FIRE EXTINGUISHMENT AGENTS 3 Hrs.
PREREQUISITE: None.
 This is a study of water supplies and services, principles of hydraulic calculations and tests, fire extinguishing chemicals, and the selection and use of extinguishing agents.

FSC 230 THE ISO (AIA) STANDARDS 3 Hrs.
PREREQUISITE: None.
 This course is a study of insurance theory and practice, the economics of the ISO grading system, and a city's fire defense and insurance rates. Included is a detailed analysis of a city's water supply, fire department, fire alarm, fire prevention, and other grading methods of fire defense.

FSC 235 BREATHING APPARATUS SPECIALIST COURSE 3 Hrs.
PREREQUISITE: None.
 This is an in-depth survey of respiratory hazards, search and rescue techniques, emergency procedures and routine care, and inspection procedures as related to the fire service. Extreme emphasis is placed upon understanding and handling personal and equipment limitations.

FSC 240 FIRE CAUSE DETERMINATION 3 Hrs.
PREREQUISITE: None.
 This course covers the burning characteristics of combustibles, interpretation of clues, burn patterns leading to points of origin, identification of incendiary indications, sources of ignition an ignited materials, and preservation of fire scene evidence.

FSC 241 ARSON INVESTIGATION 3 Hrs.
PREREQUISITE: None.
 This is an introduction to arson and incendiarism, arson laws, methods of determining fire causes, evidence, interviewing and detaining witnesses, procedures in handling juveniles, and court procedures.

- FSC 250 FIRE PREVENTION INSPECTION 3 Hrs.**
PREREQUISITE: None.
This is a study of the organization and function of the fire prevention team. Course content includes inspections, survey and mapping procedures, recognition of fire hazards, and public relations as affected by fire prevention.
- FSC 260 SPECIAL SERVICE HAZARDS 3 Hrs.**
PREREQUISITE: None.
This is a study of electrical transmissions and related equipment appliances, radiation hazards, flammable metals, and riots, disaster and civil defense organizations, and hazard plans.
- FSC 270 FIRE PROTECTION SYSTEMS 3 Hrs.**
PREREQUISITE: None.
This is a study of portable fire extinguishing equipment, sprinkler systems, protection systems for special hazards, and fire alarms and detection systems.
- FSC 280 FIRE APPARATUS AND EQUIPMENT 3 Hrs.**
PREREQUISITE: None.
This is a study of driving laws, techniques, construction and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment and apparatus maintenance.
- FSC 285 INDUSTRIAL FIRE PROTECTION 3 Hrs.**
PREREQUISITE: None.
This is an introduction to fire protection in industrial plants, which includes the study of practices and procedures involved in establishing and managing an in-plant fire protection plan.
- FSC 292 ELEMENTS OF SUPERVISION/FIRE SERVICE SUPERVISION 3 Hrs.**
PREREQUISITE: None.
This course covers the responsibility of supervisors, organization, human relations, grievance training, rating, promotion, quality-quantity control and management-employee relations.
- FSC 293 FIRE SERVICE ADMINISTRATION 3 Hrs.**
PREREQUISITE: None.
This is a study of the principles, practices and objectives of fire administration, of fire defenses and insurance rates, of personnel management, and of records, reports, and evaluation.
- FSC 294 FIRE DEPARTMENT MANAGEMENT 3 Hrs.**
PREREQUISITE: None.
This is an introduction to planning, budgeting organization, staffing, evaluation, and public relations of fire departments.
- FSC 297 SELECTED TOPICS IN FIRE SERVICE OPERATIONS 1-3 Hrs.**
PREREQUISITE: None.
This course provides directed reading and discussion of selected topics related to fire service operations. The course may be repeated for credit.
- FSC 299 LEGAL ASPECTS OF THE FIRE SERVICE 3 Hrs.**
PREREQUISITE: None.
This is an introduction to the overall legal duties, responsibilities and limitations placed upon the fire service professional. It includes the study and practical application of civil and criminal procedures based upon current state and federal codes.

FRENCH (FRN)

- FRN 101 INTRODUCTORY FRENCH I 4 Hrs.**
PREREQUISITE: None.
This course provides an introduction to French. Topics include the development of basic communica-

tion skills and the acquisition of basic knowledge of the cultures of French-speaking areas.

- FRN 102 INTRODUCTORY FRENCH II 4 Hrs.**
PREREQUISITE: FRN 101.

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas.

GEOGRAPHY (GEO)

- GEO 100 WORLD REGIONAL GEOGRAPHY 3 Hrs.**
PREREQUISITE: ENG 093 or equivalent placement in ENG 101

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 its external and internal organization problems and potentials.

- 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.

GEOLOGY (GLY)

- GLY 101 INTRODUCTION TO GEOLOGY I 4 Hrs.**
PREREQUISITE: None.

Introduction to Geology I is the first in a two part sequence dealing with the structure of the earth including materials, internal and external processes, deformation, energy, and plate tectonics. Laboratory is required.

- GLY 102 INTRODUCTION TO GEOLOGY II 4 Hrs.**
PREREQUISITE: GLY 101 and/or None.

Introduction to Geology II is the second in a two part sequence dealing with a historical perspective of the earth. Topics include items such as geologic time, earth's origin, evolution of continents and ocean basins, minerals, energy resources, planetary geology, and mountain building. Laboratory is required.

HEALTH EDUCATION (HED)

- HED 199 ECOLOGICAL APPROACH TO HEALTH AND FITNESS 3 Hrs.**
PREREQUISITE: None.

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: None.

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

- HED 231 FIRST AID 3 Hrs.**
PREREQUISITE: None.

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 277 CPR RECERTIFICATION 1 Hr.
PREREQUISITE: Prior certification in CPR.
 In this course, instruction and review of up-dated information concerning cardio-pulmonary resuscitation (CPR) is presented. The student must satisfactorily execute skills needed to meet requirements for recertification in Basic Cardiac Life Support (BCLS) as required by the American Heart Association.

HED 299 SPECIAL TOPICS: STRESS MANAGEMENT 2 Hrs.
PREREQUISITE: None
 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, DRG assignment and case mix/severity of illness data. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted).

HIT 260 PROFESSIONAL PRACTICE EXPERIENCE 3 Hrs.
PREREQUISITE: HIT 232.
 This course allows the student to correlate the experience of previous courses with on-site and on-campus laboratory learning experience. Emphasis is placed on application of all previous course work and orientation to all aspects of practice in a health information management department of a health care facility. Student competency is demonstrated by application of skills covered in theory and laboratory classes.

HEAVY EQUIPMENT OPERATOR (HEO)

HEO 111 INTRODUCTION TO HEAVY EQUIPMENT 6 Hrs.
PREREQUISITE: None.
 This course presents the fundamentals of heavy equipment operation. Topics include personal, fire, and shop safety; identification, use and maintenance of tools, and an introduction to the major pieces of equipment. Upon completion, the student will understand safety procedures and the functions of major pieces of heavy equipment.

HEO 114 BULLDOZER OPERATION 6 Hrs.
PREREQUISITE: None.
 This course covers safety, principles of operation and maintenance of bulldozers. Topics include operator maintenance, servicing, and operation in both actual and simulated conditions. Upon completion, the student will have gained skills necessary to operate bulldozers.

HEO 115 MOTOR GRADER OPERATOR 6 Hrs.
PREREQUISITE: None.
 This course covers safety, principles of operation and maintenance of motor graders. Topics include operator maintenance, servicing, and operation in both actual and simulated conditions. Upon completion, the student will have gained skills necessary to operate motor graders.

HEO 116 EXCAVATOR AND BACKHOE OPERATION 6 Hrs.
PREREQUISITE: None.
 This course covers safety, principles of operation and maintenance of excavators and backhoes. Topics include operator maintenance, servicing, and operation in both actual and simulated conditions. Upon completion, the student will have gained skills needed to operate excavators and backhoes.

HEO 117 HEAVY EQUIPMENT TRANSPORTATION 3 Hrs.
PREREQUISITE: None.
 This course introduces students to the principles of leading and transporting heavy equipment. Topics include loading and unloading techniques, tie-down and weight distribution, and safety precautions for over-the road hauling. Students develop skills needed in the loading and transporting heavy equipment.

HEO 181/182 SPECIAL TOPICS IN HEAVY EQUIPMENT OPERATION 1-3 Hrs.
PREREQUISITE: None
 These courses provide specialized instruction in various areas related to the heavy equipment operator industry. Emphasis is placed on meeting student's needs.

HISTORY (HIS)

HIS 101 WESTERN CIVILIZATION I 3 Hrs.
PREREQUISITE: ENG 093 or equivalent placement in ENG 101.
 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: ENG 093 or equivalent placement in ENG 101
 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: ENG 093 or equivalent placement in ENG 101
 This course surveys United States history during colonial, Revolutionary, early national and antebellum periods. It concludes with the Civil War and Reconstruction.

HIS 202 UNITED STATES HISTORY II 3 Hrs.
PREREQUISITE: ENG 093 or equivalent placement in ENG 101
 This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present.

HIS 256 AFRICAN-AMERICAN HISTORY 3 Hrs.
PREREQUISITE: ENG 093 or equivalent placement in ENG 101

This course focuses on the experience of African-American people in the western hemisphere, particularly the United States. It surveys the period from the African origins of the slave trade during the period of exploration and colonization to the present. The course presents a comparison between the African experience in the United States and in Mexico and South America.

HIS 299 DIRECTED STUDIES IN HISTORY 1-3 Hrs.
PREREQUISITE: ENG 093 or equivalent placement in ENG 101

This course affords the student the opportunity to study selected topics of a historical nature under the direction of an instructor either as part of class or on an individual basis. Internships with historical and preservation organizations, thesis development, and the analysis of secondary monographs are examples of activities for this course. HIS 299 may be repeated for credit.

HOME ECONOMICS (HEC)

HEC 140 PRINCIPLES OF NUTRITION 3 Hrs.
PREREQUISITE: None.

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 3 Hrs.
PREREQUISITE: ENG 093 or equivalent placement in ENG 101

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. This course is open to all students.

HUM 299-01 PTK HONORS COURSE I 1 Hrs.
PREREQUISITE: None

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 Hrs.
PREREQUISITE: None

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 298-03 PTK HONORS COURSE III 1 Hrs.
PREREQUISITE: None

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.
PREREQUISITE: None.

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 will be able to perform applied mathematics calculations needed in electronics.

ILT 106 CONCEPTS OF DIRECT CURRENT 5 Hrs.
PREREQUISITE: None

This course provides a study of basic concepts and application of direct current (DC). Specific topics include but are not limited to: an introduction to electrical theory, units and electrical measurement, DC electrical components, and constructing various types of DC circuits. Students gain hands-on experience through various laboratory problems. Emphasis is placed on the use of scientific calculators 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: None

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.

ILT 111 CONCEPTS OF SOLID STATE ELECTRONICS 5 Hrs.
PREREQUISITE: ILT 107

This course is an introduction to semiconductor fundamentals and applications to the electronic devices. 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, students will 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 3 Hrs.
PREREQUISITE: ILT 107

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, students will be able to construct and test various types of electronic circuits.

ILT 115 ADVANCED INDUSTRIAL CONTROLS 3 Hrs.
PREREQUISITE: ILT 107
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 PED process control. Upon completion, students should be able to apply principles of solid state motor starters.
- ILT 116 ADVANCED INDUSTRIAL CONTROLS LAB 2 Hrs.**
 PREREQUISITE: ILT 107
 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, students should be able to apply principles of solid state motor starters.
- ILT 125 DIGITAL COMMUNICATIONS 3 Hrs.**
 PREREQUISITE: None.
 This course provides the electronics technician with sufficient background in data and digital communications to enter this rapidly expanding field. It includes telephone systems, error detection and correction, data link protocols, modems, multiple-channel systems, network architecture, fiber-optic communications, and data communications applications. Upon completion, the student should be able to describe the operation of various digital communications circuits and calculate all parameters.
- ILT 126 DIGITAL COMMUNICATIONS LAB 2 Hrs.**
 PREREQUISITE: None.
 This course provides experimentation to verify theories of digital communication. Upon completion of this course and Digital Communications, the student should be able to construct various digital communications circuits and make necessary measurements and adjustments.
- ILT 148 AUTOMATIC CONTROLS SYSTEMS 3 Hrs.**
 PREREQUISITE: ILT 107
 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 107
 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 160 DC FUNDAMENTALS 3 Hrs.**
 PREREQUISITE: As required by program
 This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel, and series parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuits variables and to use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot direct current circuits. Emphasis is placed on the use of scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction. This is a CORE course.
- ILT 161 AC FUNDAMENTALS 3 Hrs.**
 PREREQUISITE: As determined by college
 This course provides a study of 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, students should be able to describe AC circuits and explain the function of AC such as RLC, impedance, phase relationships, and power factor. This course also provides hands on laboratory exercises to analyze alternating current using a variety of circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Emphasis is placed on the operation of common test equipment used to analyze and troubleshoot AC circuits to prove the theories taught. This is a CORE course.
- ILT 164 CIRCUIT FABRICATION I 1**
 PREREQUISITE: None
 This course provides instruction in fabrication of functional circuits and is an introduction to device construction and fabrication. Utilizing discrete components, students will fabricate functional circuits. Topics include soldering, cable construction, coaxial cable connection and termination, component mounting cases, and chassis, printed circuit board design, layout, fabrication, and repair, as well as soldering techniques, care of tools, wire splicing, wire wrapping, connector maintenance, and related shop safety. Upon completion of this course, students should be able to perform basic circuit and project construction.
- ILT 166 MOTORS AND TRANSFORMERS I 3 Hrs.**
 PREREQUISITE: ILT 107
 This course covers motor operation, motor types, motor components, motor feeder and branch circuits. Topics include motor protection and motor control circuits. The lab enables to test motors, transformer types, and testing for input and output voltage. Upon completion, students should be able to test motors, transformer types, and testing for input and output voltage.
- 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 will be able to apply practical skills in AC/DC machinery.
- ILT 169 HYDRAULICS/PNEUMATICS 3 Hrs.**
 PREREQUISITE: None
 This course provides an introduction to hydraulics/pneumatics. Topics include hydraulic pumps, 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 180 SPECIAL TOPICS 3 Hrs.**
 PREREQUISITE: None.
 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 PROGRAMMABLE LOGIC CONTROLLERS I 3 Hrs.**
PREREQUISITE: ILT 107
 This course focuses on the use of PLCs. Topics include operation, programming procedures, fault isolation procedures, and methods of entering, executing, debugging, and changing programs. This lab enables students to practice operations, programming procedures, fault isolation procedures, and methods of entering, executing, debugging, and changing programs. Upon completion, students should be able to apply principles of operations and programming of programmable logic controllers.
- ILT 195 TROUBLESHOOTING TECHNIQUES I 3 Hrs.**
PREREQUISITE: ILT 107
 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, students will 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 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, and resistor starting and electric starting devices. Upon overload protection, interpret ladder diagrams using push-button stations and understand complex motor control diagrams.
- ILT 201 INDUSTRIAL ELECTRONICS 3 Hrs.**
PREREQUISITE: None.
 This course covers applications of electronics in the industry with a major emphasis on microprocessors as applied to data acquisition and machine control. Topics include A/D and D/A conversion, signal conditioning, sensors and transducers, control devices, stepper motors, and microprocessor interfacing. Upon completion, the student should be able to describe the operation of various sensors, signal conditioning, A/D and D/A conversion, and control devices, as well as, perform necessary calculations.
- ILT 202 INDUSTRIAL ELECTRONICS LAB 2 Hrs.**
PREREQUISITE: None.
 This course demonstrates the concepts, devices, and applications of electronics in industrial processes. Upon completion, the student should be able to construct, evaluate, and calibrate basic industrial sensing, and control circuits.
- ILT 205 MICROPROCESSORS 3 Hrs.**
PREREQUISITE: None.
 This course introduces microprocessors and explores their applications. The course emphasizes programming and interfacing the microprocessor chip. Upon completion, the student should be able to perform binary arithmetic, perform computer arithmetic, describe the basic operation procedures for a microprocessor system, and write programs for a basic microprocessor.

- ILT 206 MICROPROCESSORS LAB 2 Hrs.**
PREREQUISITE: None.
 This course provides familiarization of microprocessor instruction sets. Experiments in programming and interfacing provide an understanding of microprocessor theory. Upon completion, the student should be able to program and interface a basic microprocessor system.
- ILT 207 MICROCONTROLLER FUNDAMENTALS 3 Hrs.**
PREREQUISITE: None.
 Microcontroller fundamentals focuses on microcontrollers embedded systems typically used in industrial process and control environments. A survey of industrial microcontrollers from small scale to large scale integration solutions and their programming methods as it relates to motor controllers, HVAC control systems, automotive and avionic control systems, robotic interfacing, and data acquisition and communications systems will be conducted. Students completing this course will be able to identify key components of a microcontroller embedded system and create specific programming requirements using the native programming language of the microcontroller.
- ILT 211 TROUBLESHOOTING TECHNIQUES 3 Hrs.**
PREREQUISITE: None.
 This course focuses on the systematic approach to solving problems. Emphasis is placed on instrument failures and their interaction with process down-time. Upon completion, the student should be able to solve problems on a process simulator or in an actual setting.
- ILT 216 INDUSTRIAL ROBOTICS 3 Hrs.**
PREREQUISITE: ILT 107
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 electro-mechanical devices.
- ILT 217 INDUSTRIAL ROBOTICS LAB 2 Hrs.**
PREREQUISITE: ILT 107
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 220 ELECTRO-OPTICS 3 Hrs.**
PREREQUISITE: None.
 This course provides a study of fiber optics principles. Topics include optical components, the physics of light, radiation measurements, fiber optic applications, light sources, optic receivers, transmitters and sensors, fiber optic systems, data transfer systems concepts, and systems troubleshooting. Upon completion, the student should be able to apply principles of fiber optics.
- ILT 221 ELECTRO-OPTICS LAB 2 Hrs.**
PREREQUISITE: None.
 This lab enables students to apply principles of fiber optics.
- ILT 222 ADVANCED PROGRAMMABLE LOGIC CONTROLLERS 3 Hrs.**
PREREQUISITE: ILT 194
COREQUISITE: ILT 223
 This course focuses on advanced PLCs. Topics include operations, programming procedures, fault isolation

procedures, and methods of entering, executing, debugging, and changing programs. Upon completion, the student should be able to apply principles of operations and programming of advanced PLCs.

ILT 223 ADVANCED PROGRAMMABLE LOGIC CONTROLLERS LAB 2 Hrs.

PREREQUISITE: ILT 194

COREQUISITE: ILT 222

This lab emphasizes advanced PLCs. Topics include operations, programming procedures, fault isolation procedures, and methods of entering, executing, debugging, and changing programs. Upon completion, the student should be able to apply principles of operations and programming of advanced PLCs.

ILT 224 ELECTRONIC COMMUNICATIONS 3 Hrs.

PREREQUISITE: None.

This course provides the student with knowledge in electronic circuits used in amplitude, frequency, and phase modulation communication systems. Topics include modulation and detection techniques, antennas and transmission lines. Upon completion, the student should be able to apply principles of filters, oscillators, classes of amplifiers, and resonance.

ILT 225 ELECTRONIC COMMUNICATIONS LAB 2 Hrs.

PREREQUISITE: None.

This lab focuses on electronic circuits used in amplitude, frequency, and phase modulation communication systems. Topics include modulation and detection techniques, antennas and transmission lines. Upon completion, the student should be able to apply principles of filters, oscillators, classes of amplifiers, and resonance.

ILT 228 FCC GENERAL RADIOTELEPHONE LICENSE PREP 3 Hrs.

PREREQUISITE: ILT 113

This course includes the information necessary for the successful completion of the Federal Communication Commission's General Radiotelephone License Examination. A comprehensive coverage of rules, regulations, and electronic theory is accomplished. Upon completion, the student should understand the preparation necessary to successfully complete the exam process.

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: None

This course provides a study of the transmission and receiving of analog communication signals that are used in radio, television, and radio frequency (F.F.) communication applications. Emphasis is placed on circuits that produce, transmit, and receive RF signals used in radio, television, and RF communication. Upon completion, students will 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: None

This course provides a study of the transmission and receiving digital communication signals that are used in radio, television, and digital communication appli-

cations. Emphasis is placed on circuits that produce, transmit, and receive digital signals used in radio, television, and digital communication. Upon completion, students will be able to apply digital communication principles in the transmission and receiving of radio, television, and digital communication signals.

ILT 262 CERTIFICATION PREPARATION 3 Hrs.

PREREQUISITE: ILT 112

This course provides an overview of electrical/electronics principles to prepare the student for the CET exam. Upon completion, students should be able to pass the CET exam and be classified as a national certified electronic technician.

ILT 271 INDEPENDENT STUDY 2 Hrs.

PREREQUISITE: None.

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 280 SPECIAL TOPICS 3 Hrs.

PREREQUISITE: None.

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 291 COOPERATIVE EDUCATION 3 Hrs.

PREREQUISITE: None.

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 292 COOPERATIVE EDUCATION 3 Hrs.

PREREQUISITE: None

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, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

ILT 293 COOPERATIVE EDUCATION 3 Hrs.

PREREQUISITE: None

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, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

INDUSTRIAL MAINTENANCE TECHNOLOGY (INT)

INT 117 PRINCIPLES OF INDUSTRIAL MECHANICS 3 Hrs.

PREREQUISITE: None

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, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment.

INT 118 FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS 3 Hrs.
PREREQUISITE: None

This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive maintenance and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems.

INT 123 CONCEPTS OF SOLID STATE ELECTRONICS 5 Hrs.
PREREQUISITE: None.

This course is an introduction to semiconductor fundamentals and applications to the electronic devices. 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 students will be able to construct and test for proper operation of various types of solid state devices.

INT 126 PREVENTIVE MAINTENANCE 3 Hrs.
PREREQUISITE: None

This course focuses on the concepts and applications of preventive maintenance. Topics include the introduction of alignment equipment, job safety, tool safety, preventive maintenance concepts, procedures, tasks, and predictive maintenance concepts. Upon course completion, students will demonstrate the ability to apply proper preventive maintenance and explain predictive maintenance concepts.

INT 127 PRINCIPLES OF INDUSTRIAL PUMPS AND PIPING SYSTEMS 3 Hrs.
PREREQUISITE: None

This course provides instruction in the fundamental concepts of industrial pumps and piping systems. Topics include pump identification, operation, and installation, maintenance and troubleshooting, and piping systems, and their installation. Upon course completion, students will be able to install, maintain, and troubleshoot industrial pumps and piping systems.

INT 151 MACHINE SHOP FUNDAMENTALS 3 Hrs.
PREREQUISITE: None.

This course focuses on metal cutting machines used to make parts and tools. Topics include lathes, mills, drills, and presses. Upon completion, the student will have the ability to use precision measurement instruments and to read mechanical drawings.

INT 207 INDUSTRIAL AUTOMATIC CONTROLS 3 Hrs.
PREREQUISITE: None.

This course focuses on the function of automatic controllers in different modes: on-off, proportional, reset, derivative, ratio, and cascade. Topics include operation of pneumatic, electronic, and computer process control equipment; service of basic process equipment and instrumentation; correct operation and maintenance of valves and pumps; recognizing pat-

terns from data; developing and interpreting control charts; determining control limits; and performing root cause analysis. Upon completion, the student should be able to write start-up and shut-down procedures, operate, monitor, and control continuous and batch model plants.

INT 221 DC FUNDAMENTALS 3 Hrs.
PREREQUISITE: None

This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel, and series parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuits variables and to use basic electronic test equipment.

INT 223 AC FUNDAMENTALS 3 Hrs.
PREREQUISITE: None

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, students 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.
PREREQUISITE: None

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 course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment.

INT 260 MATHEMATICS FOR INDUSTRIAL TECHNICIANS 3 Hrs.
PREREQUISITE: None.

This course is designed to provide an understanding of basic mathematical concepts used in an industrial setting. Topics include the arithmetic of whole numbers, fractions, and decimals, basic ratio, proportion, and percent, and application problems in industrial maintenance.

INT 261 BLUEPRINT READING FOR INDUSTRIAL TECHNICIANS 3 Hrs.
PREREQUISITE: None.

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

INT 266 INDUSTRIAL MAINTENANCE CUTTING/WELDING 2 Hrs.
PREREQUISITE: None

This course provides instruction in the fundamentals of acetylene cutting and the basic SMAW (stick) welding. Topics covered are acetylene torch cutting equipment, safety and use; welding safety, welding hand tools, type of welding machines and welding rods, determining types of metal, welding passes, beads, and joints.

INT 284 APPLIED PRINCIPLES OF PROGRAMMABLE CONTROLLERS 2 Hrs.
 PREREQUISITE: None
 This course provides a comprehensive study in the theory and application of specific models of programmable logic controllers. Topics include hardware configuration, memory and addressing, detail function of software, instruction types, system troubleshooting, and simple programming techniques.

INT 288 ADVANCED PRINCIPLES OF PROGRAMMABLE CONTROLLERS 2 Hrs.
 PREREQUISITE: None.
 This course provides instruction in the advanced theory, application, and programming techniques of a specific programmable logic controller, including the hardware/software layout, addressing, communication, and machine interface. In addition, the course covers instruction in timing and memory considerations, and their effects on program and machine performance.

INTERDISCIPLINARY STUDIES (IDS)

IDS 100 CAREER PLANNING AND PERSONAL DEVELOPMENT 3 Hrs.
 PREREQUISITE: None.
 This course is designed to provide an awareness of and preparation for the world of work. It provides direction in career planning by evaluating individual interest, values, skills, and personality needs to set career goals and establish strategies to achieve those goals.

IDS 114 INTERDISCIPLINARY SEMINAR: CURRENT TOPICS IN HUMAN CONCERNS 1-2 Hrs.
 PREREQUISITE: None.
 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 200 COLLEGE SCHOLARS BOWL WORKSHOP 1 Hr.
 PREREQUISITE: None.
 This course offers the student preparation, practice, and participation in the College Scholars Bowl Program and competition. IDS 200 may be repeated for credit.

IDS 299 DIRECTED STUDIES IN LEADERSHIP 1-2 Hrs.
 PREREQUISITE: None.
 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: None.
 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: None.
 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.
 PREREQUISITE: None
 This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operation of measuring, layout, drilling, sawing, turning, and milling.

MTT 103 MACHINING TECHNOLOGY II 6 Hrs.
 PREREQUISITE: None
 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, students should be able to perform basic procedures of precision grinding and advanced operations of measuring, layout, drilling, sawing turning and milling.

MTT 104 EDM AND METALLURGY 3 Hrs.
 PREREQUISITE: None
 Students study the theory of operation and safety in operation of various EDM machines. Students learn metal characteristics, metal finishing and the heat treatment of metals.

MTT 105 EDM AND METALLURGY LAB 3 Hrs.
 PREREQUISITE: None.
 Students learn to set-up and safely operate an EDM machine. Students learn to identify safely heat treat different metals.

MTT 107 MACHINING CALCULATIONS I 3 Hrs.
 PREREQUISITE: None
 This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

MTT 108 MACHINE HANDBOOK FUNCTIONS I 3 Hrs.
 PREREQUISITE: None
 This course covers the machinists' handbook. Emphasis is placed on formulas, tables, usage and related information. Upon completion, students should be able to use the handbook in the calculation and set up of machine tools.

MTT 109 ORIENTATION TO COMPUTER ASSISTED MANUFACTURING 3 Hrs.
 PREREQUISITE: None.
 This course is preparation for the more advanced CAM courses. Emphasis is placed on computer parts and accessories, DOS fundamentals, file management, graphics programming, and standard (CAM) machine codes. Upon completion, the student should be able to apply basic computer functions to machine tool projects.

MTT 110 INTRODUCTION TO INJECTION MOLDING 3 Hrs.
 PREREQUISITE: None.
 Students learn the fundamentals of injection molding operations, including molding terminology, machine part identification, operating safety, machine controls and machine startup and shutdown. Students are taught to identify common part defects such as short shots, flash, warp, surface defects, color changes and shrinkage. Students learn the properties of commonly used molding materials.

- MTT 126 BASIC BLUEPRINT READING FOR MACHINISTS** 3 Hrs.
PREREQUISITE: None
This course covers the basic principles of blueprint reading and sketching. Topics include multiview drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.
- MTT 127 METROLOGY** 3 Hrs.
PREREQUISITE: None
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.
PREREQUISITE: None
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, students should be able to apply lathe techniques to produce tool projects.
- MTT 131 INTERMEDIATE BLUEPRINT READING** 3 Hrs.
PREREQUISITE: None.
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.
PREREQUISITE: None
This course provides basic knowledge of milling machines. . Emphasis is placed on types of milling machines and their uses, cutting speed, feed calculations, and set-up procedures. Upon completion, students should be able to apply milling techniques to produce machine tool projects.
- MTT 146 PRECISION GRINDING MACHINES I** 6 Hrs.
PREREQUISITE: None
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 152 METALLURGY** 3 Hrs.
PREREQUISITE: None.
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 181/182/281/282 SPECIAL TOPICS IN MACHINE TOOL TECHNOLOGY** 1-3 Hrs.
PREREQUISITE: None.
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.
PREREQUISITE: None
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 course completion, students will be able to apply skills and knowledge in an employment setting.

MASS COMMUNICATIONS (MCM)

- MCM 100 INTRODUCTION TO MASS COMMUNICATION** 3 Hrs.
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 113-114-115. 213-214-215 STUDENT PUBLICATIONS** 1-2 Hrs.
PREREQUISITE: RDG 084 or equivalent placement score.
These courses offer practical experience in journalism skills through working on the staff of student publications.
- MCM 120 INTRODUCTION TO JOURNALISM** 3 Hrs.
PREREQUISITE: None.
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 084 or equivalent placement score.
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.
PREREQUISITE: None.
COREQUISITE: ENG 101
This course includes practice in camera techniques, film developing, and print making for newspapers and other publications.
- MCM 230 SURVEY OF ADVERTISING** 3 Hrs.
PREREQUISITE: None.
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.
PREREQUISITE: None.
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 or MAH)

- MAH 101 INTRODUCTORY MATHEMATICS I** 3 Hrs.
PREREQUISITE: None.
This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include business and industry related arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear

equations, formulas, and statistics. Upon completion, the student should be able to solve practical problems in his or her specific occupational areas of study. This is a course designed for the student seeking a certificate and does not meet the general core requirement for mathematics.

MTH 080 MATHEMATICS LABORATORY 1-2 Hrs.

PREREQUISITE: None.

This course is designed to offer supplemental help to students in mathematics. Students work in a laboratory situation with 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 4 Hrs.

PREREQUISITE: None.

This is a developmental course reviewing arithmetical principles and computations designed to help the student's mathematical proficiency for selected curriculum entrance.

MTH 098 ELEMENTARY ALGEBRA 4 Hrs.

PREREQUISITE: MTH 090 or equivalent placement score.

This course is a review of the fundamental arithmetic and algebra operations. The topics include the numbers of ordinary arithmetic and their properties; integers and rational numbers; the solving of equations; polynomials and factoring; and an introduction to systems of equations and graphs.

MTH 100 INTERMEDIATE COLLEGE ALGEBRA 3 Hrs.

PREREQUISITE: MTH 098 or equivalent placement score.

This course provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and relations are introduced and graphed with special emphasis on linear and quadratic functions. This course does not apply toward the general core requirements for mathematics.

MTH 110 FINITE MATHEMATICS 3 Hrs.

PREREQUISITE: A grade of C or better in MTH 100 or equivalent placement score.

This course is intended to give an overview of topics in finite mathematics together with their applications, and is taken primarily by the student who is not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take Calculus). This course will draw on and significantly enhance the student's arithmetic and algebraic skills. The course includes sets, counting, permutations, combinations, basic probability (including Baye's Theorem), and introduction to statistics (including work with Binomial Distributions and Normal Distributions), matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method, and applications.

MTH 112 PRECALCULUS ALGEBRA 3 Hrs.

PREREQUISITE: A grade of C or better in MTH 100 or equivalent placement score.

This course emphasizes the algebra of functions - including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer's Rule, and mathematical induction.

MTH 113 PRECALCULUS TRIGONOMETRY 3 Hrs.

PREREQUISITE: A grade of C or better in MTH 112 or equivalent placement score.

This course includes the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar coordinates. Additional topics may include conic sections, sequences, and using matrices to solve linear systems.

MTH 116 MATHEMATICAL APPLICATIONS 3 Hrs.

PREREQUISITE: A grade of S in MTH 090 or equivalent placement score.

This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some topics included are integers, percent, interest, ratio and proportion, metric system, probability, linear equations, and problem solving. This is a terminal course designed for 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 grade of C or better in MTH 112 or equivalent placement score.

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 grade of C or better in MTH 113 or equivalent placement score.

This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus.

MTH 126 CALCULUS II 4 Hrs.

PREREQUISITE: A grade of C or better in MTH 125 or equivalent placement score.

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 grade of C or better in MTH 126 or equivalent placement score.

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 grade of C or better in MTH 100 or higher level mathematics course.

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 grade of C or better in MTH 231.

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, students will test for mathematical proficiency and the learning of teaching concepts. Students also will demonstrate an appropriate teaching technique by preparing a lesson and teaching it to the class for their final exam grade.

MTH 238 APPLIED DIFFERENTIAL EQUATIONS I**3 Hrs.**

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.

MILITARY SCIENCE (MSC)**MSC 101 MILITARY SCIENCE I: COLLEGE SURVIVAL SKILLS****2 Hrs.**

PREREQUISITE: None

Instruction on enhancing reading, note taking, time management, writing, and memory skills. Role of the Army and its components, customs and traditions of the military, and the organization of the Army.

MSC 101a ADVENTURE TRAINING**2 Hrs.**

PREREQUISITE: None

Action oriented alternative to MS 101. Helps you meet everyday adversity and shows you how resourcefulness can help you survive an emergency, ensuring a safe and enriching adventure in the

wilderness. Includes First Aid, map reading, orienteering, rifle marksmanship, water survival, repelling, and outdoor wilderness training. Fully substitutes for MS 101 in ROTC curriculum.

MSC 102 MILITARY SCIENCE I: CONTINUATION OF COLLEGE SURVIVAL SKILLS**2 Hrs.**

PREREQUISITE: None

Instruction on enhanced thinking, test-taking, and money and relationship skills. Review of MS 101 military skills for students who opted for MS 101a. First aid techniques, concepts of military leadership, and counseling.

MSC 110 PHYSICAL TRAINING**1 Hr.**

PREREQUISITE: None

Instruction on Army Physical Fitness Program. Students must sign health form and have physician approval. Equivalent to a college level PE course.

MSC 111 PHYSICAL TRAINING**1 Hr.**

PREREQUISITE: None

Instruction on Army Physical Fitness Program. Students must sign health form and have physician approval. Equivalent to a college level PE course.

MSC 112 PHYSICAL TRAINING**1 Hr.**

PREREQUISITE: None

Instruction on Army Physical Fitness Program. Students must sign health form and have physician approval. Equivalent to a college level PE course.

MSC 113 PHYSICAL TRAINING**1 Hr.**

PREREQUISITE: None

Instruction on Army Physical Fitness Program. Students must sign health form and have physician approval. Equivalent to a college level PE course.

MSC 114 PHYSICAL TRAINING**1 Hr.**

PREREQUISITE: None

Instruction on Army Physical Fitness Program. Students must sign health form and have physician approval. Equivalent to a college level PE course.

MSC 115 PHYSICAL TRAINING**1 Hr.**

PREREQUISITE: None

Instruction on Army Physical Fitness Program. Students must sign health form and have physician approval. Equivalent to a college level PE course.

MSC 116 PHYSICAL TRAINING**1 Hr.**

PREREQUISITE: None

Instruction on Army Physical Fitness Program. Students must sign health form and have physician approval. Equivalent to a college level PE course.

MSC 117 PHYSICAL TRAINING**1 Hr.**

PREREQUISITE: None

Instruction on Army Physical Fitness Program. Students must sign health form and have physician approval. Equivalent to a college level PE course.

MSC 118 PHYSICAL TRAINING**1 Hr.**

PREREQUISITE: None

Instruction on Army Physical Fitness Program. Students must sign health form and have physician approval. Equivalent to a college level PE course.

MSC 201 GENERAL MILITARY SCIENCE**2 Hrs.**

PREREQUISITE: None

Classroom study and hands on application in professional and college related skills. Emphasis on leadership, first aid, oral/written and interpersonal communication skills. Includes principles and techniques considered essential in reading military maps.

MUSIC (MUL) (MUP) (MUS)

- MUL SEE LIST CLASS PERFORMANCE INSTRUCTION 1 Hr.**
PREREQUISITE: None.
 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 101-02; 201-02 CLASS PIANO I, II, III, IV**
MUL 111-12; 211-12 CLASS VOICE I, II, III, IV
MUL 141-42; 241-42 CLASS BRASS I, II, III, IV
MUL 151-52; 251-52 CLASS PERCUSSION I, II, III, IV
MUL 161-62; 261-62 CLASS FRETTED INSTRUMENTS I, II, III, IV
MUL 170-171; 270-71 MUSIC WORKSHOP I, II, III, IV 1-3 Hrs.
PREREQUISITE: Permission of the instructor.
 This course is a seminar clinic in advanced rehearsal/performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, the student should be able to effectively participate in performances presented by this type of ensemble.
- MUL 172-73; 272-73 MUSICAL THEATRE WORKSHOP 1, II, III, 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 174-75; 274-75 OPERA WORKSHOP I, II, III, IV 1-2 Hrs.**
PREREQUISITE: Permission of the instructor.
 This course includes the study of opera history, styles, performance, and technical production. Emphasis is placed on the supervised study, preparation, production, and performance of scenes or complete works of opera. 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 SEE LIST MUSIC ENSEMBLES 1-2 Hr.**
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 180-81; 280-81 CHORUS I, II, III, IV**
MUL 182-83; 282-83 VOCAL ENSEMBLE I, II, III, IV
MUL 184-85; 284-85 JAZZ/SHOW CHOIR I, II, III, IV
MUL 190-91; 290-91 CONCERT BAND I, II, III, IV
MUL 192-93-292-93 INSTRUMENTAL ENSEMBLE I, II, III, IV
MUL 194-95; 294-95 ORCHESTRA I, II, III, IV
MUL 196-97; 296-9 JAZZ/SHOW BAND I, II, III, IV

- MUL 198-99; 298-99 MARCHING BAND I, II, III, IV**
MUP SEE LIST INDIVIDUAL PERFORMANCE INSTRUCTION 1-2 Hrs.
PREREQUISITE: Permission of the instructor.
 Applied study in voice and instrumental areas is limited to 4 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 101-02; 201-02 PRIVATE PIANO I, II, III, IV**
MUP 111-12; 211-12 PRIVATE VOICE I, II, III, IV
MUP 133-34; 233-34 PRIVATE GUITAR I, II, III, IV
MUP 141-42; 241-42 PRIVATE FLUTE I, II, III, IV
MUP 143-44; 243-44 PRIVATE CLARINET I, II, III, IV
MUP 145-46; 245-46 PRIVATE SAXOPHONE I, II, III, IV
MUP 151-52; 251-52 PRIVATE OBOE I, II, III, IV
MUP 161-62; 261-62 PRIVATE TRUMPET I, II, III, IV
MUP 163-64; 263-64 PRIVATE FRENCH HORN I, II, III, IV
MUP 165-66; 265-66 PRIVATE MELLOPHONE I, II, III, IV
MUP 171-72; 271-72 PRIVATE TROMBONE I, II, III, IV
MUP 173-74; 273-74 PRIVATE EUPHONIUM I, II, III, IV
MUP 175-76; 275-76 PRIVATE TUBA I, II, III, IV
MUP 181-82; 281-82 PRIVATE PERCUSSION I, II, III, IV
MUS 100 CONVOCATION 1 Hr.
PREREQUISITE: None.
 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: None.
 This course is designed for non-music majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening, and similar experiences involving music. The course will cover a minimum of three (3) stylistic periods, provide a multi-cultural perspective, and include both vocal and instrumental genres. Upon completion, 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: None.
 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: None.
 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** 3 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.
 PREREQUISITE: None.
 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 or permission of the instructor.
 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.

NURSING ASSISTANT (NAS)

- NAS 100 LONG TERM CARE NURSING ASSISTANT** 4 Hrs.
 PREREQUISITE: None.
 This course fulfills the seventy-five (75) hour Omnibus Budget Reconciliation Act (OBRA) requirements for training of long-term care nursing assistants in preparation for certification through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the long-term care nursing assistant. Upon completion, the student should demonstrate satisfactory performance on written examinations and clinical skills. (Clinical laboratory required)
- NAS 111 FUNDAMENTALS OF LONG TERM CARE** 5 Hrs.
 PREREQUISITE: None.
 COREQUISITE: NAS 112 and NAS 115
 This course provides the student with necessary theory and laboratory experiences for the development of skills required of the long term care nursing assistant. Emphasis is placed on infection control, safety, body mechanics, communications, observation, and personal and restorative care. Upon completion, the student should be able to apply theoretical concepts to care of the resident/client and perform skills in accordance with the Omnibus Budget Reconciliation Act (OBRA) 1987 guidelines. (Laboratory required)
- NAS 112 FUNDAMENTALS OF LONG TERM CARE CLINICAL** 2 Hrs.
 PREREQUISITE: None.
 COREQUISITE: NAS 111 and NAS 115
 This course is designed to assist the student to develop the knowledge, attitudes, and skills needed to perform basic nursing care safely and efficiently in a supervised long term care clinical setting. Emphasis is placed on the application of knowledge, attitudes, and skills appropriate for the long term care nursing assistant. Upon completion, the student should demonstrate beginning competence in the delivery of care to the client in a long term care facility. (Clinical required)
- NAS 113 FUNDAMENTALS OF HOME HEALTH CARE** 5 Hrs.
 PREREQUISITE: None.
 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, the student should 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 HOME HEALTH AID CLINICAL** 2 Hrs.
 PREREQUISITE: None.
 COREQUISITE: NAS 113.
 This course is designed to assist the student to devel-

op knowledge, attitudes, 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 appropriate for the home health care aide. (Clinical is required) Upon completion, the student will demonstrate beginning competence in care of the client in the home care setting.

- NAS 115 CPR and BASIC FIRST AID 2 Hrs.**
 PREREQUISITE: None
 COREQUISITE: NAS 111 and NAS 112
 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.

NURSING (NUR)

- NUR 101 BODY STRUCTURE AND FUNCTION 4 Hrs.**
 Prerequisite: Acceptance into Practical Nursing Program
 COREQUISITE: NUR 102, NUR 103, NUR 104, BIO 201 (Required AD Track; if elected for PN Track), MTH 116 or higher
 This course provides students with basic knowledge of the normal structure and function of the human body. Major content focuses on the interrelations among the organ systems and the relationship of each organ system to homeostasis. Medical terminology is integrated throughout course content. Upon completion of this course, students will be able to demonstrate basic knowledge of body systems, their interrelationships and associated medical terminology.

- NUR 102 FUNDAMENTALS OF NURSING 6 Hrs.**
 PREREQUISITE: Acceptance into Practical Nursing or Associate Degree Nursing Program
 COREQUISITE: NUR 101 (if elected for PN Track), NUR 103, NUR 104, BIO 201 (Required for AD Track; if elected PN Track), and MTH 116 or higher
 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 healthcare 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 students 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 101 (if elected for PN Track), NUR 102, NUR 104, BIO 201 (Required for AD Track; if elected PN Track), and MTH 116 or higher
 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. Students will be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnoses and documenting finding appropriate to nursing.

- NUR 104 INTRODUCTION TO PHARMACOLOGY 1 Hr.**
 PREREQUISITE: Acceptance into Practical Nursing or Associate Degree Nursing Program
 COREQUISITE: NUR 101 (if elected for PN Track), NUR 102, NUR 103, BIO 201 (Required for AD Track; if elected PN Track), and MTH 116 or higher
 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. Students will be able to calculate and administer medications.

- NUR 105 ADULT NURSING 8 Hrs.**
 PREREQUISITE: NUR 101 or BIO 201, NUR 102, NUR 103, NUR 104, and MTH 116 or higher
 COREQUISITE: ENG 101, BIO 202, (Required for AD Track; if elected PN Track), 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: NUR 101 or BIO 201, NUR 102, NUR 103, NUR 104, and MTH 116 or higher
 COREQUISITE: ENG 101, BIO 202, (Required for AD Track; if elected PN Track), 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 students will be able to provide and manage for maternal and pediatric clients in a variety of settings.

- NUR 107 ADULT/CHILD NURSING 8 Hrs.**
 PREREQUISITE: NUR 101 or 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, impacts on maternal and child clients are integrated throughout the course.

NUR 108 PSYCHOSOCIAL NURSING 3 Hrs.
PREREQUISITE: NUR 101 or 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, students will 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: NUR 101 or 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 students 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 NURSING CAREER MOBILITY ASSESSMENT 6 Hrs.
PREREQUISITE: MTH 116 or higher, BIO 201, BIO 202, and ENG 101 and acceptance to the Nursing Program

This course is designed to provide LPN mobility students self-directed opportunities to prepare for placement into the third semester of the ADN program. Emphasis is on assessment and validation of selected theory, process, and skills covered in NUR 102, 103, 104, 105, and 106. Upon successful completion of assessments, students are eligible for entry into NUR 201. Students who successfully complete this course are awarded 15 non-traditional hours at the completion of the LPN mobility curriculum.

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 116 or higher, and ENG 101

PREREQUISITE Mobility Track: MTH 116 or higher, BIO 201, BIO 202, ENG 101, and NUR 200

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 to clients who are experiencing selected alterations in gastrointestinal, reproductive, sensory, and endocrine systems in a variety of settings. 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, MTH 116 or higher, ENG 101, and PSY 200
PREREQUISITE Mobility Track: MTH 116 or higher, BIO 201, BIO 202, BIO 220, ENG 101, NUR 200, 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 to clients who are experiencing selected alterations in cardiovascular, hematologic, immune, and genitourinary systems in a variety of settings. Additional instruction is provided for psychiatric disorders, and high-risk obstetrics. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

NUR 203 NURSING THROUGH THE LIFESPAN III 6 Hrs.
PREREQUISITE Two-Year Track: BIO 201, BIO 202, BIO 220, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, MTH 116 or higher, ENG 101, SPH 106 or higher, PSY 200, and PSY 210

PREREQUISITE Mobility Track: MTH 116 or higher, BIO 201, BIO 202, BIO 220, ENG 101, NUR 200, SPH 106 or higher, PSY 200, and PSY 210

COREQUISITE: Humanities elective

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, respiratory, and neurological systems in a variety of settings. Additional instruction is provided 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, MTH 116 or higher, ENG 101, SPH 106 or higher, PSY 200, and PSY 210

PREREQUISITE Mobility Track: MTH 116 or higher, BIO 201, BIO 202, BIO 220, ENG 101, NUR 200, SPH 106 or higher, PSY 200, and PSY 210

COREQUISITE: Humanities elective

This course provides students with opportunities 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. Precept experience is required.

OFFICE ADMINISTRATION (OAD)

OAD 101 BEGINNING KEYBOARDING 3 Hrs.
PREREQUISITE: None.

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, symbolic, and numeric information using the keyboard. Upon completion, the student should be able to demonstrate proper technique at an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memos, letters, reports, and tables.

OAD 102 SPEED AND ACCURACY 3 Hrs.
PREREQUISITE: OAD 103.

This course is designed to build speed while maintaining a high degree of accuracy and accomplishes this through a diagnostic approach of identifying individual keystroking weaknesses and prescribing specific drills to correct those weaknesses. Upon completion, the student should be able to demonstrate proper technique and improve speed and accuracy, as defined by the course syllabus.

OAD 103 INTERMEDIATE KEYBOARDING 3 Hrs.
PREREQUISITE: OAD 101.

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents such as memorandums, letters, reports, and tables. Upon completion, the student should be able to demonstrate proficiency at 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 placed 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 and generate appropriately formatted, accurate, and attractive business documents such as memos, letters, tables, 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 through classroom instruction and outside lab. Emphasis is on the use of 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: None.

This course is designed to teach the touch system and problem solving methods of machine calculators. Emphasis is on basic mathematical functions. Upon completion, the student should be able to demonstrate an acceptable rate of speed and accuracy, as defined by the course syllabus to solve problems based on typical business applications.

OAD 131 BUSINESS ENGLISH 3 Hrs.
PREREQUISITE: None.

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 write and speak effectively.

OAD 133 BUSINESS COMMUNICATIONS 3 Hrs.
PREREQUISITE: OAD 131.

This course is designed to provide the student with skills necessary to communicate effectively. Emphasis is on the application of communication principles to produce clear, correct, logically-organized business communications. Upon completion, the student should be able to demonstrate effective communication techniques in written, oral, and nonverbal communication.

OAD 135 FINANCIAL RECORDKEEPING 3 Hrs.
PREREQUISITE: None.

This course is designed to provide the student with an understanding of accounting concepts, principles, and terminology. Emphasis is on the accounting cycle and equations as they relate to different types of business ownership. Upon completion, the student should be able to demonstrate accounting procedures used in a proprietorship, partnership, and corporation.

OAD 136 ADVANCED FINANCIAL RECORDKEEPING 3 Hrs.
PREREQUISITE: None

This course is designed to provide more in-depth principles and practices of the accounting cycle. Emphasis is on the preparation of financial records such as payroll records, vouchers, accruals, deferrals and related documents. Upon completion, the student should be able to demonstrate the ability to prepare and manage financial records and information, both manually and electronically.

OAD 137 ELECTRONIC FINANCIAL RECORDKEEPING 3 Hrs.
PREREQUISITE: OAD 243 or CIS 286 and MTH 116 or MAH 101 or MTH 098 or MTH 100 or equivalent placement score.

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 AND INFORMATION MANAGEMENT 3 Hrs.
PREREQUISITE: None.

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, both manually and electronically.

OAD 200 BEGINNING MEDICAL TRANSCRIPTION 3 Hrs.
PREREQUISITE: OAD 103, BIO 120, and BIO 150

This course is designed to orient students to operating a transcribing machine efficiently and on transcribing documents through classroom instruction and outside lab. Emphasis is placed on transcribing documents and operating a transcribing machine efficiently. Upon completion, the student should be able to accurately transcribe documents from dictated recordings.

OAD 202 LEGAL TRANSCRIPTION 3 Hrs.
PREREQUISITE: OAD 103 and PRL 101.

This course is designed to familiarize the student with legal terms and provide transcription skill development in the production of legal correspondence, forms, and court documents through classroom instruction and outside lab. Emphasis is on transcribing

ing legal documents from dictated recordings. Upon completion, the student should be able to demonstrate the ability to accurately transcribe legal documents.

OAD 212 INTERMEDIATE MEDICAL TRANSCRIPTION

3 Hrs.

PREREQUISITE: OAD 200.

This course is designed to develop skill in the transcription of documents generated in the medical office through classroom instruction and outside lab. Emphasis is on transcribing medical records and operating a transcribing machine efficiently. Topics for reports include pathology, cardiology, and radiology. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings.

OAD 213 ADVANCED MEDICAL TRANSCRIPTION **3 Hrs.**

PREREQUISITE: OAD 212.

This course is designed to develop marketable skills in transcribing dictated material through classroom instruction and outside lab. Emphasis is on transcribing medical records and operating a transcribing machine efficiently. Topics include radiology, gastrointestinal, and orthopedics. Upon completion, the student should be able to demonstrate proficiency in the preparation of a variety of reports and forms used in the medical environment.

OAD 214 MEDICAL OFFICE PROCEDURES **3 Hrs.**

PREREQUISITE: OAD 125/CIS 196A OR OAD 231/CIS 196C.

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

OAD 218 OFFICE PROCEDURES **3 Hrs.**

PREREQUISITE: OAD 125/CIS 196A OR OAD 231/CIS 196C.

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction and outside lab. 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 ELECTRONIC 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 outside lab. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print professional 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 WORDPERFECT **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 placed 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 and generate appropriately formatted, accurate, and attractive business documents such as memos, letters, tables, and reports. The State Department of Education refers to this course as Office Applications.

OAD 232 THE ELECTRONIC OFFICE **3 Hrs.**

PREREQUISITE: OAD 125/CIS 196A OR OAD 231/CIS 196C OR CIS 146.

Electronic Office is designed to work with each of the four Microsoft Office programs: Word, Excel, PowerPoint, and Access to create meaningful projects and perform business tasks. The student will learn how to streamline specific applications by integrating two or more of the Office programs, and how to use the World Wide Web to gather information. Upon completion, the student should be able to demonstrate the ability to use industry-standard software and generate appropriately formatted, accurate, and attractive business documents.

OAD 233 TRENDS IN OFFICE TECHNOLOGY **3 Hrs.**

PREREQUISITE: As required by college.

This course is designed to provide the students 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 242 OFFICE INTERNSHIP **3 Hrs.**

This course is designed to address current trends in office technology through classroom instruction and outside lab. Emphasis is on technology relevant to the office environment such as electronic mail, multimedia interaction, presentation hardware and software, and Internet use. Upon completion, the student should be able to demonstrate an awareness of current technological applications for the modern office.

OAD 243 MICROSOFT EXCEL **3 Hrs.**

PREREQUISITE: OAD 101

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.

OAD 244 MICROSOFT ACCESS AND POWERPOINT **3 Hrs.**

PREREQUISITE: OAD 101

Access is a computer program used to enter, maintain, and retrieve related data in a format known as a database. Upon completion, the student should be able to create a database, organize and update the data, prepare queries to find the needed information, and choose attractive and functional methods for viewing the information on screen and in printed reports. PowerPoint is a presentation graphics program that is used to organize and present information directly from a computer or printed for distribution. Upon completion, the student should be able to prepare a PowerPoint presentation, modify a presentation, format slides, add visual appeal and animation to presentations, share and connect data, link and embed objects and files, and save a presentation as a Website. The State Department of Education refers to this course as Database Applications.

ORIENTATION (ORI)

- ORI 101 ORIENTATION TO COLLEGE 1-2 Hrs.**
PREREQUISITE: None.
 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.

PARALEGAL (PRL)

- PRL 101 INTRODUCTION TO PARALEGAL STUDY 3 Hrs.**
PREREQUISITE: None.
 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: None.
 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 150 COMMERCIAL LAW 3 Hrs.**
PREREQUISITE: None.
 This course covers contracts, selected portions of the Uniform Commercial Code, and forms of business organization.
- PRL 160 CRIMINAL LAW AND PROCEDURE 3 Hrs.**
PREREQUISITE: None.
 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 192 SELECTED TOPICS IN PARALEGAL I 3 Hrs.**
PREREQUISITE: None.
 This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline.
- PRL 193 SELECTED TOPICS IN PARALEGAL II 3 Hrs.**
PREREQUISITE: None
 This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline.
- PRL 220 CORPORATE LAW 3 Hrs.**
PREREQUISITE: None.
 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: None.
 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: None.
 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: None.
 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: None.
 This course examines the Federal Rules of Civil Procedure, the Alabama Rules of Civil Procedure, and trial procedure.
- PRL 265 CONSTITUTIONAL LAW 3 Hrs.**
PREREQUISITE: None
 This course is designed to give an overview of the United States Constitution and its application in the American Legal System.
- PRL 282 LAW OFFICE MANAGEMENT AND PROCEDURES 3 Hrs.**
PREREQUISITE: None
 This course focuses on the management, organization and policies and procedures of a law office.
- PRL 291 INTERNSHIP IN PARALEGALISM 3 Hrs.**
PREREQUISITE: PRL 101 and PRL 102.
 This course provides students opportunities to work in paid or unpaid positions in which they apply paralegal skills and knowledge. This course requires a minimum of 100 hours of practical experience in the legal fields.

PHILOSOPHY (PHL)

- PHL 106 INTRODUCTION TO PHILOSOPHY 3 Hrs.**
PREREQUISITE: ENG 092 or equivalent placement in ENG 101
 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: ENG 093 or equivalent placement in ENG 101
 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.**
PREREQUISITE: None.
 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.
PREREQUISITE: None.

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.
PREREQUISITE: None.

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.
PREREQUISITE: None.

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.
PREREQUISITE: None.

This course is designed to provide the student with information allowing him/her to participate in a personally developed fitness program. Topics include cardiovascular, strength, muscular endurance, flexibility, and body composition.

PED 106 AEROBICS 1 Hr.
PREREQUISITE: None.

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility, and on safety precautions. Upon completion, 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.
PREREQUISITE: None

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.
PREREQUISITE: None.

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 will be provided with this activity.)

PED 109 JOGGING 1 Hr.
PREREQUISITE: None.

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or run-

ning 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.
PREREQUISITE: None.

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.
PREREQUISITE: None.

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 123 GOLF (BEGINNING) 1 Hr.
PREREQUISITE: None.

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, the student should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf.

PED 124 GOLF (INTERMEDIATE) 1 Hr.
PREREQUISITE: PED 123 or permission of instructor.

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, the student should be able to demonstrate the knowledge and ability to play a recreational round of golf.

PED 128 RACQUETBALL 1 Hr.
PREREQUISITE: None.

This course introduces the fundamentals of racquetball. Emphasis is placed on rules, fundamentals, and strategies of beginning racquetball. Upon completion, the student should be able to play recreational racquetball.

PED 130 HANDBALL 1 Hr.
PREREQUISITE: None.

This course introduces the fundamentals of handball. Emphasis is placed on rules, fundamentals, and strategies of beginning handball. Upon completion, the student should be able to play recreational handball.

PED 131 BADMINTON (BEGINNING) 1 Hr.
PREREQUISITE: None.

This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, the student should be able to apply these skills in playing situations.

PED 133 TENNIS (BEGINNING) 1 Hr.
PREREQUISITE: None.

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, and strokes and 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.**
PREREQUISITE: None.
Tai Chi is an ancient martial art from 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.
- PED 151 JUDO (BEGINNING) 1 Hr.**
PREREQUISITE: None.
This course introduces the basic discipline of judo. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, the student should be able to demonstrate the procedures of judo.
- PED 152 JUDO (INTERMEDIATE) 1 Hr.**
PREREQUISITE: PED 151.
This course introduces more detailed aspects of the discipline of judo. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, the student should be able to demonstrate advanced procedures of judo.
- PED 153 KARATE (BEGINNING) 1 Hr.**
PREREQUISITE: None.
This course introduces the martial arts using the Japanese Shotokan form. Topics include proper conditioning exercise, book control, proper terminology, historical foundations, and etiquette relating to karate. Upon completion, the student should be able to perform line drill techniques and Kata for various ranks.
- PED 154 KARATE (INTERMEDIATE) 1 Hr.**
PREREQUISITE: PED 153.
This course is a continuation of beginning Karate. Topics include proper conditioning exercise, book control, proper terminology, historical foundations, and etiquette relating to karate. Upon completion, the student should be able to perform line drill techniques and Kata for various ranks.
- PED 155 SELF DEFENSE 1 Hr.**
PREREQUISITE: None.
This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, the student should be able to demonstrate basic self-defense techniques of a physical and non-physical nature.
- PED 157 FENCING (BEGINNING) 1 Hr.**
PREREQUISITE: None.
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.**
PREREQUISITE: None.
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 160 SOCIAL DANCE 1 Hr.**
PREREQUISITE: None.
This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, the student should be able to demonstrate specific dance skills and perform some dances.
- PED 163 SQUARE DANCING (BEGINNING) 1 Hr.**
PREREQUISITE: None.
This course introduces the terminology and skills necessary to perform square dancing. Topics include working from squared sets-squared circles to squared throughs, right and left throughs, and Dixie Chains. Upon completion, the student should be able to perform square dance routines and recognize the calls made for all formations.
- PED 164 SQUARE DANCING (INTERMEDIATE) 1 Hr.**
PREREQUISITE: PED 163 or permission of instructor.
This course includes additional variations and forms of square dancing. Topics include such routines as turns, grand swing, triple trades, wheel and deal, T-cup chain, and arky change. Upon completion, the student should be able to demonstrate and perform country and western square dance routines.
- PED 166 MODERN DANCE 1 Hr.**
PREREQUISITE: None.
This course introduces the fundamentals of modern dance. Emphasis is placed on basic modern dance techniques, dances, and a brief history of modern dance. Upon completion, the student should be able to demonstrate specific dance skills and perform some dances.
- PED 171 BASKETBALL (BEGINNING) 1 Hr.**
PREREQUISITE: None.
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 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 176 VOLLEYBALL (BEGINNING) 1 Hr.**
PREREQUISITE: None.
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, the student should be able to participate in recreational volleyball.

- PED 177 VOLLEYBALL (INTERMEDIATE) 1 Hr.**
PREREQUISITE: PED 176 or permission of instructor.
This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, the student should be able to participate in competitive volleyball.
- PED 178 SOCCER (BEGINNING) 1 Hr.**
PREREQUISITE: None.
This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, the student should be able to participate in recreational soccer.
- PED 179 SOCCER (INTERMEDIATE) 1 Hr.**
PREREQUISITE: PED 178 or permission of instructor.
This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and advanced techniques, skills, and strategies. Upon completion, the student should be able to participate in introductory competitive soccer.
- PED 180 FLAG FOOTBALL 1 Hr.**
PREREQUISITE: None.
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.**
PREREQUISITE: None.
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.**
PREREQUISITE: None.
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.**
PREREQUISITE: None.
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: None.
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.**
PREREQUISITE: None.
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 3 hours of practical experience in officiating.
- PED 223 METHODS OF INSTRUCTION 3 Hrs.**
PREREQUISITE: None.
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 236 CANOEING 1 Hr.**
PREREQUISITE: None.
This course provides basic instruction for the beginning canoeist. Emphasis is placed on safe and correct handling of the canoe and rescue skills. Upon completion, the student should be able to demonstrate basic canoeing, safe-handling, and self-rescue skills.
- PED 245 CYCLING 1 Hr.**
PREREQUISITE: None.
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 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 255 VARSITY TENNIS 1 Hr.**
PREREQUISITE: Permission of instructor.
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace, and strategies in singles and doubles play. Upon completion, the student should be able to play competitive tennis.
- 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 260 VARIETY SOCCER 1 Hrs.
PREREQUISITE: Permission of instructor.
This course covers advanced fundamentals of soccer. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in competitive soccer.

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 112 PHYSICAL SCIENCE II 4 Hrs.
PREREQUISITE: None.
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: MTH 113 OR equivalent mathematics placement score.
This course is designed to cover general physics at a level that assures 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: 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: MTH 125.
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: 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: ENG 093 or equivalent placement in ENG 101
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: ENG 093 or equivalent placement in ENG 101

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: ENG 093 or equivalent placement in ENG 101

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: None.

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: None.

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: None.

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: ENG 093 or equivalent placement in ENG 101

This course is a survey of behavior with emphasis upon psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality.

PSY 207 PSYCHOLOGY OF ADJUSTMENT 3 Hrs.
PREREQUISITE: ENG 093 or equivalent placement in ENG 101

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: PSY 200.
 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: ENG 093 or equivalent placement in ENG 101
 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.

READING (RDG)

- RDG 083 DEVELOPMENTAL READING I 4 Hrs.**
 PREREQUISITE: None.
 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: None.
 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: None.
 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 or
 COREQUISITE: 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.

RELIGION (REL)

- REL 100 HISTORY OF WORLD RELIGIONS 3 Hrs.**
 PREREQUISITE: ENG 093 or equivalent placement in ENG 101
 This course is designed to acquaint the student with the beliefs and practices of the major contemporary religions of the world. This includes the religions of Africa, the Orient, and the western world. The student should have an understanding of the history and origins of the various religions in the world.
- REL 151 SURVEY OF THE OLD TESTAMENT 3 Hrs.**
 PREREQUISITE: ENG 093 or equivalent placement in ENG 101
 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: ENG 093 or equivalent placement in ENG 101
 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 (RPT)

- RPT 210 CLINICAL PRACTICE I 2 Hrs.**
 PREREQUISITE: BIO 201, ENG 101, MTH 100, CIS 146, RPT 256 and acceptance into the Respiratory Therapist Program
 COREQUISITE: BIO 202, RPT 211, RPT 212, RPT 213, and RPT 214
 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, ENG 101, MTH 100, CIS 146, RPT 256 and acceptance into the Respiratory Therapist Program
 COREQUISITE: BIO 202, RPT 210, RPT 212, RPT 213, and RPT 214
 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, ENG 101, MTH 100, CIS 146, RPT 256 and acceptance into the Respiratory Therapist Program

COREQUISITE: BIO 202, RPT 210, RPT 211, RPT 213, and RPT 214

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, ENG 101, MTH 100, CIS 146, RPT 256 and acceptance into the Respiratory Therapist Program

COREQUISITE: BIO 202, RPT 210, RPT 211, RPT 212, and RPT 214

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, ENG 101, MTH 100, CIS 146, RPT 256 and acceptance into the Respiratory Therapist Program

COREQUISITE: BIO 202, RPT 210, RPT 211, RPT 212, and RPT 213

This course is a detailed study of drugs encountered in respiratory care practice and the function of the autonomic 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 RPT 210 Clinical Practice I and allows the student to continue integration of classroom and laboratory instruction into the clinical practice of respiratory care. Areas of emphasis include: bedside patient assessment techniques,

airway care, 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 I

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 is a continuation of RPT 212 and continues to present the 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 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 an understanding of the fundamental concepts of acid/base balance and regulation of homeostasis by the respiratory and renal systems.

RPT 230 CLINICAL PRACTICE III

2 Hrs.

PREREQUISITE: RPT 210, RPT 211, RPT 212, RPT 213, RPT 214, RPT 220, RPT 221, RPT 222, RPT 223, RPT 234, RPT 242, and RPT 256

COREQUISITE: RPT 240, RPT 241, RPT 243, RPT 244, and RPT 266

This course, the third course in the clinical sequence,

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 psychomotor skills and cognitive abilities necessary to function safely and effectively in the role of primary care giver.

RPT 231 PATHOLOGY FOR THE RCP II 3 Hrs.
PREREQUISITE: RPT 210, RPT 211, RPT 212, RPT 213, RPT 214, RPT 220, RPT 221, RPT 222, RPT 223, RPT 234, and RPT 256

COREQUISITE: RPT 232, RPT 233, and RPT 242

A continuation of RPT 221, this course continues to present specific disease entities which may impair cardiopulmonary function. Laboratory study is directed toward diagnostic techniques and course emphasis is placed upon etiology, diagnosis, prognosis, and treatment rationale for each medical problem presented. Upon completion, the student should be able to demonstrate the cognitive abilities necessary to integrate clinical and laboratory data obtained from various sources in support of the diagnosis and treatment of the specific disease entities presented.

RPT 232 DIAGNOSTIC PROCEDURES FOR THE RCP 2 Hrs.
PREREQUISITE: RPT 210, RPT 211, RPT 212, RPT 213, RPT 214, RPT 220, RPT 221, RPT 222, RPT 223, RPT 234, and RPT 256

COREQUISITE: SPH 106 or higher, RPT 231, RPT 233, and RPT 242

This course is a lecture course 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 210, RPT 211, RPT 212, RPT 213, RPT 214, RPT 220, RPT 221, RPT 222, RPT 223, and RPT 234

COREQUISITE: SPH 106 or higher, RPT 231, RPT 232, and RPT 242

This course presents special procedures and medical specialties and identifies 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 and psychomotor abilities necessary to perform assistive functions during the various procedures presented.

RPT 234 MECHANICAL VENTILATION 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 221, RPT 222, and RPT 223

This course continues and expands the presentation of material concerning mechanical ventilation as previously introduced in RPT 222 to include indications, modification, and discontinuance of mechanical ventilation. Laboratory is required and course emphasis is placed upon the application of scientific principles to the clinical use of various modes of mechanical ventilation. Upon completion, the student should be able to demonstrate the cognitive and psychomotor

skills required to effectively institute and maintain various methods of mechanical ventilation.

RPT 240 CLINICAL PRACTICE IV 4 Hrs.
PREREQUISITE: RPT 210, RPT 211, RPT 212, RPT 213, RPT 214, RPT 220, RPT 221, RPT 222, RPT 223, RPT 231, RPT 232, RPT 233, RPT 234, RPT 242, and RPT 256

COREQUISITE: RPT 230, RPT 241, RPT 243, RPT 244, and RPT 266

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 210, RPT 211, RPT 212, RPT 213, RPT 214, RPT 220, RPT 221, RPT 222, RPT 223, RPT 231, RPT 232, RPT 233, RPT 234, RPT 242, and RPT 256

COREQUISITE: RPT 230, RPT 240, RPT 243, RPT 244, and RPT 266

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 home care. 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 in the home environment.

RPT 242 PERINATAL/PEDIATRIC RESPIRATORY CARE 3 Hrs.
PREREQUISITE: RPT 210, RPT 211, RPT 212, RPT 213, RPT 214, RPT 220, RPT 221, RPT 222, RPT 223, and RPT 234,

COREQUISITE: SPH 106 or higher, RPT 231, RPT 232, and RPT 233,

This course presents the unique requirement for appropriate delivery of respiratory care to the neonatal and pediatric patient. Experimental 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 210, RPT 211, RPT 212, RPT 213, RPT 214, RPT 220, RPT 221, RPT 222, RPT 223, RPT 231, RPT 232, RPT 233, RPT 234, RPT 242, and RPT 256

COREQUISITE: RPT 230, RPT 240, RPT 241, RPT 244, and RPT 266

This course is designed to allow the student practice 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 com-

puter literacy. Upon completion, the student 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 210, RPT 211, RPT 212, RPT 213, RPT 214, RPT 220, RPT 221, RPT 222, RPT 223, RPT 231, RPT 232, RPT 233, RPT 234, RPT 242, and RPT 256

COREQUISITE: RPT 230, RPT 240, RPT 241, RPT 243, and RPT 266

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 cognitive abilities in the area of course emphasis.

RPT 256 WRITINGS AND RESEARCH FOR THE RCP I

1 Hr.

PREREQUISITE: MTH 100 and ENG 101, (Permission of the instructor if taken during the fall semester)

COREQUISITE: RPT 210, RPT 211, RPT 212, RPT 213, and RPT 214 (if taken during the fall semester)

This elective 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, the student 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 210, RPT 211, RPT 212, RPT 213, RPT 214, RPT 220, RPT 221, RPT 222, RPT 223, RPT 231, RPT 232, RPT 233, RPT 234, RPT 242, and RPT 256

COREQUISITE: RPT 230, RPT 240, RPT 241, RPT 243, and RPT 244

This elective course is a series of physician lectures 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.

SPANISH (SPA)

SPA 101 INTRODUCTORY SPANISH I

4 Hrs.

PREREQUISITE: None.

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: SPA 101.

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

SPEECH (SPH)

SPC 100 FUNDAMENTALS OF SPEECH COMMUNICATION

1 Hr.

PREREQUISITE: None.

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: ENG 092 or equivalent placement in ENG 093.

COREQUISITE: ENG 093 or COM 100.

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: ENG 093 or equivalent placement in ENG 101.

COREQUISITE: ENG 101.

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: None.

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: ENG 092 or equivalent placement score.

COREQUISITE: ENG 093 or COM 100.

This course is an introduction to the basic principles of interpersonal communication.

SPH 123-125 FORENSICS WORKSHOP I-II-III

1-3 Hrs.

PREREQUISITE: Permission of Instructor.

These courses offer 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: None.

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.

SOCIOLOGY (SOC)

- SOC 200 INTRODUCTION TO SOCIOLOGY 3 Hrs.**
 PREREQUISITE: ENG 093 or equivalent placement in ENG 101
 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: ENG 093 or equivalent placement in ENG 101
 This course introduces the student to an overview of the many and 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: ENG 093 or equivalent placement in ENG 101
 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.

THEATRE (THR)

- THR 113 THEATRE WORKSHOP I 1 Hr.**
 PREREQUISITE: None.
 This is the first in a six-course sequence which provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theatre production.
- THR 114 THEATRE WORKSHOP II 1 Hr.**
 PREREQUISITE: THR 113.
 This course is a continuation of THR 113.
- THR 115 THEATRE WORKSHOP III 1 Hr.**
 PREREQUISITE: THR 114.
 This course is a continuation of THR 114.
- THR 120 THEATRE APPRECIATION 3 Hrs.**
 PREREQUISITE: None.
 This course is designed to increase appreciation of contemporary theater. Emphasis is given to the theater as an art form through the study of history and theory of drama and the contributions to modern media. This course places emphasis on playwright, actor, director, designer, and technician to modern media. Attendance at theater productions may be required.

- THR 126 INTRODUCTION TO THEATRE 3 Hrs.**
 PREREQUISITE: None.
 This course is designed to teach the history of the theater and the principles of drama. It also covers the development of theater production and the study of selected plays as theatrical presentations. Attendance at theater productions may be required.
- THR 131 ACTING TECHNIQUES I 3 Hrs.**
 PREREQUISITE: None.
 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 THEATER WORKSHOP IV 2 Hrs.**
 PREREQUISITE: THR 115.
 These courses are a continuation of THR 113, 114, and 115.
- THR 214 THEATER WORKSHOP V 2 Hrs.**
 PREREQUISITE: THR 213.
 This course is a continuation of THR 113, 114, and 115.
- THR 215 THEATRE WORKSHOP VI 2 Hrs.**
 PREREQUISITE: THR 214.
 This course is a continuation of THR 113, 114, 115, and 214.
- THR 216 THEATRICAL MAKE-UP 2 Hrs.**
 PREREQUISITE: None.
 This course is a study of the materials and techniques of theatrical make-up.
- THR 236 STAGECRAFT 3 Hrs.**
 PREREQUISITE: Permission of Instructor.
 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: None
 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 warmup, dialect reduction, articulation, class performance and written exams.
- THR 266 FUNDAMENTALS OF DIRECTING 3 Hrs.**
 PREREQUISITE: None.
 This course is designed to cover the fundamentals of directing. Instruction will include lectures, demonstration, written and oral analysis of scripts and performances.
- THR 281 STAGE MOVEMENT I 1 Hr.**
 PREREQUISITE: None.
 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. They also include consideration of role development through movement.
- THR 282 STAGE MOVEMENT II 1 Hr.**
 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.**
PREREQUISITE: None
 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 3 Hrs.**
PREREQUISITE: None
 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: None
 This course provides students with the understanding and fundamentals of industrial blueprint reading. Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations and weld symbols. Upon completion students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication.
- WDT 119 GAS METAL ARC/FLUX CORED ARC WELDING THEORY 3 Hrs.**
PREREQUISITE: None
 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: None
 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, students 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.**
PREREQUISITE: None
 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, students should be able to make fillet welds in all positions using electrodes in the F-3 groups in accordance 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.**
PREREQUISITE: None
 This course is designed introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed o 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.**
PREREQUISITE: None
 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: None
 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.**
PREREQUISITE: None.
 This course allows the student to plan, execute, and present results of individual projects in welding. Emphasis is placed on enhancing skill attainment in the welding field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.
- WDT 181 SPECIAL TOPICS LAB 3 Hrs.**
PREREQUISITE: None
 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: None
 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.**
PREREQUISITE: None.
 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: None.
 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: None.

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: None.

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: None

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, a 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.

PREREQUISITE: None.

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 will demonstrate skills learned in an employment setting.

WORKPLACE SKILLS ENHANCEMENT (WKO)

WKO 107 WORKPLACE SKILLS PREPARATION 1 Hr.

PREREQUISITE: None

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, applied technology, reading for information, and locating information. Upon completion of this course, students will be assessed to determine if their knowledge of the subject areas has improved.

PERSONNEL

Shelton State Community College is a part 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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STUDENT HANDBOOK

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STUDENT SERVICES

AMERICANS WITH DISABILITIES ACT (ADA)

Shelton State Community College is committed to the achievement of maximum human potential. In keeping with this, the college fully supports and complies with THE AMERICANS WITH DISABILITIES ACT (ADA). We endeavor to provide students, employees, and the community an opportunity for success with as few deterrents as possible. Students who request accommodation based on a documented disability are advised to make the request known as soon as possible prior to enrollment to ensure timely service. Failure to do so may result in delayed admission and/or accessibility to college programs and services. Students should contact the Office of Disability Services (ODS), located in the Learning Center, for specific information. We strive to create a welcoming environment and will work in good faith to meet the needs of all populations.

The following procedures are in place at the college to assist anyone with needs for accommodation and/or with general concerns covered by the ADA.

A. Disabled Students

1. It is the responsibility of the student to notify the ODS Coordinator of his or her need for accommodation and to provide documentation of the disability, prior to enrollment. This documentation should address each specific accommodation. This documentation should be dated within three years of the enrollment date. Once this documentation is filed in the Office of the Dean of Student Services, the student's instructors will be notified of the requested accommodation.
2. It is the student's responsibility to notify the Office of Disability Services of their enrollment in their initial and successive semesters by bringing a copy of their schedule to the Office of Disability Services.
3. If a more serious problem exists, or in situations where the student may feel architectural changes are needed, the coordinator for Section 504 of the Rehabilitation Act of 1973 is the Dean of Student Services.
4. Instructors also may work through the Office of Disability Services for clarification of ADA academic requirements.
5. Perspective students are encouraged to contact the Office of Admissions and Records if assistance is required in applying for college admission.
6. In general, documentation for ADA accommodations is NOT retroactive. All assignments and test scores received before documentation would apply.

B. General Public

1. Any individual requesting information on College policy and procedure regarding the ADA may receive a copy of the College Fact Sheet.

2. All College contractors must comply with the ADA. The administrator for the contract also is responsible for obtaining and maintaining written assurances.
3. Any community group utilizing campus facilities is encouraged to make reasonable accommodation needs known at the time the reservation is made.
4. All applicants or potential applications for employment with questions regarding ADA compliance are encouraged to contact the Director of Human Resources.

C. Criteria for Disability Documentation

The *Rehabilitation Act* of 1973 (Section 504) and the *Americans with Disabilities Act* of 1990 state that qualified students with disabilities who meet the technical and academic standards at Alabama College System institutions are entitled to reasonable accommodations. Under these laws, a disability is defined as any physical or mental impairment which substantially limits a major life activity, a history of such an impairment, or the perception of such an impairment. Alabama College System institutions do NOT provide disability documentation for students. It is the student's responsibility to request accommodations and to provide appropriate documentation to the College office responsible for handling the request. Appropriate documentation is defined as that which meets the following criteria.

Health Condition, Mobility, Hearing, Speech, or Visual Impairment

A letter or report from treating physician, orthopedic specialist, audiologist, speech pathologist, or ophthalmologist (or other specialist as appropriate), including:

1. clearly stated diagnosis;
2. defined levels of functioning and any limitations;
3. current treatment and medication; and
4. current letter/report (within one year), dated and signed.

Psychological Disorder

A letter or report from a mental health professional (psychologist, neuropsychologist, licensed professional counselor), including:

1. clearly stated diagnosis (DSM-IV criteria);
2. defined levels of functioning and any limitations;
3. supporting documentation (i.e. test data, history, observations, etc.);
4. current treatment and medication; and
5. current letter/report (within one year), dated and signed.

Traumatic Brain Injury (TBI)

A comprehensive evaluation report by a rehabilitation counselor, speech-language pathologist, orthopedic specialist, and/or neuropsychologist (or other specialist as appropriate), including:

1. assessment of cognitive abilities, including processing speed and memory;
2. analysis of educational achievement skills and limitations (reading comprehension, written language, spelling, and mathematical abilities);
3. defined levels of functioning and limitations in all affected areas (communication, vision, hearing, mobility, psychological, seizures, etc.);
4. current treatment and medication; and
5. current letter/report (post-rehabilitation and within one year), dated and signed.

Learning Disabilities

A comprehensive evaluation report from a clinical psychologist, psychiatrist, neuropsychologist, school psychologist, learning disability specialist, or diagnostician, including:

1. clear statement of presenting problem; diagnostic interview;
2. educational history documenting the impact of the learning disability;
3. alternative explanations and diagnoses are ruled out;
4. relevant test data with standard scores are provided to support conclusions, including at least: (a) WAIS-R; (b) Woodcock-Johnson Psycho-educational Battery-Revised, including Written Language; (c) Woodcock-Johnson Cognitive Processing Battery to substantiate any processing problems;
5. clearly stated diagnosis of a learning disability based upon DSM-IV criteria;
6. defined levels of functioning and any limitations, supported by evaluation data; and
7. current report (within three years of enrollment date), dated and signed.

Note: High School IEP, 504 Plan, and/or a letter from a physician or other professional will not be sufficient to document a learning disability.

Attention Deficit Disorder (ADD) or Attention Deficit Hyperactivity Disorder (ADHD)

A comprehensive evaluation report from a physician, psychiatrist, clinical psychologist, neurologist, or neuropsychologist, including:

1. clear statement of presenting problem; diagnostic interview;
2. evidence of early and current impairment in at least two different environments (comprehensive history);
3. alternative explanations and diagnoses are ruled out
4. relevant test data with standard scores are provided to support conclusions, including at least: (a) WAIS-R; (b) Woodcock-Johnson Psycho-educational Battery-Revised including Written Language; (c) Behavioral Assessment Instruments for ADD/ADHD normed on adults;
5. clearly stated diagnosis of ADD or ADHD based on DSM-IV criteria;
6. defined levels of functioning and any limitations, supported by evaluation data; and
7. current report (within three years of enrollment data), dated and signed.

Note: High School IEP, 504 Plan, and/or a letter from a physician or other professional will not be sufficient to document ADD or ADHD. Medication cannot be used to imply a diagnosis.

D. Providing Services for Students with Disabilities

Services and reasonable accommodations are provided pursuant to Section 504 of the *Rehabilitation Act* of 1973 and the *Americans with Disabilities Act* of 1990. The Alabama College System is committed to working with individuals with disabilities. It is a goal of the Alabama College System to ensure that students with disabilities have the programmatic and architectural accesses needed for integration into campus life.

All applicants must meet the academic and technical standards requisite to admission or participation in programs and/or activities at Alabama College System institutions. Alabama College System institutions will not reduce standards in the grading and/or evaluation of students. Academic requirements that are determined by Shelton State to be essential or fundamental will not be modified.

Alabama College System institutions strive to eliminate barriers to learning or participation in other institutional activities, and provide the following services for students and faculty:

- screening of disability documentation;
- determination of appropriate accommodations;
- communication with faculty and/or staff regarding student needs; and
- referral to other available campus and/or community resources.

Providing reasonable accommodations for students with disabilities requires an individual assessment of need and is a problem solving process. Specific accommodations depend upon the nature and requirements of a particular course or activity and the skills and functional abilities of a particular student. Appropriate accommodations may include:

- extended time on exams;
- permission to tape lectures;
- change in test format;
- priority registration;
- enlarged print/graphics;
- textbooks on tape;
- handouts of overhead materials;
- cordless FM system;
- removal of structural barriers;
- class note taker;
- use of spell check ;
- extra time for assignments;
- alternative evaluation methods;
- special parking; and
- text telephone.

Students with disabilities are responsible for informing Shelton State about the disability and the need for reasonable accommodation. This should be done prior to or upon enrollment at the College. Students must furnish adequate documentation of their disabilities from medical or other appropriate professionals in order to substantiate the need for services.

ADVISING/REGISTRATION

A. Advising

Academic advising is recommended for students seeking a degree or certificate from Shelton State Community College. In order for Shelton State to provide sound advising, students must communicate their purpose or reason for enrolling at the College. Shelton State has identified the following purposes for students who attend Shelton State: Students who enroll with the purpose of taking courses before transferring to a four-year institution should contact the institution to which they plan to transfer to obtain a list of courses that the transfer institution will accept. If students plan to transfer to a public institution in the state of Alabama, they may obtain curriculum plans by printing a Statewide Articulation Reporting System (STARS) transfer guide from the following Internet site - <http://stars.troy.edu>. Students are encouraged to visit the Counseling Center for further information on the STARS. Shelton State has identified the following purposes for students who attend Shelton State:

1. Students who enroll with the purpose of obtaining a two-year transfer degree (AA or AS) should refer to the program of study section of this catalog and follow the curriculum of their choice. If students plan to transfer to a public institution in the State of Alabama, they should obtain curriculum plans by printing a STARS transfer guide from the following Internet site - <http://stars.troy.edu>. Students planning to transfer to an out-of-state school should contact the school to which they plan to transfer as soon as possible to obtain a list of courses that the transfer institution will accept. It is possible that curricula in the program of study section of this catalog may be modified to satisfy the requirements of a particular transfer institution.
2. Students who enroll with the purpose of obtaining a two-year career/technology degree (AAS) to prepare to enter occupational, semiprofessional or paraprofessional employment upon graduation from Shelton State, should consult the program of study section in this catalog for the curriculum they should follow. In addition, students should work closely with their major instructors in their particular discipline.
3. Students who enroll with the purpose of obtaining a certificate to enter or advance in jobs requiring specific occupational skills should refer to the program of study section of this catalog for the curriculum they should follow. In addition, students should work closely with major instructors in their particular discipline.
4. Students who enroll as transients (or visiting students) with the purpose of taking a course for one semester before returning to another university or college must obtain a transient 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. Such students are not required to file transcripts of previously earned credit at other postsecondary institutions.

5. Students who enroll with the purpose of enhancing their job performance or for personal enrichment should consult with the Counseling Center, the Office of Continuing Education, or the Center for Workforce Development to determine the best course of action to meet their needs.

B. Schedule Planning

It is advisable for each student to plan a schedule at least three semesters into the future. This allows the student to fulfill prerequisites in preparation for advanced courses or sequences taught only once or twice a year.

Students wishing to take an academic or career/technology course which may be scheduled infrequently, should contact the chairperson of the appropriate department at least five months in advance to determine future offerings.

C. Beginning Freshmen

All beginning freshmen must take the designated placement assessment or complete the ACT or SAT with an equivalent score (see ACT or SAT Policy for details within the Academic Information section of this catalog). When students take the assessment or bring the equivalent ACT/SAT scores to the Assessment Coordinator, they will be assigned a START Up Day (Special Time for Advising, Registration, and Touring). START Up Day is an opportunity for students to learn more about college policies and procedures in order to make a successful transition from high school to college. During the START Up Day, counselors and advisors will provide students with a tour of the college, interpret placement test scores, give hints about surviving the freshman year, and most importantly, advise and register students for classes.

D. Transfer of Courses

In 1994, the Alabama Legislature created by law the State of Alabama Articulation and General Studies Committee and the Statewide Articulation Reporting System (STARS). Students who plan to transfer to a four-year college or university in the State of Alabama should print a STARS transfer guide by following the instructions on the following Internet site - <http://stars.troy.edu>.

E. Registration and Grade Reporting

Currently enrolled students, returning students, new transfer, and transient students are encouraged to register on the web at www.sheltonstate.edu. Dates of web registration are published each semester in the semester Schedule of Classes. Detailed instructions for other registration opportunities are also included in the class schedule published each semester.

Any registration which is completed after the beginning of classes is considered as late registration and will be assessed a late registration fee of \$25. This late registration fee is due at the time of registration along with applicable tuition and fees.

It is the student's responsibility to ensure that all prerequisite courses have been completed before regis-

tering for a course. The prerequisites are listed in the Course Descriptions section of this catalog. The student is also responsible for taking those courses appropriate to his or her curriculum.

Grades are not mailed to students. At the end of each semester, grades may be obtained on the web at www.sheltonstate.edu. It is the responsibility of the student to check grades at the end of each semester. Students who wish to appeal a grade should consult the Grade Appeal Procedure.

COLLEGE BOOKSTORE

A bookstore is maintained as a convenience for the students. All textbooks and most supplies may be obtained in the bookstore which is open during the day with some extended hours during designated peak times.

The refund policy for books purchased at the Shelton State Community College Bookstore is as follows:

1. NO REFUNDS/EXCHANGES WITHOUT ORIGINAL STORE RECEIPTS.
2. for fall and spring semesters textbooks must be returned within 21 days from the start of class (one week for summer classes); books purchased after the last day for returns may be returned within three business days;
3. textbooks containing software (diskettes, CDs, DVDs, etc) may be returned if software package has not been opened; defects in software, when purchased with new books, must be reported within the refund period;
4. new books must be unmarked and in original condition; if wrapped, they must be unopened;
5. if books were purchased on a book voucher or on a credit/debit card, the refund will be credited back to the book voucher or the account used for purchase;
6. refunds on supplies or clothing will be made only if item(s) is (are) returned unused within one week of purchase; blister-packed items and boxed items must be returned in their original packaging for resale;
7. defective merchandise should be returned immediately for replacement;
8. electronic products (calculators) must be unopened in original packaging for resale; and
9. see Manager for packet returns.

COUNSELING SERVICES

All students are strongly encouraged to make use of the services of the Counseling Center Staff with regard to educational, vocational, or career planning decisions. For personal problems, students will be referred to appropriate agencies. Vocational, occupational information, and current catalogs from other educational institutions are available in the Counseling Center. The Counseling Center Staff is available to assist students in making relevant career decisions. Students are encouraged to meet with counselors early in their programs so that values, interests, and career information may be discussed.

CY-BUCS CAFÉ

Cy-Bucs Café is located in room 2413 on the Martin Campus. It is a service-oriented facility where students and faculty can relax, eat or drink, and use information technology for instructional purposes. Cy-Bucs provides information services in a relaxed environment with café tables, booths, and PC workstations. A wireless network will make connecting easy for students and faculty who have their own laptop computers with appropriate network cards. All policies and guidelines regarding Internet and computer use apply to the resources and services of Cy-Bucs. Hours of operation will be posted.

FIRST AID AND HEALTH SERVICES

To facilitate the delivery of basic emergency service, a first aid kit is available in the following locations:

Martin Campus	Security Office/Information Area
C.A. Fredd	Main Office
Fire College	The Fire College trains through the paramedic level, so EMT personnel and equipment are always available.

In addition to first aid materials, all laboratories and shops on each campus have proper equipment such as showers and eye wash kits to remove hazardous chemicals in case of spill or breakage. In the event that a person needs emergency medical treatment, a member of the administration or faculty should be contacted. A person suspected of being seriously ill or injured (broken bones, unconscious, etc.) should not be moved until a staff member arrives. Any costs of transporting students to the hospital, hospitalization, or treatment is the responsibility of the student.

FOOD SERVICE

A dining hall is located on the Martin Campus with a seating capacity of 450 and on the Fredd Campus with a seating capacity of 225. A variety of choices are available for students, faculty, and staff. Students are strongly encouraged to eat and drink only in the designated areas on each campus. **FOOD AND DRINKS ARE NOT ALLOWED IN THE CLASSROOMS ON ANY SHELTON STATE CAMPUS.** Certain rooms are designated for student or faculty functions where food or drink may be served. To reserve these rooms, contact the Office of Student Services, 205-391-2217.

HOUSING

Shelton State does not provide on or off campus housing. Students must make their own arrangements for housing, and the college assumes no responsibility for any problems between landlords and students.

IDENTIFICATION CARD

In order to provide a safe and secure environment, all students, employees, and guests are required to have identification while on campus. The college will make every

effort to ensure that all individuals on campus are here for appropriate reasons. In order to implement this policy, individuals on campus may be required to provide identification upon request. Any student enrolled at Shelton State Community College, with the exception of a transient student, is required to have a student identification card made. Transient students should possess identification from their home institution and/or a copy of their Shelton State schedule. The Student ID card will have the student's name and the designation "STUDENT" on it. The student must be currently enrolled to validate the ID card. The student's College ID number will be encrypted on the bar code. The first student ID card is provided at no cost. Replacement cards, whether lost or stolen, will be \$10.00. Students may at any time be required to show their ID card to security or faculty of Shelton State.

INSURANCE

Accident Insurance: Shelton State students are required to obtain an accident insurance plan. The cost for this plan is \$7.50 for fall and spring semesters and \$5.00 for summer semester. (These rates are subject to change should insurance company rates increase.) Students are given a brochure explaining the coverage at the time of registration. This plan covers accidents that occur on and off campus.

CAREER CENTER AND LEARNING CENTER

The Career Center and Learning Center provide programs and services to develop and strengthen the skills students need to be academically successful. Both Centers provide free tutoring in mathematics, reading, English, and other subjects and provide computers with Internet access, word processing programs, and other multimedia programs. The Career Center is located on the Fredd Campus in Room 117 and the Learning Center is located on the Martin Campus in Room 2456. Food, drink, and cell phone usage are prohibited.

Offices Located in the Learning Center:

Office of Disability Services (ODS), Servicing Learning, and International Student Services

Contact Michele Youngblood at 205-391-3958, LaTonya Robinson at 205-391-2342, or Marie Lee at 205-391-2976.

Vocational Rehabilitation

Contact Patricia Bailey at 205-391-2907.

STUDENT ACTIVITIES, AWARDS, AND ORGANIZATIONS

STUDENT ACTIVITIES

The Office of the Dean of Student Services provides and supervises social, cultural, and other programs which complement the academic curriculum of the College. For information about student activities, visit the Office of the Dean of Student Services.

INTERCOLLEGIATE ATHLETICS: Shelton State Community College is a member of the Alabama Community College Conference (ACCC) which competes at the Division I, Region XXII level of the National Junior College Athletic Association (NJCAA). Shelton State fields varsity teams in baseball, fast-pitch softball, men's and women's basketball, and women's soccer.

BASEBALL: The baseball team competes in the ACCC with a limited fall practice season and a full spring schedule. Home games are played on the college's Martin campus. Scholarships are awarded on the basis of try-outs and/or a demonstrated ability to compete on the intercollegiate level. For more information call 205-391-2206.

MEN'S BASKETBALL: The men's basketball team competes in the ACCC with a full competitive season. Home games are played in the Umphrey Center on the Martin Campus. Scholarships are awarded on the basis of try-outs and/or a demonstrated ability to compete on the intercollegiate level. For more information call 205-391-2918.

SOCCER: Shelton State is home to the only women's soccer team in the ACCC. They play a full fall schedule against teams from neighboring states. Home games are played on the Martin campus. Scholarships are awarded on the basis of try-outs and/or a demonstrated ability to compete on the intercollegiate level. For more information call 205-391-2499.

SOFTBALL: The softball team competes in the ACCC with a limited fall practice season and a full spring schedule. Home games are played on the college's Martin campus. Scholarships are awarded on the basis of try-outs and/or a demonstrated ability to compete on the intercollegiate level. For more information call 205-391-2299.

WOMEN'S BASKETBALL: The women's basketball team competes in the ACCC with a full competitive season. Home games are played in the Umphrey Center on the Martin Campus. Scholarships are awarded on the basis of try-outs and/or a demonstrated ability to compete on the intercollegiate level. For more information call 205-391-2306.

CHEERLEADERS: Shelton State Community College has a co-ed cheerleading squad. Members are chosen at try-outs which are held each spring. Cheerleaders perform at basketball games and other school functions. For more information call 205-391-2342.

DANCE TEAM: The members of Shelton State Community College's dance team, the Starlets, are chosen at try-outs which are held each spring. The Starlets perform at basketball games and other school functions. For more information call 205-391-2223.

COLLEGE AWARDS

JAMES B. ALLEN AWARD: The Allen Award is named after U. S. Senator James B. Allen who served in Congress from 1969-1978. The recipient of the James B. Allen Award is selected based on academic achievement and service to the College and community.

NORMAN C. CEPHUS SPECIAL ACHIEVEMENT AWARD: The Special Achievement Award is named after Mr. Norman C. Cephus who was president of Fredd State Technical College from 1982-1990. The recipient of the Norman C. Cephus Special Achievement Award is selected based on academic achievement, involvement in campus and community activities, technical recognition, and job related activities.

C. A. FREDD, SR. INCOMING FRESHMAN AWARD: The Incoming Freshman Award is named for Mr. Chester A. Fredd, Sr. who was president of Fredd State Technical College from 1965-1976. The recipient of the C. A. Fredd, Sr. Incoming Freshman Award is selected based on academic achievement, involvement in school and community activities, recommendation from a teacher, and an essay indicating interest in a technical program.

HAROLD I. JAMES OUTSTANDING TECHNICAL STUDENT AWARD: The Outstanding Technical Student Award is named for Mr. Harold I. James who was president of Shelton State Technical College from 1951-1976. The recipient of the Harold I. James Outstanding Technical Student Award is selected based on accomplishments in the classroom and workplace.

I. W. MITCHELL OUTSTANDING TECHNICAL STUDENT AWARD: The Outstanding Technical Student Award is named for Mr. I. W. Mitchell who was president of Fredd State Technical College from 1976-1982. The recipient of the I. W. Mitchell Outstanding Technical Student Award is selected based on academic achievement, involvement in campus and community activities, technical recognition, and job related activities.

LEO SUMNER AWARD: The Outstanding Sophomore Student Award is named for Dr. Leo Sumner who was president of Shelton State Community College from 1976-1988. The recipient of the Leo Sumner Award is selected based on outstanding academic performance, school involvement, and community service. It is the highest honor that a student can earn at Shelton State Community College.

THOMAS E. UMPHREY OUTSTANDING FRESHMAN AWARD: The Outstanding Freshman Award is named for Dr. Thomas E. Umphrey who was president of Shelton State Community College from 1988-2000. The recipient of the Thomas E. Umphrey Outstanding Freshman Award is selected based on outstanding academic achievement and involvement in campus activities.

STUDENT ORGANIZATIONS

A. Formation of Organizations

All student organizations are open to any student of this institution who meets membership requirements. No student may be denied membership to any student organization by reason of race, religion, sex, or national origin.

Formation of any student organization requires approval of the college administration. A written statement of purpose and intent should be presented to the Dean of Student Services prior to organization and should include the following items:

1. an official name of the proposed organization;
2. name of faculty advisor;
3. statement of when, where, and how often meetings will be held;
4. statement of membership qualifications; and
5. statement acknowledging that the proposed organization is subject to all college regulations and policies.

B. Funding of Student Organizations

Active student organizations receive funding from one academic year to the next. Requests for special funding are to be submitted to the Dean of Student Services by April 1 for the upcoming year. These requests should detail the funds required and supporting justifications for funding. This will allow the request to be considered during the institution's budgeting process.

C. Fund Raising by Student Organizations

All fund raising projects by student organizations must be approved by the Office of the Dean of Student Services. These projects require the prior approval and support of the faculty sponsors involved.

D. List of Organizations

ALUMNI ASSOCIATION: The Shelton State Alumni Association offers the opportunity to see old friends and meet new ones. Through the Alumni Association, students have the opportunity to network with others who have attended Shelton State Community College and at the same time, give something back to the college. Anyone who has ever attended Shelton State Community College, including those who attended while the college was under a different name (J. P. Shelton Trade School, Shelton State Technical College) and those who attended C.A. Fredd State Technical College are eligible for membership. Currently enrolled students, faculty and staff, corporate supporters, and friends of the college are also eligible for membership. For more information on the Shelton State Alumni Association call 205-391-2252.

AMBASSADORS: The Shelton State Ambassador Program was developed to provide members extensive leadership training, while offering them the opportunity to serve as the official hosts for Shelton State Community College. Ambassadors are chosen on the basis of leadership potential, community service, and commitment to Shelton State. The Ambassadors assist in recruitment, foundation and alumni support, community service, and student activities. Members work closely with the administration and faculty of the College to convey Shelton State's message to the community. Interested students should contact the Ambassador Sponsor, 205-391-2234.

ATHLETIC TEAM COUNCIL: Team Council is composed of two representatives from each athletic team, including cheerleaders, dance team and managers. Team Council meets once a month. The purpose of the group is to provide a vehicle for student-athletes to support each other, to promote involvement of students, faculty, and staff in athletic events, and to plan special activities and events for the Athletic Department.

CIRCLE K: Circle K is a co-educational service, leadership development, and friendship organization, organized and sponsored by the Kiwanis Club of Tuscaloosa. Like Key Club, its high school counterpart, Circle K focuses on activities that promote community service and leadership. Interested students should contact Circle K sponsor, 205-391-2233.

CORSAIR FENCING CLUB: The objective of the Corsair Fencing Club is to stimulate interest in competitive fencing and in the development of the art/sport of fencing in the college community. Membership is open to all college students, faculty, staff, and community residents who are interested in the fellowship and promotion of fencing. Interested students should contact the Fencing Club sponsor, 205-391-2966.

ECOLOGY CLUB: The Ecology Club is open to all Shelton State students who have an interest in experiencing nature and learning about our environment. Officers are elected in the fall semester for the academic year, and meetings are held on a monthly basis. Generally each semester there is one outing which involves camping, canoeing, hiking, picnicking, or other outdoor activity. Interested students should contact the Ecology Club sponsor, 205-391-2257.

PHI THETA KAPPA: Phi Theta Kappa International Honor Society recognizes and encourages scholarship among two-year college students. To achieve this purpose, Shelton State's Alpha Epsilon Iota chapter of Phi Theta Kappa provides opportunities for the development of leadership and service, for an intellectual climate for the exchange of ideas and ideals, for lively fellowship for scholars and for stimulation of interest in continuing academic excellence. Often referred to as "the Phi Beta

Kappa of the two-year college,” the Society offers a variety of state and national trips, honors seminars, and scholarships. Fulltime or part-time students who have earned a 3.5 cumulative grade point average, and have completed 12 semester hours in an associate’s degree program will be invited to become members. Invitations are sent once at the beginning of each semester. Officer scholarships are available by application. For further information, contact the Office of the Dean of Student Services, at 391-2217, or log on to www.ptk.org.

SHELTON STATE ASSOCIATION OF NURSING

STUDENTS: The Shelton State Association of Nursing Students (SSANS) is a constituent of the Alabama Association of Nursing Students (AANS) and the National Student Nurses’ Association, Inc. (NSNA). NSNA is the largest independent health professional student organization in the United States, and the only one for nursing students. The purpose of the SSANS is to aid in the preparation of student nurses for the assumption of professional responsibilities. Nursing or pre-nursing students in any state approved program preparing for registered nurse licensure or registered nurses in a program leading to a baccalaureate in nursing are eligible for membership. SSANS activities and involvement may include community health activities, recruitment of students into nursing, legislative activities, conventions, educational programs, and newsletters. The opportunities are unlimited and depend upon the student’s interests. Members of SSANS may also enroll in a leadership course for one hour of course credit. This course includes effective skills and strategies for developing leadership skills. Interested students should contact the Director of Nursing Programs, 205-391-2446.

SHELTON STATE ASSOCIATION OF PRACTICAL

NURSING STUDENTS: The objective of the Shelton State Association of Practical Nursing

Students is to prepare practical nursing students to assume responsibilities for participating in nursing education (both basic and continuing) to provide the highest quality of health care. Students enrolled in any state approved practical nursing program or students enrolled in courses in preparation for the program are eligible for membership. It also provides students with information and motivation to join one of the professional practical nursing organizations (National Association for Practical Nurse Education—NAPNES or National Federation of Licensed Practical Nurses—NFLPN). It also provides programs relevant to current nursing concerns. Students will have an opportunity to participate in community activities related to health care. Interested students should contact the Director of Nursing Programs, 205-391-2446.

STUDENT ACTION TEAM: The Student Action Team is composed of one representative from all active campus groups and organizations. The Student Action Team meets once a month. The purpose of the group is to maintain a calendar of all student events, to encourage groups to support each other’s activities, and to increase awareness of college happenings.

STUDENT NEWSPAPER: The *Shelton State Courier* is a twice-monthly newspaper written and edited by students in the mass communication program. The paper is funded through advertising and is operated much like any other newspaper. Students interested in a career in the news industry, whether it is TV, magazines, or newspapers, are encouraged to participate in the *Courier* publication program. Students will learn to meet deadlines while producing quality work. Once a year in December, the *Courier* publishes a creative issue featuring literature and visual art called *Maxwell’s Crossing*. All students are encouraged to participate. For further information, contact the publisher, 205-391-2278.

POLICIES AND PROCEDURES

It is the intent of the compilers of this catalog that it contains policies, procedures, and guidelines adopted or approved by The Alabama State Board of Education. 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.

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights:

- To a safe and secure environment free from discrimination and harassment
- To teaching and learning which is conducted in accordance with the mission of the institution and in compliance with policies, procedures, guidelines, etc., of the Alabama State Board of Education, Commission on Colleges of the Southern Association and Colleges and Schools, state and federal law.
- To due process when accused of violating any of the rules and regulations by which College operates
- To academic freedom (freedom of expression)
- To make suggestions and recommendations for the improvement of the institution

Student Responsibilities:

- To abide by state and Federal law
- To abide by the policies and procedures of the institution
- To abide by the Shelton State Community College Student Conduct Code

STATEMENT OF ACADEMIC FREEDOM FOR STUDENTS The College seeks to provide an atmosphere conducive to open and honest intellectual inquiry in any college forum that is appropriate for dialogue and student participation. The student should feel free to exercise the right to dissent within limits of decorum and good taste.

STANDARD COLLEGE POLICIES Classes taught at the College are governed by the "Standard College Policies" (the "Policies"). A copy of the Standard College Policies will be sent to each student at the email address assigned to the student by the College and/or will be given to each student at the Information/Security Desk at the same time the student completes the vehicle registration/waiver process. To receive a copy of the Policies, each student must sign that he or she received a copy of the Policies. Upon receipt of the policies, students are deemed to be on notice of the contents of the policies and are expected to abide by those policies for every class the student attends at the College. The Policies are also available at the College's website at www.sheltonstate.edu. Students who have questions concerning the Policies should consult the Dean of Instructional Services, 205-391-2283.

Additionally, college instructors are required to provide a syllabus to each student enrolled in their course. The syllabus shall set forth the instructor's expectations,

policies, procedures, course content, course schedule, and other information that defines the requirements of the course for the student. Upon receiving the syllabus, students are deemed to be on notice of its contents and are assumed to understand and abide by the expectations, policies, and procedures stated therein. Students who have questions regarding the syllabus should consult their instructor or the department or division chairperson.

COMPUTER RESOURCES USE POLICY

A. Definitions

Computer resources are any college-owned, leased, or contracted hardware, software, network, and/or telecommunications resource. Computing resources include but are not limited to E-mail, application and instructional software, network resources, local area networks (LANs), and telecommunication connectivity to external networks.

B. Policy Statement

All employees and students of Shelton State Community College will follow the institutional guidelines herein established for the use of computer resources. All users consent to the monitoring of usage for the purposes of accounting, network maintenance, and the detection of unauthorized access. The College reserves the right to revoke access at any time with or without prior notice. Unauthorized access and any other unauthorized use may expose the individual to criminal and/or civil proceedings.

C. Responsible Use Requirements

Guidelines for use of computer resources are established by the network supervisor and other designated administrative personnel of Shelton State Community College. Some guidelines are posted on the computers available in labs and other areas of the college accessible to students.

1. Users of the College's Internet resources are expected to comply with the College's criteria for responsible usage.
2. The use of Internet resources should be consistent with the College's mission to further the educational process by facilitating the acquisition and exchange of knowledge, by encouraging collaborative projects, and by supporting research and instruction by administration, faculty, staff and students.
3. The use of Internet resources should conform to any regulations, policies, and procedures established in the College's Student Handbook.
4. Individuals must take all reasonable precautions to prevent unauthorized access to Internet accounts or any other unauthorized usage and are expected to report any violations of this policy and/or security problems to appropriate personnel.

5. The use of Internet resources should comply with ethical and legal standards. The following would be considered unethical or illegal:
 - a. using the Internet resources in a manner that creates a hostile environment, which may include but is not limited to harassing, threatening, stalking, libeling, or slandering other persons, or in any way that damages community relations;
 - b. using the Internet resources in a manner that violates the privacy of other users or persons;
 - c. copyright infringement;
 - d. using the Internet resources to knowingly upload, download, or view pornography; or
 - e. using the Internet resources to operate or engage in scams, pyramid schemes, or in any commercial venture.

D. Sanctions

Use of the College's Internet resources is a privilege, not a right. The College reserves the right to do the following:

1. alter the provisions of this policy as needed;
2. change the conditions of use of its Internet resources; and
3. terminate or change, without notice, the nature of access to these resources.

Users who violate College policy or the standards for legal and ethical usage may have the privilege of use revoked without notice. Violators may be reported to appropriate personnel. Those using these resources for illegal acts are subject to prosecution by local, state, or federal authorities.

E. Limitations of Liability

1. Access

The Internet World Wide Web is a global network unregulated by local, state, federal, or international authority. Materials on the Internet may be controversial, offensive, disturbing, erroneous, or illegal. Because the College has no control over nor does it monitor materials on the Internet, it can not be held responsible for such material, for controlling access to it, or for protecting patrons from offensive material. The College disclaims any warranty for the accuracy, timeliness, authoritative-ness, or usefulness of such materials and shall have no liability for any direct or indirect damages resulting from the use of Internet material. Access to, or use of, the Internet by minor children is solely the responsibility of the parent or legal guardian.

2. Links to Internet Sites

The College, through its home page, provides links to helpful sites that are consistent with the mission and purpose of the college. However, because of the unregulated nature of the Internet, the College can not monitor nor be responsible for the content or availability of the sites to which it links, nor for any subsequent links.

3. Violation of Privacy

The College disclaims any liability or responsibility for the violation of privacy of any individual by

a user. Such responsibility shall lie solely with the user.

4. Use of Copyrighted Materials

The College disclaims any liability or responsibility for copyright infringement by a user. Such responsibility shall lie solely with the user.

5. Computer Viruses

Because the Internet is unregulated, viruses that are potentially harmful to the user's computer system may be downloaded from the World Wide Web. Responsibility for identifying and eliminating such viruses downloaded in data or files rests with the user. The College disclaims any responsibility for damages resulting from viruses transmitted through data or files obtained through the use of the College's electronic information systems.

Networks are a form of property controlled agreement between providers and users. Violating such an agreement may result in consequences to the user and the College. Transmitting defamatory utterances concerning a person, organization, or institution may subject the perpetrator and the College to civil liability to pay money damages.

Responsible users should avoid actions or missions that make themselves or the College criminally or civilly liable to others. Under law, a user may be required to reimburse the College for any amount of money it must pay to another because of injury caused by his or her conduct.

Responsible users should avoid actions that may inflict needless expense upon the College or others. Users should not do anything that will impair the operation of computers, terminals, peripherals, or networks. Nor should users do anything that is knowingly wasteful of computing resources, including, but not limited to, sending advertisements for commercial enterprises, sending mass mailings or chain letters, obtaining unnecessary output, maintaining unnecessarily excessive file storage creating unnecessary multiple jobs or processes, or creating unnecessary network traffic.

Responsible users should avoid actions that destroy, endanger, or divert another's work or writing. The College treats electronically stored information, including personal files, as confidential and permits examination or disclosure of their contents only when authorized by the owner of the information or when required by local, state, or federal law. Under Alabama Code 13 A-8-102, it is a crime to transmit, change, or delete another user's files or software without permission; it is a crime to introduce destructive software, such as programs known as computer viruses, Trojan horses, or worms into any computer, computer system, or network.

Responsible users will contribute positively to a free and open atmosphere for electronic discussion. Uses of campus E-mail, the Internet, or networks for unauthorized purposes may be subject to criminal, civil, and/or institutional sanctions if used for such purposes as to make threats against person or property; to provide false information about academic or

administrative policies or issues; or to send messages offensive to the receiver because of pointlessly hateful, obscene, or libelous content.

Hurtful or offensive words spoken on a network or computer system can leave a permanent record that can, depending upon content, support criminal or civil liability, damage professional reputation, or diminish one's standing in the academic or local community. E-mail files have been ruled to be discoverable in a court of law; therefore, privilege of confidentiality is not absolute and may be overridden by court order. Sexual harassment policies also apply to computer use.

COLLEGE SECURITY POLICY

This policy represents the comprehensive policy for all programs at Shelton State Community College including the Fredd Campus. This policy is designed to ensure the safety of students, employees, and visitors.

A. Campus Security

Shelton State Community College has a security force that assists in providing for the safety of students and employees on all of the school's campuses. Although these people are employees of Shelton State Community College, they are not State of Alabama police officers. These security officers work closely with the local police departments to assist in maintaining a safe and peaceful environment for the students and employees of Shelton State Community College. Should students or employees of Shelton State require assistance from either the police, medical, or fire department, they should contact the security officer on duty through the College switchboard operator or the Office of the Dean of Student Services, Martin Campus, 205-391-2217, who will immediately notify the appropriate authority. Should the security officer not be immediately available, the appropriate authority should then be contacted.

For instance, in the City of Tuscaloosa, should a student's vehicle be burglarized while at either Shelton State campus, the student should notify the security officer on duty, who will immediately contact the Tuscaloosa Police Department. Should there not be a College official (i.e., an instructor) available, the local authorities should be notified.

B. Facility Access

Access to the facilities at times other than scheduled is prohibited without special permission by authorized persons. The College is routinely open from 7:30 a.m. until 10:00 p.m. Monday through Thursday and Friday from 7:30 a.m. until 5:00 p.m. To contact an administrator during evening hours, call the campus operator, 205-391-2211. Limited security patrol of the facilities is provided during the hours in which the school is closed to the public.

C. Crime Prevention

The College administration encourages all students, faculty, and staff to practice safety and awareness at all times. Students and staff are also encouraged to report

any and all incidents which may indicate potential danger. It is the policy of Shelton State Community College that any criminal act or threat of violence, injury, destruction of college or personal property, traffic accident, or other situations which may occur on either campus or auxiliary campus or site operated by Shelton State Community College must be reported immediately. A report form is available in the Office of the Dean of Student Services. Anyone witnessing criminal activities on any of the College's properties should notify security officers, the Office of the Dean of Student Services, or contact the local police authority for assistance. Special programs are scheduled periodically to inform students and staff about crime prevention.

D. Crime Statistics

As required by Public Law 101-542, statistics will be made available concerning such crimes as murders, rapes, robberies, aggravated assaults, burglaries, and motor vehicle thefts occurring at any Shelton State Community College site. This information will be posted on the College website, www.sheltonstate.edu. Direct any questions or concerns regarding Shelton State Community College's security policy to the Office of the Dean of Student Services, Martin Campus, phone 205-391-2217.

E. Emergencies

Emergency Procedures

If for any reason, police are needed, do not use the direct number to the police station. First call Shelton State Security:

Martin Campus, 205-391-2377

Fredd Campus, 205-391-2611

If security cannot be reached immediately and the police are needed, **Dial 911**. Give the dispatcher all the details of the *location* where emergency assistance is needed. Report the emergency incident to an administrator as soon as possible. In addition, a written incident/accident report must be submitted to the Office of the Dean of Student Services as soon as possible. These forms are available from the Office of the Dean of Student Services/Instruction.

On the Martin Campus emergency **RED TELEPHONES** connect directly to the Security Desk, and whenever possible, should be used in an emergency. These telephones are located in rooms 2253, 2255, 2311, 2361, 2825, 2904, and 2927.

In the event of a medical emergency where first aid may be required, a first-aid kit is available in the following locations:

Martin Campus	Security/Information Desk – Atrium, First Floor
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Fredd Campus	Main Office
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In addition to first aid materials, all laboratories and shops on each campus have proper equipment such as showers and eye wash kits to assist victims in removing hazardous chemicals in case of spill or breakage.

*In the event of serious injury or illness, or threat of bodily harm, immediately **Dial 911**.* Security officers and college administrative officials also should be notified as quickly as possible. Any costs of transporting students to the hospital, hospitalization, or treatment will be borne by the student.

The emergency procedures for fire, tornado, or bioterrorism threat are explained in the Standard College Policies. A copy is in Appendix C.

Bomb Threat

Any person who receives a bomb treat should notify campus security immediately.

In the case of a bomb treat, faculty will be notified by campus security or administrative personnel. Faculty should assist in evacuating the building and alerting others to do the same. The code phase for notification in the event of a bomb threat is “**gas leak**.” **DO NOT ACTIVATE AN ALARM DURING A BOMB THREAT!**

Severe Weather Days

Rarely does the College close due to snow or other severe weather. The decision to close the College is made only by the President or designee. If classes are in session when the decision is made, each class will be notified directly. If the decision to close, or not to open, is made during the night or on the weekend, the President or designee will notify local radio and TV stations as appropriate. During snow or other severe weather, if closing is not announced in the local media, assume that the College is open and that classes will be held.

Loss of Power

Occasionally, the College will suffer a loss of power at which time the emergency lights will activate automatically. College officials will determine the extent and duration of the power loss and decide whether to dismiss classes. Faculty should not dismiss classes until notified to do so by college officials.

Safety

Many laboratories and shops have specific safety activities that must be performed by the instructor. The Division Chair advises faculty concerning responsibilities in this area.

Accident Reports

If an accident occurs in a classroom, shop, or laboratory, the faculty member must file an official accident report within 24 hours of the incident. Copies of the Accident Report form are available from the Office of the Dean of Instruction or Dean of Student Services. If an accident occurs on the parking lot, notify campus security.

Security

A security guard is always on duty. To contact a security guard:

Martin Campus	205-391-2377
	Use red emergency telephones
Fredd Campus	205-391-2611

FIRE PROCEDURE

1. Continuous short horn blasts (from horn located in classrooms, halls, and throughout building) and blinking lights will be activated.
2. Fire doors will close automatically.
3. All faculty, staff, and students should proceed to the nearest exit and move away from the building once outside.
 - a. Students should take their books and personal items with them.
 - b. Students and staff who are physically impaired should report to the nearest rescue station (locations: second floor end of West wing and by the elevators in Atrium).
 - c. Classes are not dismissed and will resume when notified that the danger has passed.

LOST AND FOUND PROCEDURE

Campus Security will handle most property lost or found on campus. Any items that are found should be turned into Security. Students should check with the Security Officer for any lost items. Items turned in are held for six months. If the rightful owner does not claim an item in that period, the item can be turned over to the finder. Since the College cannot be responsible for personal property, it is recommended that books and supplies be locked in a car when not in use. An identifying mark should be placed on all textbooks, note books, calculators, and other equipment.

SAFER LIVING GUIDE

A. Crime Prevention

The potential for crime exists everywhere in society; on campus is no exception. There are two elements for crime to happen, motive and opportunity. Motive can't be controlled, but one can reduce opportunity.

1. On Campus

After hours of darkness, don't walk in unlighted or dimly lighted areas alone. If attending evening classes, park the car in well lighted areas of the parking lot. Keep the car locked and check the back seat before getting in. Have keys in hand on approach to the vehicle. Don't study or work alone.
2. Traveling

Keep your car in good running condition and always have more than enough gas to get to your destination and back. Keep your car doors locked with the windows up and always check the back seat (including the floor) before entering your vehicle. At night, park as close as possible to lights and activity. When returning to your car, have friends walk with you. Don't stop for hitchhikers or broken down vehicles. To help a stranded driver, go to a phone and call police. If you think someone is following you, don't go home. Keep your hand near the horn and drive to the nearest police or fire station, open gas station, or other business that is open. If your car runs out of gas or breaks down, raise the hood. Tie a white cloth to the antenna or

door handle to alert the police. Keep doors locked and windows up until the police arrive. If anyone stops, ask him or her to phone for help.

B. Crime Prevention on Campus

The major crime on campus is theft of unattended property. Remember the word “opportunity”. That’s what a thief needs, so remember: Always lock it up or take it with you. Theft of backpacks and textbooks is surprisingly common, due to the resale value of books. Never leave your property unattended in the library, dining hall, classroom, recreation facility, or restroom. Take your things with you or have a friend watch them. We recommend that you do not bring fine jewelry, heirlooms, or expensive clothing to school.

One important thing you need to take time to do is mark your property. Put your name and address inside your textbooks. Also, choose one or two pages in the book known only to you and mark them. Engrave your driver’s license number on items that might interest a thief (i.e., stereo, pocket calculator, lap top computer). Write your name in outer clothing like coats, jackets, vests, etc. This information could help return your possessions back if they are stolen.

C. Crime Prevention at Home

You can become a victim in your own home. Take steps to prevent this from happening. Keep exterior doors closed and locked. Keep windows locked also. Be smart about keys—don’t leave them outside or in hiding places. If you lose your keys, change the locks. If you move into an apartment, ask to have the locks changed. Never open your door to a stranger. Require proper identification from utility and repair persons. If a stranger asks to use your phone, keep the door locked and offer to place the call for him or her.

Women who live alone or with other women should use an unlisted phone number or include no address in their phone book listing. Don’t reveal to a caller that you are alone, and don’t tell a wrong number caller your phone number. Have an agreement with your roommates that the following information will not be given to an unknown caller: Who is home, who is out, when someone will return.

Taking away the opportunity is a big part of protecting yourself from sexual assaults. If you choose to protect yourself with weapons, you must accept the risk that the weapon could be used against you.

D. Crime Prevention in Apartments

Before moving in:

1. check out the crime statistics in the neighborhood. The Tuscaloosa Police, 205-349-2121, and Northport Police, 205-339-6600, can help you.
2. check out the area both day and night. Check to see that doors, walkways, stairwells, and parking lots have adequate lighting.
3. have the locks changed. Put this request in writing before you sign the lease.
4. if you use a laundromat, be aware of isolated conditions. Go with a friend.

E. Reporting Crimes

If you witness a crime, keep cool, obtain descriptions, call security, or dial 911. You are encouraged to report any safety concerns to security whether on or off campus. Try to obtain a description of the offender, clothing description, height, weight, hair color and length, and direction the offender was headed. If a vehicle is involved, try to get the license number, color, and make of vehicle, any damage the vehicle had, and direction of travel.

When a crime has been committed, the crime scene has evidence that can be linked to the offender and must be preserved. Try not to touch drawers that are pulled out, doors, windows, or anything that the offender may have touched. No one should enter until the police arrive. If your vehicle is involved, don’t move it, unless it is a traffic hazard or a danger.

F. Preventing Sexual Assault

Rape is an act of violence. It shouldn’t happen, but it can, even with people you know and trust. Most rapes and sexual assaults are committed by acquaintances. For this reason, it is important to be assertive, direct, and clear in your communications. Be aware of what you are communicating, nonverbally as well as verbally. Remember that a woman’s risk of acquaintance rape increases when she gets in a car with someone she just met (perhaps at a party) no matter how nice he seems, or when she’s socializing with a group that is using alcohol or drugs. The law warns that knowing someone intimately will not clear you if you force sex. Therefore, men should use clear communication to reach an understanding with friends or a date. Don’t assume an earlier understanding still holds. Don’t assume you can communicate clearly while using alcohol or drugs.

1. Acquaintance Rape/Date Rape

Rape or first degree sexual assault is legally defined in the state of Alabama as sexual penetration of a woman by a man that involves the use of force or threat of force and occurs without the woman’s consent. Most people think rape is only committed by strangers. Research indicates that women are more likely to be raped by someone they know, not by someone who is a total stranger.

Acquaintance rape or rape committed by someone the victim knows is one of the most common forms of rape occurring in the country today, especially in the campus setting. It is common for women to be sexually assaulted by friends, family members, neighbors, boyfriends, ex-boyfriends, dates, co-workers, etc. It is difficult to estimate the true magnitude of the acquaintance rape problem for two reasons. First, most women raped by an acquaintance are reluctant to report the attack to police because they are afraid they will not be believed. Secondly, many women do not think of it as rape if they are forced to have sex with an acquaintance. For example, in a recent study of adult women, it was found that only 29% of all

rape victims reported the crime to the police, almost 62% of all rape cases reported involved a man the victim knew fairly well, and these acquaintance cases were less likely to be reported to the police than were rapes by strangers. The reluctance of women to label forced intercourse as rape is evident in research finding that only 43% of victims experiencing abuse meeting the legal definition of rape actually acknowledged the experience as rape. Also, women who did not acknowledge their sexual assault as rapes were more likely to have been unmarried students at the time of their assault.

Indications are that acquaintance rape occurs much more frequently on college campuses than you might imagine. Studies at some universities reveal that at least 20% of women students have been victims of acquaintance rape. One study of college males found that 61% admitted having used some type of coercive behavior in sexual situations, and 15% said they had actually forced women to have sexual intercourse, an act that would constitute rape.

In general, people believe acquaintance rape tends to involve less violence than rape committed by strangers. However, recent data collected by researchers show that rape committed by some type of acquaintance is at least as violent or even more violent than stranger rape. When rape cases involving boyfriends were compared with those involving strangers, victims of boyfriends were more likely to fear serious injury or death, to sustain minor physical injury, and as likely to involve the use of a weapon than stranger assailant cases but were less likely to have been reported to police. It's date rape; it's wrong; it's a crime.

2. As a woman you need to know:
 - a. sex-role stereotypes of submissiveness and coyness are dangerous and can create a climate of sexual aggression.
 - b. say no when you mean no; say yes when you mean yes. Stay in touch with your feelings to know the difference.
 - c. believe in your right to express your feelings and learn how to do so assertively.
 - d. be aware of stereotypes that prevent you from self expression, such as, anger is unfeminine, and being passive is feminine.
 - e. be aware of specific situations in which you do not feel relaxed and in charge. Don't worry about being polite.
3. As a man you need to know:

Rape is a crime.

 - a. It is never alright to force yourself on a woman, even if you think she's been teasing and leading you on, even if you have heard that women say no when they really mean yes, even if you think it's manly to use force to get your way.
 - b. Don't read signals. Have a clear understanding of each others intention.

- c. When you use force to have sex, you are committing a crime called rape, even if you know the woman or you've had sex with her before.
4. Public Places
 - a. There are ways to protect yourself from sexual assault. Outside of social situations, most involve simply being aware.
 - b. When walking, avoid alleys, vacant lots, and short cuts. Listen for footsteps and voices. Notice cars that pass you more than once or pull up beside you. If someone follows you on campus, go to a phone, and call security or dial 911. Describe the person and the vehicle to the dispatcher.

G. Reporting Sexual Assaults

If you are sexually assaulted on campus, report the crime to security. If the assault happens off campus, call the law enforcement agency that has jurisdiction where the assault happened. If you are unsure, call 911. Reporting the crime doesn't mean you must take legal action. That's a choice you can make later. By reporting the crime, you may help stop a rapist. Chances are that he has raped before and will rape again, unless apprehended.

H. Preservation of Evidence

If you have been sexually assaulted, there are steps you need to take to preserve physical evidence that will be useful later. Don't change clothes, bathe, douche, or use the toilet. Do seek medical care immediately, whether or not you report the crime. In addition to care of obvious injuries, you need medical care to protect you from sexually transmitted diseases. A physician can also counsel you about pregnancy. If you have been sexually assaulted and are considering taking legal action against the rapist, you need to receive medical care at DCH Regional Medical Center or at Northport Hospital-DCH. The emergency room doctors are the only area physicians who perform medical exams in which evidence of rape can be obtained and preserved for legal action. Without this evidence, the chance for successful prosecution drops.

The medical exam should occur as soon as possible. You should bring a change of clothes because clothes worn during the assault will be kept as evidence. If you've already changed clothes, bring along any articles that may have blood or semen on them. If you don't plan to take legal action, we still encourage you to contact a medical care facility and/or a counseling center. No one will pressure you to report or prosecute. All services to sexual assault victims are confidential, but the hospital staff must, by law, report assaults to the police. The victim, however, can choose whether or not to talk to the police.

Shelton State Community College personnel will assist assault victims with on and off campus counseling. There are several local agencies that can help. Contact the Office of the Dean of Student Services for assistance. If a student, who has been assaulted, should request a change in the academic environment, the Office of the Dean of Student Services will assist in

facilitating such changes. Changes will be made if reasonably available.

National statistics indicate that women have a greater chance of becoming rape victims, therefore, this section refers only to women as rape victims. Don't be embarrassed to ask for help if you are having problems with which the college should be aware. The College can help with referrals, especially in domestic violence situations or problems that would affect your personal safety. Contact Security or the Office of Student Services for assistance. Don't hesitate to ask for help.

I. Policy

The Office of the Dean of Student Services sets standards for student behavior that will make the campus safe. The Office of the Dean of Student Services will investigate the situation and assess sanctions.

Violations of the code include sexual misconduct. Sanctions, up to and including expulsion, may be imposed, if through the investigation and hearing process the accused is found to be guilty. During all campus disciplinary proceedings, including those regarding sexual misconduct, the accuser and the accused have the same right to have others present, and both will be informed of the outcome of the proceedings.

Any member of Shelton State Community College may file charges against a student for misconduct. Charges must be prepared in writing and directed to the Office of the Dean of Student Services. Any charges should be submitted as soon as possible after the event takes place, preferably within thirty days of the occurrence.

J. Medical Emergencies

If someone needs emergency medical care, call 911. Ambulances will be dispatched and Paramedics from the Tuscaloosa Fire Department will respond.

When the 911 call is made remember the following.

1. The victim must NOT be moved, except to remove him or her from life-threatening conditions.
2. Someone must stay with the victim until help arrives.
3. You must describe the victim's exact location and you must give accurate directions.
4. You must stay on the line until the dispatcher tells you to hang up.
5. You should meet emergency officials and guide them to the victim.
6. You should stay out of the way of emergency officials; however, before you leave the scene, check with an emergency official to see if further information is needed.

K. Quick Reminders

1. Mark your property.
2. Don't leave your property unattended. The most frequent crime on campus is theft of unattended property.
3. Lock your doors and windows.
4. Tell your friends where you're going and when you'll be back.

5. Stay in well lighted areas.
6. Be wary of strangers.
7. Don't study alone.
8. Stay sober and alert.
9. Communicate clearly.
10. Stay in control.
11. Reporting assaults doesn't mean you must take legal action but can help stop the criminal.

Alabama Attorney General	1-800-626-7676
Office of Victim Assistance or contact the Office of the Dean of Student Services for assistance or referrals.	
Ambulance/Fire/Police	911
Brookwood Police Department	556-0103
Indian Rivers Mental Health Center	345-1600
Northport Police Department	339-6600
Poison Control	345-0600
Turning Point	758-0808
Tuscaloosa County Sheriff's Department	752-0616
Tuscaloosa Police Department	349-2121
Vance Police Department	553-9917

SECURITY TELEPHONES PROCEDURE

At present there are six security phones located throughout the Martin Campus. These phones are intended for emergency calls to the Security Desk. The phones are in the following classrooms:

Room 2253
Room 2255
Room 2311
Room 2361
Room 2825
Room 2904
Room 2927

To activate the phone, simply pick up the receiver and tell Security the room location and the nature of the emergency. These phones DO NOT connect to the telephone system outside this school. They are designed for internal EMERGENCY use only.

TORNADO/WEATHER PROCEDURES

1. A continuous horn blast with lights will be activated for 30 seconds.
2. Security will use bull horns to direct everyone to safe areas.
3. All faculty, staff, and students should proceed to the first floor and seek shelter in an interior hall or office away from any windows.
4. Everyone should stay in the interior halls until the "all clear" is given by a representative of the College.
 - a. Individuals are strongly advised not to go to their cars.
 - b. Classes are not dismissed and will resume when the danger has passed.

TRAFFIC AND PARKING PROCEDURES

All motorized vehicles parked on campus must be registered. Parking decals are issued for the academic year and will make rapid identification of vehicles possible in the event of an emergency. Shelton State Community

College decals will enable students to park on certain lots at the University of Alabama campus. Students are expected to abide by University of Alabama parking regulations when parking on that campus. A copy of these regulations may be obtained from the security officers. Parking violations are the student's responsibility.

Temporary permits are issued to students enrolled in Continuing Education classes and classes scheduled for less than a semester. Temporary permits are honored through the date validated on the permit. Students should park legally in parking spaces. Parking in a prohibited area such as a fire lane, loading zone, visitor space, or disability zone without authorization will result in a citation being issued and/or the vehicle being towed. Payment of parking tickets is done at the Business Office. If a student feels that he or she was wrongly ticketed, he or she can pick up an appeal form at the office of the Office of the Dean of Student Services. A copy of Shelton State Community College parking regulations can be obtained from the Office of the Dean of Student Services.

STUDENT POLICIES

STUDENT CONDUCT CODE

The publication of this Student Conduct Code documents the standard of conduct by which students and organizations are expected to abide. 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 and 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, or staff member – or the College itself, is strictly prohibited.

A. 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.

B. 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:

1. dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College;
 - a. 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.
 - b. plagiarism – all academic work, written or otherwise, submitted by a student to his or her instructor or other academic supervisor, is expected to be the result of his or her own thought, research, or self-expression. In any case in which a student feels unsure about a question of plagiarism involving his or 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)

2. forgery, alteration, or misuse of College documents, records, or identification;
3. issuance of worthless checks made payable to the College;
4. failure to comply with the authority of college officials acting within the capacity and performance of their positions;
5. violation of written College rules, policies, and regulations;
6. 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;
7. destruction, damage, or misuse of College, public, or private property (The student or organization is responsible for any damage done to College property.);
 8. 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;
 9. conviction of any misdemeanor or felony which adversely affects the educational environment of the College;
 10. 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;
 11. 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.
 12. lewd, obscene, licentious, or indecent conduct or the verbal or written threat of such action against another person;
 13. lewd, obscene, licentious, indecent, or inappropriate dress;
 14. possession, while on College-owned or controlled property, of firearms, ammunition, explosives, fireworks, or other dangerous instrumentalities;
 15. possession, sale, and/or consumption of alcoholic beverages or non prescribed, controlled drugs on College property or at a student or College-sponsored function;
 16. unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law;
 17. theft, accessory to theft, and/or possession of stolen property;
 18. 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;
 19. fighting, physical or verbal abuse, threats of violence, intimidation, and physical or mental harassment;
 20. trespassing or unauthorized entry;
 21. entering false alarms, tampering with fire extinguishers, alarms, or other equipment;
 22. publishing, aiding in publishing, circulating or aiding in circulating anonymous publications or petitions;
 23. 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;
 24. violations of the Sexual Harassment Policy;

25. any form of gambling;
26. 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 which provide for adequate notice and a fair hearing, 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 this 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.

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 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 or her initial meeting with the Office of the Dean of Student Services. His or her 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.

1. 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.
2. The student is permitted to have counsel present at the hearing to advise him or her. The student may question at the hearing any witness who gives evidence against him or her. Attorneys are present in advising capacity only. The College appeal process will not be bound by Courtroom procedures.
3. The student is permitted to hear the evidence presented against him or her and will be permitted the opportunity to present his or her own case, his or her version of the incident, and any exhibits, affidavits, or witnesses on his or her behalf.

4. A full and complete record of the hearing will be made. Unless otherwise specified a videotaped record will be used.
5. The Student Services Action Group will provide a written decision to the student and the Dean of Student Services 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.

ACADEMIC MISCONDUCT DISCIPLINARY POLICY

This policy applies only to those violations of the Shelton State Community College student conduct regulations relating to academic dishonesty.

- A. 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.

1. Cheating—using or attempting to use during a class assessment of any sort 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.
3. Misrepresentation—falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, and transcripts.

- B. Penalties for academic misconduct can range from a reprimand to expulsion from the College.
- C. A course instructor (or any other person(s) who has reasonable cause to believe a student has engaged in an act of academic misconduct will report the matter to the Dean of Instructional Services. The instructor (or other person(s) will take no other action in the matter until a decision has been reached by the Dean of Instructional Services.
- D. The Dean of Instructional Services 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 Dean of Instructional Services may refer the matter to the Dean of Student Services).
- E. If the Dean of Instructional Services concludes that there is a reasonable basis for believing an act of academic misconduct may have been committed, the Dean of Instructional Services 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 of Instructional Services being notified of the possible academic misconduct.
- F. Prior to convening this conference, the Dean of Instructional Services:
 1. will provide the student with a copy of the Academic Misconduct Policy; and
 2. will 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. will call the attention of the student to the following provisions of the Academic Misconduct Policy:

At an academic misconduct conference or hearing,

 - a. the student is not required to make any statement at all regarding the matter under investigation.
 - b. the student may make a voluntary statement if the student chooses to do so.
 - c. the student has a right to present any evidence, supporting witnesses, and other information.
 - d. 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 Instructional Services 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 of Instructional Services may act alone or in conjunction with a standing committee or an ad hoc committee appointed by the Dean of Instructional Services, but the Dean of Instructional Services will make the decision.
- H. At the conclusion of the conference, one of three steps will be taken by the Dean of Instructional Services:

1. the matter will be immediately dismissed if in the judgment of the Dean of Instructional Services 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 of Instructional Services; or
2. if the student makes a voluntary written admission that the student committed the alleged academic misconduct, a penalty will be imposed by the Dean of Instructional Services. In case of a voluntary written admission of academic misconduct, the Dean of Instructional Services 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 a written admission of academic misconduct, the Dean of Instructional Services will, within ten working days, decide if the student is guilty of academic misconduct, and if so, 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 of Instructional Services will have the right to impose the full range of penalties as described in section B above.

In cases both of voluntary admission of academic misconduct and of the Dean of Instructional Services' decision that academic misconduct has occurred, the Dean of Instructional Services will seek the advice of the course instructor (if a course instructor is involved) prior to assigning a penalty. The Dean of Instructional Services, 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 of Instructional Services' 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 of Instructional Services' decision may be appealed to the Office of the President. This appeal must be in writing and addressed to the President.
- K. The appeal 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 of Instructional Services 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 Dean of Instructional Services 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 as in the conference with the Dean of Instructional Services, including the right to be advised by whomever the student wishes.
- O. The findings of the appeal panel will be reported to, and reviewed by, the President of the College. The purpose of the review by the President is to ensure that proper policy and procedure have been followed. The President may order further proceedings in the case. The decision of the President in the matter, after reviewing the findings of the appeal panel, will be 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.

INTELLECTUAL PROPERTY AND INTELLECTUAL PROPERTY RIGHTS

Intellectual property is any work of authorship, invention, discovery, or other original creation that may be protected by copyright, patent, trademark, or other category of law. Intellectual Property Rights means all the protections afforded the owner or owners of an original work under law, including all rights associated with patent, copyright, and trademark registration.

An original work created by a student to meet course requirements using college resources for which the student has paid tuition and fees to access or using resources available to the public, is the intellectual property of the student. Intellectual property rights in such student work belong to the student who created the work.

Intellectual property created by a student employee during the course and scope of employment belongs to the College and intellectual property rights to such creation belong to the College unless an agreement or contract provides otherwise.

Revenue derived from intellectual property created by a student shall belong to the student unless the work is created by a student employee during the course and scope of employment, in which case the revenue shall belong to the College and shall be used according to the policies and procedures of the institution.

DRUG AND ALCOHOL ABUSE PREVENTION POLICY

SUBSTANCE ABUSE PREVENTION

Shelton State Community College complies with the regulations and initiatives as prescribed by federal regulations in the Anti-Drug Abuse Act of 1988. The College is strongly committed to providing a drug-free learning and working environment. Drug awareness information is included in the Orientation 100 course required for all freshmen.

In Section 5301 of the aforementioned Public Law, institutions are required to inform students that should they be convicted of drug distribution or possession, the court may suspend their eligibility for Title IV financial assistance. If convicted three or more times for drug distribution, students may become permanently ineligible to receive Title IV financial assistance.

TOBACCO-FREE CAMPUS POLICY

Shelton State Community College is a tobacco-free work environment. Use of tobacco in any form is not permitted at any time by any faculty member, staff, student, vendor, or visitor inside any building on a Shelton State Campus. Smoking is permitted outside of buildings in designated non-hazardous areas away from building doors and windows.

FREEDOM OF EXPRESSION

The College respects the right to freedom of expression for individuals or groups within the college community. The College, however, does have an obligation to protect its facilities. For this reason it is the general policy of Shelton State Community College that no person, company, or other organization will distribute literature, post signs, sell merchandise, or promote religious, commercial, or political activities on the campus of this institution without first obtaining permission from the Office of the Dean of Student Services.

A. Circulating Petitions

Individuals interested in soliciting names for political, religious, commercial or other issue-oriented petitions must complete a petition request form and receive approval from the Office of the Dean of Student Services. Petition efforts will be restricted to a designated area and limited to one day with a renewal option on a one-day basis. Contact the Office of the Dean of Student Services for more information.

B. Commercial, Political, Promotional, and Religious Activities

College facilities and off-campus sites for college activities may be used for commercial solicitation, advertising, political, promotional, and religious activities

only when such activities are sponsored and requested by a college employee or an officially recognized student organization. These activities may not interfere with or operate to the detriment of the conduct of college affairs.

All political organizations or persons representing such will be provided space in a designated area. Political activity will be restricted to one day with a renewal option on a one-day basis through the Office of the Dean of Student Services.

C. Distribution of Literature

Distribution of literature is limited to a specific area. A copy of literature to be distributed must be filed with the Office of the Dean of Student Services at least two days prior to distribution. All literature must bear the name of the sponsoring organization and/or person. Anonymous literature may not be distributed on campus. Distribution of literature will be limited to one day and may be renewed on a one-day basis by an official of the Office of the Dean of Student Services.

D. Guest Speakers

For the purposes of this handbook, guest speakers are persons invited to Shelton State Community College by a registered student organization or for the purpose of addressing a college audience. The President of the college has the authority to cancel any speaking engagement when the appearance is deemed to constitute a clear and present danger to the orderly operation of the institution. The College has set up the following procedure for guest speakers.

Registered student organizations must obtain the approval in writing of the club advisor and the Office of the Dean of Student Services when sponsoring a guest speaker. The organization must obtain and submit the required approval form to the Office of the Dean of Student Services before submitting an invitation to the speaker. Responsibility for the selection of appropriate speakers rests with the student organization. When questions of appropriateness are involved, the club advisor and the student organization should confer with the Office of the Dean of Student Services.

No publicity concerning speakers may be released before approval of a guest speaker has been given by the Office of the Dean of Student Services the event has been scheduled on the college calendar. Room arrangements for meetings with speakers must be made in the Office of the Associate Dean of Academic Services. In keeping with the traditions of the community college, guest speakers should, if at all possible, allow a reasonable opportunity to receive and answer questions from the audience.

The speaker alone is responsible for the views presented in his or her address. Invitation to speakers to speak on campus does not necessarily imply the approval of the expressed views by the sponsoring group, the college, or any official of the college.

E. News Releases and Off-Campus Publicity

News releases and off-campus publicity regarding upcoming events on campus must be submitted to the Director of Marketing and Communications at least two weeks prior to the date of the event.

F. Poster Registration

Bulletins and posters should be displayed only on designated bulletin boards. No bulletins or posters will be placed on doors, glass, ceil-tex, painted surfaces, etc. Under no circumstances may materials be distributed on windshields of vehicles.

All posters that relate to students must be approved with the Office of the Dean of Student Services. All posters that are to be displayed must bear a stamp indicating approval. Unregistered posters, signs, announcements, etc. are subject to removal. The recommended poster size is 14" X 22"; however, larger posters will be allowed if permission is granted. Appearance of all posters, signs, etc. will be expected to exemplify the members' interest in an organization and the function which they are advertising. Lettering will be expected to be clear and uniform, permitting easy readability. The College reserves the right to refuse to register any poster, sign, etc. which is deemed inappropriate for public display. Event posters should be displayed for a period not to exceed seven days before the event which they publicize. All posters should be removed by 1:00 p.m. the afternoon following the advertised event. In case of weekend functions, all posters should be removed by 1:00 p.m. the following Monday. Nonevent posters also have a seven-day limit.

G. Use of College Equipment or Facilities

Individuals are prohibited from unauthorized use of the College's equipment or facilities. Equipment may include, but is not limited to, copiers, duplicating equipment, or public address systems. Authorization for such use must be secured through the Office of the Dean of Student Services.

GRADE APPEAL PROCEDURE

Refer to the Grade Appeal Procedure within the Academic Information section of this catalog.

COMPLAINT AND STUDENT GRIEVANCE PROCEDURES

SSCC promotes the open exchange of ideas among all members of the SSCC community, including students, faculty, staff, and administration. An environment conducive to the open exchange of ideas is essential to intellectual growth and positive change. However, SSCC recognizes that, at times, people may have differences which they are unable or unwilling to resolve themselves. The procedures described below shall be available to a SSCC student only after the student has made every reasonable attempt to resolve his/her problem with the appropriate College official or representative. In the case of a student who has made a good faith effort to resolve a problem and who has been unable to resolve the matter informally, SSCC offers the following grievance procedure as the appropriate course of action for settling disputes and resolving problems. The name and institutional address and phone number of any College officials referred to herein may be obtained from the Office of Student Services.

This grievance procedure is not intended to be used by a student with a complaint about a strictly academic matter such as grades, work assignments, quality of instruction, fairness of examinations, etc. Any student of SSCC who wishes to make a complaint about a strictly academic matter shall do so by virtue of the SSCC grade appeal procedure. A complaint by a student relating to a disability shall be reported to the College ADA Coordinator. Other types of complaints shall be reported to the Dean of Students. If the complaint is about a specific occurrence, the complaint must be made within ten business days after the occurrence or after the student becomes aware of the occurrence.

A student with a complaint shall begin his/her attempt to resolve the situation by bringing it to the attention of the appropriate College official or representative as stated above. If, after a discussion between the student and the respective College official or representative, it is determined that the complaint is valid and can be resolved immediately, the College official or representative will take appropriate action to resolve the complaint. If the matter at issue involves an allegation of physical abuse or racial, sexual, or other discrimination or harassment, or if the complaint relates to a disability, or if the complaint relates to a matter involving theft or any other act of dishonesty, the respective College official shall submit a written report within ten working days of the filing of the complaint to the College Grievance Officer describing both the complaint and how it was resolved, or how it will be resolved through a "plan of resolution."

Grievance Process

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

1. Date the original complaint was reported;
2. Name of person to whom the original complaint was reported;
3. Facts of the complaint; and,
4. Action taken, if any, by the receiving official to resolve the complaint.

The grievance statement shall also contain any other information relevant to the grievance that the Grievant wants to be considered by the Grievance Officer. If the grievance involves a claim of discrimination based on sex, race, national origin, religion, age, handicap, or disability, the complaining party should state with particularity the nature of the discrimination and reference any statute, regulation, or policy that the Grievant believes to have been violated. The Grievant shall file any grievance involving alleged discrimination within forty-five calendar days of the occurrence of the alleged discriminatory act or the date

on which the Grievant became aware that the alleged discriminatory act took place. This deadline shall be in addition to all other applicable reporting deadlines.

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

Investigation Procedure

The Grievance Officer, either personally or with the assistance of such other person(s) as the President may designate, shall conduct a factual investigation of the grievance allegations and shall research each applicable statute, regulation, and/or policy, if any. The College Grievance Officer shall determine, after completion of the investigation, whether or not there is substantial evidence to support the grievance. The factual findings in the investigation and the conclusion of the grievance officer shall be stated in the written report which shall be submitted to the Grievant and to the party or parties against whom the complaint was made (the "Respondent or Respondents") and shall be made a part of the hearing record, if a hearing is requested by the Grievant. Each of the parties shall have the opportunity to file written objections to any of the factual findings, and, if there is a hearing, to make their objections part of the hearing records. Publications or verified photocopies containing relevant statutes, regulations, and policies shall also be prepared by the Grievance Officer for the grievance record. If the Grievance Officer finds the grievance is supported by substantial evidence, he or she shall make a recommendation in the report as to how the grievance should be resolved. Upon the receipt by the Grievant of the Grievance Officer's report, the Grievant and Respondent(s) shall have three business days to notify the Grievance Officer whether or not the Grievant or Respondent(s) demand(s) a hearing on the grievance. The failure by the Grievant or Respondent(s), respectively, to request a hearing by the end of the third business day shall constitute a waiver of the opportunity for a hearing. However, the College Grievance Officer may, nevertheless, at his or her discretion, schedule a hearing on the grievance if to do so would appear to be in the best interest of the College. In the event that no hearing is to be conducted, the Grievance Officer's report shall be filed with the President, with a copy to be provided to the Grievant and each Respondent.

Hearing Procedure

In the event that the College Grievance Officer schedules a hearing, the President shall designate a qualified, three-person committee to conduct the grievance hearing. The hearing committee members will generally be employees of SSCC. However, the President shall have the discretion to select persons other than SSCC employees to serve as committee members. The committee shall notify the Grievant and each Respondent of the time, place, and subject matter of the hearing at least seventy-two hours prior to the scheduled beginning of the hearing. The hearing shall be conducted in a fair and impartial manner and shall not be open to the public unless both parties agree in writing for the hearing to be public.

At the hearing, the Grievant and the Respondent(s) shall be read the grievance statement. After the grievance is read into the record, the Grievant shall have the opportunity to present such oral testimony and offer such other supporting evidence as he/she shall deem appropriate to his/her claim. Each Respondent shall then be given the opportunity to present such oral testimony and offer such other evidence as he/she deems appropriate to the Respondent's defense against the charges. In the event that the College, or the administration of the College at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the College.

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

The hearing shall be recorded by either a court reporter or on audio or videotape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

Rules of Evidence

The hearing committee shall make the participants aware that the rules relating to the admissibility of evidence for the hearing will be similar to, but less stringent than, those which apply to civil trials in the courts of Alabama.

Generally speaking, irrelevant or immaterial evidence and privileged information (such as personal medical information or attorney-client communications) shall be excluded. However, hearsay evidence and unauthenticated documentary evidence may be admitted if the hearing chairperson determines that the evidence offered is of the type and nature commonly relied upon or taken into consideration by a responsible prudent person in conducting his/her affairs.

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

Report of Findings and Conclusions

Within five working days following the hearing, there shall be a written report given to the College Grievance Officer (with a copy to the President, the Grievant, and each Respondent) of the findings of the Chairperson of the Hearing Committee, and the report shall contain at least the following:

1. Date and place of the hearing;
2. The name of each member of the Hearing Committee;
3. A list of all witnesses for all parties to the grievance;
4. Findings of facts relevant to the grievance;

5. Conclusions of law, regulations, or policy relevant to the grievance; and
6. Recommendation(s) arising from the grievance and the hearing thereon.

Resolution of Grievance

In the event of a finding by the hearing officer/committee that the grievance was unfounded or was not supported by the evidence presented, the College Grievance Officer shall notify the Grievant of any appeal that may be available to the Grievant. In the event of a finding that the grievance was supported, in whole or in part, by the evidence presented, the College Grievance Officer shall meet with the Grievant, the Respondent(s), and the appropriate College representative(s) and attempt to bring about a reasonable agreed-upon resolution of the grievance. If there is not a mutual resolution within a reasonable amount of time, the President shall impose a resolution of the grievance which shall be final and binding, except where the decision may be subject to an appeal to the Chancellor as discussed below.

Available Appeal

If the grievance does not involve a claim of illegal discrimination or a claim relating to a disability, the findings of the Hearing Committee shall be final and shall be non-appealable. If the grievance involves a claim of illegal discrimination or a claim relating to a disability, the Grievant and each Respondent shall have the right to appeal the decision of the Hearing Committee to the President of SSCC, provided that:

1. A notice of appeal is filed, using Grievance Form B, with the College Grievance Officer and the President within fifteen calendar days following the party's receipt of the hearing report; and
2. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s), or recommendation(s), of the hearing committee.

If the appeal is not filed by the close of business on the fifteenth day following the party's receipt of the report, the party's opportunity to appeal shall have been waived. If the appeal does not contain clear and specific objections to the hearing report, it shall be denied by the President.

President's Review

If an appeal is accepted by the President, the President shall have thirty calendar days from receipt of the notice of appeal to review and investigate the allegations contained in the grievance, review the hearing record, to hold an appellant hearing (if deemed appropriate by the President), and to produce a report of the President's findings of fact and conclusions of law. The President shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part or reverse in part the findings, conclusions, and recommendations of the Hearing Committee. The President's report shall be served to the Hearing Committee members, Grievant, and the Respondent(s) by personal service or by certified mail, return receipt requested, at their respective home addresses.

Appeal to the Chancellor

Except in cases involving a claim alleging a violation of Title IX of the Civil Rights Act of 1964, as amended, the President's findings and conclusions will not be appeal-

able. However, pursuant to applicable State Board of Education policy, a Grievant who is alleging a claim of illegal discrimination based on a violation of Title IX may file an appeal to the Chancellor of the Alabama Department of Postsecondary Education for a review of the President's decision and the findings arising from the College grievance hearing. A Grievant who has grounds for appealing the findings of the President by the Chancellor may do so by:

1. Filing a notice of appeal, using Grievance Form C, to the Chancellor and the President of SSCC, within fifteen calendar days following the Grievant's receipt of the report of the President's findings; and
2. Specifying in the notice of appeal clear and specific objections(s) to the finding(s), conclusion(s), or recommendation(s), affirmed by the President.

If the appeal is not filed with the Chancellor by the close of business on the fifteenth day following the Grievant's receipt of the President's report, the Grievant's opportunity to appeal shall have been waived. If the appeal does not contain clear and specific objections to the President's report, it shall be denied by the Chancellor.

Review by the Chancellor

If an appeal is accepted by the Chancellor, the Chancellor shall have thirty (30) calendar days from his/her receipt of the Grievant's notice of appeal to investigate and review the allegations contained in the agreement, to review the report of the President and the Hearing Committee, to hold an appellant hearing (if he/she deems such appropriate), and to issue a report of his/her findings of fact and conclusions of law. The Chancellor shall have the authority to (1) affirm, (2) reverse, or, (3) affirm in part or reverse in part the findings, conclusions, and recommendations of the President and/or Hearing Committee. The report of the Chancellor shall be served to the Grievant and the Respondent(s) by personal service or certified mail, return receipt requested, to the respective home addresses of the parties. The report of the Chancellor shall not be further appealable except as allowed by the policies of the State Board of Education. However, the Grievant shall not be precluded from filing a grievance with an appropriate court or administrative agency.

General Rule on Filing Deadlines

If the last date for filing a document under this procedure falls on a Saturday, Sunday, or legal holiday, the date of the first business day following the respective Saturday, Sunday, or legal holiday shall be considered the deadline date.

Reference

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

Title IX of the Educational Amendments of 1972, "No person in the United States will on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Section 504 of the Rehabilitation Act of 1973 as amended in 1974, "No otherwise qualified disabled individual in the United States, as defined in Section 706 (6) of this title, will, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The Americans with Disabilities Act of 1990, "No covered entity will discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment." "No qualified individual with a disability will, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a State or a local government." "No individual will be discriminated against on the basis of disability in the full and equal enjoyment of goods, services, facilities, privileges, advantages, and accommodations of any place of public accommodation." "Will ensure that interstate and intrastate telecommunications relay services are available to hearing-impaired and speech-impaired individuals in the United States."

HARASSMENT POLICY

Shelton State Community College complies with the Alabama State Board Policy as stated here.

The State Board of Education is committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated on any campus or site, or in any division, or department by any employee, student, agent, or non employee on any institution's property and while engaged in any institutionally sponsored activities.

It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the College community are respected, that harassment of students and employees is unacceptable conduct and will not be tolerated at any of the institutions that comprise The Alabama College System.

A nondiscriminatory environment is essential to the mission of The Alabama College System. A sexually abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as student or employee. It is essential that institutions maintain an environment that affords equal protection against discrimination, including sexual harassment. The institutions of the Alabama College System will take all the necessary steps to ensure that harassment, in any form, does not occur. Employees and students who are found in violation of this policy will be disciplined as appropriate to the severity of the offense.

Employees and students of The Alabama College System will strive to promote a college environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, professional staff, faculty, and support staff will adhere to the highest ethical standards to ensure professionally functioning institutions and to guarantee equal educational opportunities for all students.

For these purposes, the term "harassment" includes, but is not necessarily limited to:

Slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, age, or disability.

Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature.

Harassment of employees or students by non employees is a violation of this policy. Any employee or student who becomes aware of any such harassment will report the incident(s) to the appropriate college official.

Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex, and occurs when such behavior constitutes unwelcome sexual advance, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities;
2. submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual;
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Any incident of sexual harassment will be reported to the grievance officer as promptly as possible after the harassment occurs.

The employees of the institutions within the Alabama College System determine the ethical and moral tone for these institutions through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between college personnel of different ranks which involve partiality, preferential treatment, or the improper use of position will be avoided. Consensual amorous relationships that might be appropriate in other circumstances are inappropriate when they occur between an instructor and any student for whom he or she has responsibility, between any supervisor and an employee, or between a college employee

and a student where preferential treatment results. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or employees there is always an element of power. It is incumbent on those with authority not to abuse the power with which they are entrusted.

All personnel will be aware that any amorous relationship (consensual or otherwise) or any otherwise inappropriate involvement with another employee or student makes them liable for formal action against them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship, the faculty member in a faculty-student relationship, or the employee in an employee-student relationship who will be held accountable for unprofessional behavior.

This policy encourages faculty, students, and employees who believe that they have been the victims of sexual harassment to contact the grievance officer or other appropriate official at the institution where the alleged incident occurred. Any reprisals will be reported immediately to the grievance officer or other appropriate official.

This policy will be distributed, communicated, and implemented in a manner which provides all interested parties the opportunity to be informed of this policy. A system-wide educational program will be utilized to assist all members of the college community to understand, prevent, and combat harassment. The Chancellor will issue guidelines to ensure the adherence to, implementation of, and enforcement of this policy.

A. Definition of Sexual Harassment

Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestions that a person could get a higher grade or a raise by submission to sexual advances. The suggestion or advance need not be direct or explicit; it can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one. Sexual harassment is distinguished from consenting or welcome sexual relationships by the introduction of the elements of coercion; threat; unwelcome sexual advances; unwelcome requests for sexual favors; other unwelcome sexually explicit or suggestively written, verbal, or visual material; or unwelcome physical conduct of a sexual nature. Examples of verbal or physical conduct prohibited within the definition of sexual harassment include, but are not limited to:

1. physical assault;
2. direct or implied threats that submission to or rejection of requests for sexual favors will affect a term, condition or privilege of employment or a student's academic status;
3. direct propositions of a sexual nature;
4. subtle pressure for sexual activity;
5. repeated conduct intended to cause discomfort or humiliation, or both, that includes one or more of

the following: (I) comments of a sexual nature; or (ii) sexually explicit statements, questions, jokes, or anecdotes;

6. repeated conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed that includes one or more of the following: (I) touching, patting, pinching, hugging, or brushing against another's body; (ii) commentary of a sexual nature about an individual's body or clothing; or (iii) remarks about sexual activity or speculations about previous sexual experience(s);
7. intimidating or demeaning comments to persons of a particular sex, whether sexual or not;
8. displaying objects or pictures which are sexual in nature that would create a hostile or offensive employment or education environment, and serve no educational purpose related to the subject matter being addressed.

B. Reporting Acts of Sexual Harassment

Any Shelton State Community College student or employee who believes that he or she is being or has been sexually harassed should make the situation known to the appropriate administrative official.

1. **Employees** should report problems of sexual harassment to the Office of Human Resources, 205-391-2272.
2. **Students** with complaints of sexual harassment against another student, a faculty member, staff member or administrator should contact personnel in the Office of the Dean of Student Services, Martin Campus, 205-391-2217. Personnel in the Office of the Dean of Student Services will then coordinate efforts of pursuing the circumstance with the President.
3. Any college employee or student who experiences sexual harassment from a person who is not a student or employee should contact the college Security Office and the Office of the Dean of Student Services. Shelton State Community College is committed to providing a positive, discrimination-free educational and working environment.

OFF-CAMPUS TRIPS POLICY

Off-campus trips which involve students, faculty, and/or staff must be approved by the appropriate Dean. Official Travel Request Forms for such trips must be filed with the Office of the Dean of Student Services at least one month prior to the scheduled trip.

Off-campus trips are to be made in the company of appropriate and approved chaperones. Students and parents or guardians must sign release forms in order for students to participate in such trips. Signed student release forms must be filed with the Office of the Dean of Student Services prior to the travel.

SOCIAL FUNCTIONS POLICY

A social function is defined as any dance, party, activity, or entertainment sponsored by an approved student

group. Proposed student activities must be approved by the Office of the Dean of Student Services. The student is responsible for the conduct of his/her guest or visitor to the campus or to any college-sponsored activity. Guests and visitors are expected to abide by the regulations of this institution.

VISITORS TO CAMPUS POLICY

Visitors should be able to demonstrate a valid purpose for being on campus. They are expected to abide by the regulations of the institution. Shelton students are held responsible for their guests' conduct. **CHILDREN ARE NOT ALLOWED IN CLASSROOMS, LABORATORIES, OR SHOPS AT ANYTIME. CHILDREN ON CAMPUS FOR A VALID PURPOSE SHOULD BE UNDER THE SUPERVISION OF A PARENT OR APPROPRIATE OFFICIAL.**

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 that contain 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.

A. Students' Access to Their Educational Records

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

1. financial aid information
2. 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
3. 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
4. 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.

B. Challenge of the Contents of Education Records

Students may challenge information in their educational records that 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.

1. The Office of the Dean of Student Services will appoint the hearing panel that will adjudicate such challenges.
2. 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 reasonably in advance of the hearing.
3. Students will be afforded a full and fair opportunity to present evidence relevant to the issue raised. They may be assisted or represented at the hearing by one or more persons of their choice, including an attorney, at their expense.
4. Decisions made by the 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 Shelton State Community College.
- (3) this record, when disclosed to an authorized party, must include the statement held by the student.

C. 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: (a) specify the records to be released (b) state the purpose of the disclosure, (c) identify the party or class of parties to whom disclosure may be made, and (d) be signed and dated by the student.

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

Name

Address

Telephone listing

Email address

Participation in officially recognized activities and sports

Major field of study

Weight and height if a member of an athletic team

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

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 stating 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*:

1. 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 education 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 a 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.

2. 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.
3. 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.
4. 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.
5. To organizations conducting certain studies for or on behalf of Shelton State Community College.
6. To accrediting organizations to carry out their accrediting functions.
7. To appropriate parties in a health or safety emergency subject to a determination by the President or Dean.
8. 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.
9. To an alleged victim of any crime of violence (as that term is defined in 18 U.S.C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

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.

D. 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.

E. 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.

F. 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.

G. 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 (a) inspect their education records, (b) have a hearing to amend an education record, and (c) have their education record privacy protected by Shelton State Community College. Former students do not have the right to request of Shelton State nondisclosure unless they asked, at their last opportunity as students, that no directory information be disclosed.

H. Privacy Rights of Deceased Students

For twenty-five 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.

I. 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.

J. Types, Locations, and Custodians of Education Records

The following is a list of records that Shelton State Community College maintains, their locations, and their custodians.

Type of Record	Location	Custodian
Admission Records	Office of Admissions and Records Martin Campus Atrium 1 st Floor	Registrar
Cumulative Academic Records	Office of Admissions and Records Atrium 1 st Floor Martin Campus	Registrar
Financial Records	Business Office Martin Campus Atrium 1 st Floor	Dean of Business Services
Disciplinary Records	Office of the Dean of Student Services Martin Campus Atrium 3 rd Floor	Dean of Student Services

Occasional records (student education records not included in the types above such as minutes of faculty committee meetings, copies of correspondence in offices not listed, etc.) will be collected by the appropriate college official. This official can direct a student to their location, or otherwise make them available for inspection and review.

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